



CITY OF ENCINITAS
Development Services Department
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SUBSTANTIAL CONFORMANCE APPLICATION SUPPLEMENT AND SUBMITTAL CHECKLIST

The items listed in the table below summarize the required submittal materials for a substantial conformance request.

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**; and
- Additional submittal items, based upon project scope, as outlined below:

2. Substantial Conformance Determination^{1,2}

A. Proposed Extension Request Scope:

- **Memorialize minor changes being made to a previously approved project.**

Required intake appointment items:

- Preliminary Title Report
- Written statement summarizing the proposed minor changes to the approved project and a written discussion/justification of the reason for the changes
- Copy of previous approval documents for the original project approval/scope, as applicable:
 - Signed Planning Commission Resolution or Notice of Decision, etc.
 - Previously approved Tentative Map or Tentative Parcel Map
 - Previously approved Planned Residential Development (PRD) information/map
 - Previously approved Preliminary Grading Plan
 - Previously approved Slope Analysis
 - Previously approved Site Plan
 - Previously approved Floor Plan
 - Previously approved Elevations
 - Previously approved Color Elevations
 - Previously approved Color/Material/Lighting Specifications Sheet/Information
 - Previously approved Roof Plan
 - Previously approved Landscape Plan
 - Previously approved Average Lot Slope Exhibit
 - Previously approved Basement Exhibit

- Previously approved Lighting Specifications
- Previously approved Photometric plan
- Previously approved technical studies
- Any other plans and/or exhibits included as part of the original project approval.
- Previously approved plans/exhibits/technical studies for the original project approval/scope, as applicable, with the requested substantial conformance modifications “clouded” or “redlined” on the plans/exhibits/technical studies.

FOOTNOTES:

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

²The findings for a substantial conformance request differ by application type. For coastal development permits see Encinitas Municipal Code (EMC) Section 30.80.130, for use permits see EMC Section 30.74.105, and for design review permits see EMC Section 23.08.140. If the modifications being made to a project require any changes to the original conditions of approval, a substantial conformance cannot be granted. When this occurs, the project must apply for a use permit modification or design review permit modification.