



CITY OF ENCINITAS
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ALCOHOL BEVERAGE SALES OR PUBLIC CONVENIENCE OR NECESSITY – APPLICATION SUPPLEMENT AND SUBMITTAL CHECKLIST

The items listed in the table below are organized by design review application type (for example, new construction, grading, freestanding monument sign, etc.), and summarize the required submittal materials for each design review type.

All submittal items shall be provided in digital portable document format (PDF), meet the City's Document Submission Standards/File Category and be named in accordance with the required File Naming Conventions. See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) Homepage found [here](#).

1. General Submittal Requirements

- All items in the **General Planning Application Checklist – PLN-100**; and
- Additional items, based upon project scope, as outlined below:

2. Alcohol Beverage Sales^{1,2} – On-Sale

A. Proposed Project Scope:

- **New Alcoholic Beverage Control (ABC) license**
- **Modify existing ABC license**
- **Expand/modify existing ABC licensed area³**

Required intake appointment items:

- Site Plan
- Floor Plan
- Use Permit Supplement/write-up
- Alcohol Service Establishments- Existing Establishment Application (*Used for modifications being made to existing establishments*)
- Alcohol Service Establishments- New Establishment Application (*Used for new establishments or existing establishments without an existing use permit*)
- Citizen Participation Plan materials
- Green Building/CAP Checklist

3. Alcohol Beverage Sales - Substantial Conformance¹

Required intake appointment items:

- Site Plan
- Floor Plan
- Substantial Conformance Plans: Side-by-side plans of approved and proposed changes
- Summary narrative of proposed modifications
- Alcohol Service Establishments- Existing Establishment Application (*Used for modifications being*

made to existing establishments)

- Alcohol Service Establishments- New Establishment Application (*Used for new establishments or existing establishments without an existing use permit*)
- Green Building/CAP Checklist

4. Finding of Public Convenience or Necessity (PCN)^{1,4}

Required intake appointment items:

- Site plan
- Floor Plan
- Copy of ABC application (submitted to ABC)
- List of existing ABC offsite sale locations
- Use Permit Supplement
- Write-up summarizing public convenience findings, including:
 - Narrative with factual data to support the public convenience or necessity request
 - Floor plan with information related to area devoted to food and merchandise and alcohol beverages
 - Crime data from San Diego Sherriff's Substation showing within ¼-mile for past 5 years
- Write-up summarizing public necessity findings, including:
 - Narrative with factual data showing that the applicant premises will provide a unique experience (ambiance, aesthetics, or provisions of specialized services at the premises) which could not otherwise be met in City.
 - Crime data from San Diego Sheriff's Substation show within ¼ mile for past 5 years.

FOOTNOTES:

¹If the project requires other discretionary application types (coastal development permit, use permit, etc.) and the intake submittal requirements overlap, only one of the duplicate submittal items is required for the project submittal.

²Alcoholic beverage sales (on-sale) require either a Major Use Permit or Minor Use Permit depending upon the zone. Consult with a planner to make this determination.

³If exterior site or façade improvements/modifications are proposed as part of the ABC license, a Design Review permit may be required. See Design Review Application Supplement and consult with a planner to make this determination.

⁴Public convenience or Necessity determination is required when the census tract is overconcentrated. PCN requests are processed as a Service Request. Please consult with a planner.

5. Plans and Drawings:

A vital part of any application package is a **properly drawn, complete and internally consistent set of drawings**. Please read through this checklist below carefully. Unless otherwise indicated during the completeness review, you must provide all the following information on each set of drawings submitted. **Applications that do not include all the required information will be found incomplete.** All plans must be accurately scaled and dimensioned.

PLEASE NOTE: Both the state of California and the City of Encinitas have legal requirements for who may prepare development and landscape plans. All applications must include the name, signatures and professional license or registration numbers of the plan preparers. Check with city staff for who may prepare plans.

6. Discretionary Title Sheet Template

The City of Encinitas has a Discretionary Title Sheet Template that will help with streamlining the preparation of your plans. It can be accessed [here](#).

7. Required Drawing Elements:

The following items/drawing elements are required for the application to be deemed complete.

A. **Project Data:** *Please see Discretionary and Building Permit Title Sheet template, referenced above, for sheet template/formatting.*

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|------|--|
| A1. | Site address. |
| A2. | Assessor's Parcel Number(s) (APN) for project site, adjacent properties to project site and within the vicinity of the project site. |
| A3. | Gross and net lot area in square feet, or in acres for larger lots. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet. |
| A4. | General Plan designation. |
| A5. | Zoning designation and zoning overlays. |
| A6. | Water District. |
| A7. | Sanitation District. |
| A8. | Scope of work statement that clearly and concisely describes the scope of the project. May include but not limited to discretionary permits (i.e., Coastal Development Permit, Design Review Permit, Minor Use Permit, Tentative Map, etc.), proposed use(s), structure(s), any deviation from standards, temporary construction trailer, etc. |
| A9. | Existing and proposed land use. |
| A10. | Lot Coverage: Show/summarize the square footages of all the areas included and deducted from the floor area and provide a floor area ratio calculation based upon the net lot area. Provide a diagram showing areas counted toward and exempted from calculation. (As Applicable. Only required for projects modifying existing square footage). |
| A11. | Floor Area Ratio (FAR): Show/summarize the square footages of all the areas included and deducted from the floor area and provide a floor area ratio calculation based upon gross lot area. Provide a table identifying the square footage of each floor, garage, accessory dwelling unit, junior accessory dwelling unit and/or accessory structures. Clearly identify areas being removed from floor area ratio (i.e., 400 square feet of garage, 800 square feet of ADU etc.). (As Applicable. Only required for projects modifying existing square footage). |
| A12. | Required and proposed building setbacks, arranged in a table. Setbacks shall be taken from the ultimate street right-of-way even if street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement. |
| A13. | Required and proposed lot width and lot depth in a table. (Refer to EMC Chapter 30.04 - Definitions). |
| A14. | Grading quantities: total and average amount of cubic yards of dirt moved; amount of cut and fill (maximum height of fill and depth of cut in feet). (As Applicable. Only required for projects that require/propose grading). |
| A15. | Average Lot Slope statement and/or Average Lot Slope Exhibit – (As Applicable. Detailed average lot slope exhibit is required for R-3 through R-25 zones and shall show information required per EMC 30.16.010.B.6.e). |

A16.	Building area: area of existing structures, area of structures to be demolished, areas of addition, each proposed area, and total overall proposed area.
A17.	Occupancy type and occupant load.
A18.	Type of proposed construction.
A19.	Quantities of off-street parking required and provided. Include the calculations used to determine the parking requirement.
A20.	Maximum Average Unit Size (R-30 Overlay sites) table. (As Applicable, for projects in the R-30 Overlay Zone).
A21.	An index listing all sheets of the project plans (in the order presented) and a brief description of each sheet.
A22.	Other: Upon Completeness and Compliance Review, others may apply.
B.	<u>Contact Information:</u> The project plans shall include on the top sheet of the plans contact information consisting of name, business name (if applicable), address, phone number, and email for:
B1.	Property owner/applicant.
B2.	Agent/Representative.
B3.	All persons/firms that prepared any portion of the projects plans.
B4.	Other.
C.	<u>Site Plan/Preliminary Grading Plan:</u> The site/preliminary grading plan shall indicate/include:
C1.	All exterior site boundaries correctly scaled and dimensioned. Including metes and bounds.
C2.	North arrow.
C3.	Scale of plans, graphic, and written.
C4.	Vicinity map showing location of subject property.
C5.	Legend of symbols, lines, abbreviations, etc. used on the plans.
C6.	Site survey.
C7.	Assessor's Parcel Number(s) (APN) for adjacent properties to project site and within the vicinity of the project site.
C8.	Location and dimensions of significant waterways, floor plains, and/or other topographical features.
C9.	Topography and source of topography dated no more than two years old with benchmark.
C10.	Location if street trees within the public ROW noted to remain or be removed. Arborist report will be required if removed.
C11.	Location and dimensions of present and proposed street and highway dedications and private access easements required to handle the traffic generated by the proposed uses.
C12.	Location and dimensions of all driveways, access roads, and curb cuts indicating the type of construction material.
C13.	Sight distance triangle for all driveways and intersections.
C14.	Locations and dimensions of trails and walks and indication of construction materials.
C15.	Show fire access roads/driveways and intersections.
C16.	Location and dimensions of all driveways to meet the 150-foot hose pull requirement.
C17.	Required setbacks shown and dimensioned for primary and accessory structures. Indicate with a dashed line the building envelope(s) created by the setback lines. (Setbacks shall be taken from the ultimate street right-of-way even if street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement.)
C18.	Location of buildings and structures both existing and proposed, relative to each other and to the site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
C19.	Spot elevations of finished grade (dirt) and existing grade (dirt) show at all building walls. Finished floor shall be called out separately from finished grade for proposed structures.
C20.	Engineering scale factor.

C21. Pad heights shown on grading/site plans and elevations.
C22. Rates of grade. Metes and bounds.
C23. Sections: Typical section of streets and alleys. Perpendicular overall site sections North/South and East/West.
C24. Indicate vertical and horizontal dimension of all proposed architectural projections (i.e., eaves, bay windows, chimneys, decks, etc.) in any required setback. (See EMC Section 30.16.010.F.8 and 30.20.010.J.3 for additional information.)
C25. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading, or other means to clearly identify the area of addition.
C26. Location of walls, fences, and hedges, and the indication of their height and type of construction materials. (Freestanding and retaining walls shall be differentiated. Combined wall/fence heights shall be indicated. Fences within the first 15 feet from the front property line shall be limited to four feet solid, or four feet solid plus an additional two feet constructed of a material that is at least 50 percent open.)
C27. Location of refuse/recycling/organics collection/enclosures and an indication of the height and type of construction materials. EDCO concurrence letter required.
C28. Location of off-street parking and loading facilities, and their dimensions. See Chapter 30.54 for required number (or Specific Plan if applicable) and Off-Street Parking Design Manual for location and size. Reference Building Code standards for electric vehicle space dimensions.
C29. Dimension of vehicular backing distance (minimum 24 feet required).
C30. Location of proposed electric vehicle charging spaces and associated branch circuit pre-wiring (as applicable). For new single-family or two-family dwellings, show the required branch circuit wiring for future electric vehicle charging installation. For new multi-family projects, hotel/motel, and non-residential projects, identify the location of all proposed electric vehicle charging spaces and provide a calculation demonstrating that at least 15 percent (multi-family) or 8 percent (hotels/motels, non-residential) of the total spaces provided are proposed to be electric vehicle charging spaces. For new hotels/motels, non-residential buildings, and portions of mixed-use projects, provide a calculation demonstrating at least eight percent of the total spaces provided are proposed to be electric vehicle charging spaces.
C31. Location of mechanical equipment and screening.
C32. Location and dimensions of any on-site trailer proposed to be used for construction office or residential purposes during construction, together with all related facilities.
C33. Location of nearest buildings adjacent to the project site.
C34. Location and type of significant vegetation and indicate whether they will remain or be removed.
C35. Locations and calculations or areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
C36. Show fuel modification zone for properties in any Fire Hazard Severity Zone. Indicate fuel medication method proposed (i.e., hand clearing, full removal plants, etc.) A Fire Protection Plan shall be required for properties unable to meet 100-foot defensible space standards.
C37. Total area of land disturbance in square feet.
C38. Depiction of existing site contours and all proposed grading.
C39. Preliminary earthwork quantities including cut depth, fill height, import, export, and remedial grading.
C40. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
C41. Depiction of existing and proposed drainage facilities. Plans shall indicate fire flow.
C42. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and/or removed and replaced impervious surfaces.
C43. Depiction of all existing legal lots. Please refer to legal description of the property.
C44. Depiction of existing and proposed public safety sanitary sewer and sewer laterals. Indicate which sewer agency will be serving the property, if applicable. Show location of existing and proposed

	septic system and the relation of all aspects of the system to the existing and proposed structures. Label "to remain" or "to be removed."
C45.	Depiction of existing and proposed water mains, laterals, and metes and indication of size and type. Indicate which water agency will be serving the property, if applicable. Plans shall indicate fire flow.
C46.	Depiction of gas lines and indication of size and type.
C47.	Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) or underground.
C48.	Coastal bluff Properties: Locations of geotechnical setbacks (40 feet, 50 feet, 1.5 safety of factor (SOF), 75-year erosion rate, and combined 1.5 SOF and 75-year erosion rate).
C49.	Inland bluff Properties: Depict location of 25-foot setback.
C50.	Location of mailboxes (mixed-use, multi-family, & subdivisions) with letter from the Postmaster.
C51.	Third story setback line dimensioned (R-30 Overlay sites).
C52.	Wetlands: Clearly depict limits of wetland areas and the required buffer setback from the wetland edge.
C53.	Other: Upon Completeness and Compliance Review, others may apply.
D.	<i>Average Lot Slope Exhibit. For lots with an average lot slope greater than five percent: (Required for projects in all zones R-3 through R-25. Not required for Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2).</i>
D1.	Provide a separate topographic site plan exhibit with the average lot slope depicted and calculated for the property. The average lot slope is determined by calculating the total change in elevation from setback line to setback line (rise/run) and is established by placing three run-lines across the property; (i.e., they are to be placed at right angles to the contour lines). For properties of an irregular shape and topography, additional run-lines may be required on the site plan to the satisfaction of the Development Services Director. Encinitas Municipal Code Section 30.16.010B6e.
E.	<i>Slope Analysis Exhibit. A slope analysis shall be submitted based upon a topographic map with contour intervals not exceeding two feet.</i>
E1.	This analysis will describe the following slope categories in acres, and will also graphically depict the location of each category on the topographic map: <ol style="list-style-type: none"> Less than 25% slope. 25 to 40% slope. Greater than 40% slope. Document the percentage of steep slopes (25 percent or greater in gradient for the site). For projects that include the proposed encroachments into slope areas greater than 25 percent gradient, the exhibit shall overlay the project's development footprint onto the steep slope exhibit and label the square feet and percentage of encroachment into steep slopes. If manufactured slopes are present on-site, then they should be clearly shown and documented on the slope analysis. Evidence (Historic Aerials, Geotechnical Report, Historic Topography) of the manufactured slopes shall be provided.
F.	<i>Floor Plans. Provided for each floor, denoting room type and interior configuration, accurately scaled and dimensioned. Floor Plans shall indicate/include:</i>
F1.	North arrow.
F2.	Scale, graphic, and written.
F3.	Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.
F4.	Outdoor dining clearly labeled. Label new versus existing when applicable.
F5.	Each room labeled as to use.
F6.	Garage and parking spaces provided identified with dimensions. Dimension each parking stall located within the garage. Dimension garage door width and height clearance. See Off-Street Parking Design Manual.

F7.	Outline of any subterranean or basement area. For basements, clearly show that the basement area meets the definition of basement as per EMC Ch. 30.04: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than four feet above the lower of natural or finished grade." See Basement Exhibit requirements below.
F8.	Where an attachment or minor addition to an existing building or structure is proposed, the floor plan shall indicate the relationship of such proposal to the existing when applicable.
F9.	Please provide a separate Lot Coverage Calculation floor plan exhibit that visually depicts the areas included and excluded in the floor area ratio calculation.
F10.	Please provide a separate Floor Area Ratio Calculation floor plan exhibit that visually depicts the areas included and excluded in the lot coverage calculation.
F11.	Location of 250 cubic feet of lockable, enclosed storage area per unit within a garage/carport or within the main building. (Applies in R-11/R-15/R-20/R-25/R-30 zones.)
F12.	Location of 10 percent of floor area of the units shall be provided as private open space for both ground floor and units contained on the second floor. (Applies in R-11/R-15/R-20/R-25/R-30 zones.)
F13.	Mezzanine: Provide a separate exhibit clearly showing the square footage of the mezzanine floor area and the square footage of the room below floor area. Outline on the exhibit all areas utilized for the room below square footage demonstrate it meets the Mezzanine definition EMC Chapter 30.04 Definitions.
F14.	Other: Upon Completeness and Compliance Review, others may apply.
G. <u>Basement Exhibit.</u>	
G1.	The basement level floor plan showing the total linear feet of the perimeter basement walls and their linear dimensions.
G2.	Linear feet of the portions of the perimeter basement walls exposed less than or equal to four feet above the lower of natural or finished grade to the top of floor above.
G3.	Linear feet of the portions of the perimeter basement walls exposed greater than four feet above the lower of natural or finished grade to the top of the floor above.
G4.	A basement calculation (percentage) of the linear perimeter of the basement walls greater than four feet above the lower of the natural or finished grade, divided by the total linear length of the perimeter basement walls.
H. <u>Roof Plans.</u>	
H1.	Locations of ridges, hips, valleys, crickets, parapets, etc.
H2.	Direction of drainage flow.
H3.	Existing and proposed roof pitch.
H4.	Dimensions of eaves and other roof projections.
H5.	Roof decks.
H6.	Area for installation of solar energy systems.
H7.	Other: Upon Completeness and Compliance Review, others may apply.
I. <u>Elevations. Must accurately show proposed finished building appearance, consistent with site/floor plans – NOT CONCEPTUAL. Provide elevations of all exterior building walls including courtyard elevations; each elevation sheet shall indicate/include:</u>	
I1.	The lines of the existing exterior grade and proposed finished exterior grade distinguished and shown at the building wall. If no changes to the grade are proposed, please call out the grade as both the existing and finished grade. Note: Heights are taken from grade (dirt), which excludes any hard surface above grade including sidewalk, pavement, etc.)
I2.	The height of buildings and structures and all applicable dimensions, from the lower existing exterior grade or proposed finished exterior grade. Per the underlying zone, clearly show the maximum height limits on each elevation as measured from the lower of existing or finished grades. See I1.
I3.	Roof treatment and indication of roof pitch.
I4.	Window and door treatment.

15.	Any exterior mechanical equipment along with any proposed screening of such.
16.	Notes or details sufficient to define all design features, including dimensions/sizes of elements.
17.	Building materials, finishes, and colors.
18.	Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
19.	Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
110.	Vertical and horizontal dimensions of all architectural projections (i.e., roof eaves, bay windows, chimneys, etc.).
111.	Call out existing and proposed spot elevations at each corner of each building.
112.	Call out pad height for each lot.
113.	For basement elements, clearly identify areas where the lower of the natural or finished grades are exposed more than four feet on all elevations.
114.	Colored renderings: required once design is accepted by Project Planner.
115.	Façade Wall Plan Exhibit (R-30 Overlay sites).
J.	<u>Sign Information.</u> Provide if signage is proposed or a sign program is required.
J1.	Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
J2.	The nature of temporary or seasonal on-site advertising.
J3.	Complete drawings indicating design, materials, colors, and lighting method of proposed signage.
J4.	Other: Upon Completeness and Compliance Review, others may apply.
K.	<u>Lighting plan.</u> A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:
K1.	The location of exterior lighting standards and devices.
K2.	The plan shall be adequate to review possible hazards & disturbances to the public & adjacent properties.
K3.	Fixture cuts from manufacturer shall be provided for all fixtures provided for all fixtures, proposed, describing dimensions, materials, and colors.
K4.	Photometric studies may be required.
K5.	Other: Upon Completeness and Compliance Review, others may apply.
L.	<u>Preliminary landscape showing landscaping, paving, and other hardscape.</u> Such plans shall include all the information listed below and that required for the project type as per the City's Water Efficient Landscape Regulations (EMC Ch. 23.26), including but not limited to:
L1.	Water budget information and calculations.
L2.	A list of all plants existing on site and adjacent right-of-way (ROW) indicating the botanical and common name of all plants and the size of each plant. Group plants by type: trees, shrubs, ground cover. Use a symbol for each plant to correlate with the plan.
L3.	A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent ROW. Include trunk DBH (diameter breast height) for trees with BDH greater than four inches. Use a symbol for each plant to correlate with the list.
L4.	Plant schedule on the plans indicating the botanical and common name of all plants and the size of each plant proposed and existing, to be retained, including any ROW street trees and/or other plantings. Group plant by type: trees, shrubs, ground cover.
L5.	A plan identifying all plants proposed and existing, to be retained, including any ROW street trees or other plantings. Use a symbol for each plant to correlate with the list.
L6.	Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, streets, street names, driveways, walkways and trails, other paved areas, the footprint of existing and proposed structures, water features, fences, freestanding walls and retaining walls.

L7.	Elevations of new structures, including but not limited to walls, fences, trellises, and gazebos. Indicate proposed materials, colors, finishes, and dimensions. Include elevations of all these new structures in colored elevations.
L8.	Location of fuel modification zone(s) and any proposed plantings within the fuel modification zone(s). Properties located in any Fire Hazard Severity Zone shall utilize the approved plant lists of the City of Encinitas and San Diego County DPLU.
L9.	Approximate location of all irrigation lines, valves, and heads. Required for landscape work in City's right-of-way.
L10.	Locations of walls and fences and indication of height and type of construction materials (freestanding and retaining walls shall be differentiated). Include a cross-section of each wall and fence.
L11.	Locations of trails and walks and indication of construction materials and widths.
L12.	Areas paved for parking or driving, differentiated from areas intended for landscape plant or hardscape. Indicate proposed materials, colors, finishes, and dimensions.
L13.	Exterior dimensions and area in square feet for each landscape planter area proposed.
L14.	Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
L15.	Calculation showing a minimum of 30 trees per net acre consisting of 15-gallon box specimens (Applies in R-11/R-15/R-20/R-25/R-30 zones).
L16.	Show and dimension 15-foot landscape buffer, when applicable. Check zoning standards.
L17.	Separate diagram/sheet identifying private versus common open space (R30 and high-density zones).
L18.	A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
L19.	Other: Upon Completeness and Compliance Review, other may apply.
M. <u>Project color and material information.</u>	
M1.	Submit digital color photos of project materials, finishes, and colors. Include information on all project materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways, and walkways.
N. <u>Citizen Participation Program (CPP).</u>	
N1.	CPP meeting held and final report approved by staff.
O. <u>Technical Studies/Reports.</u>	
O1.	As required by each discipline (Planning, Engineering, Fire, Traffic, Water, etc.). Please note that some studies/reports may be required upon first completeness review. Others may be required during compliance review.