



City of Encinitas

Engineering Department

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BUILDING PLAN REVIEW SUBMITTAL GUIDELINES

Accessory Dwelling Unit

ALL PLAN SETS MUST BE TITLED WITH PROJECT NAME AND ADDRESS.

ALL PLAN SHEETS TO BE SIGNED BY PERSON(S) RESPONSIBLE FOR PLANS PREPARATION.

ALL DRAWINGS TO BE ACCURATE TO SCALE IN ALL DIRECTIONS. ALL WRITING TO BE LEGIBLE BLOCK PRINTING.

A.	<u>TITLE SHEET</u>
<input type="checkbox"/>	OWNER NAME, ADDRESS, AND PHONE NUMBER
<input type="checkbox"/>	NAME AND PHONE NUMBER OF PERSON WHO PREPARED PLANS
<input type="checkbox"/>	CONTACT PERSON NAME, ADDRESS, AND PHONE NUMBER
<input type="checkbox"/>	OWNER'S CERTIFICATE SIGNED AND DATED
<input type="checkbox"/>	LEGAL DESCRIPTION AND ASSESSOR PARCEL NUMBER (A.P.N.)
<input type="checkbox"/>	BENCHMARK, SOURCE, AND DATE OF TOPOGRAPHY
<input type="checkbox"/>	LOT ZONING
<input type="checkbox"/>	CONSTRUCTION TYPE AND OCCUPANCY GROUP
<input type="checkbox"/>	SCOPE OF WORK
<input type="checkbox"/>	NUMBER OF BUILDING LEVELS
<input type="checkbox"/>	EXISTING BUILDING AREAS PER LEVEL
<input type="checkbox"/>	INDICATE IF SPECIAL INSPECTION IS REQUIRED
<input type="checkbox"/>	PROVIDE EARTHWORK QUANTITIES IN CUBIC YARDS (CY) <input type="checkbox"/> CUT <input type="checkbox"/> FILL <input type="checkbox"/> IMPORT/EXPORT <input type="checkbox"/> EXCAVATION AND RECOMPACTION
<input type="checkbox"/>	PROVIDE TABLE OF QUANTITY AND TYPE OF PERVIOUS AND IMPERVIOUS AREAS FOR EXISTING AND PROPOSED CONDITIONS (PERVIOUS AREAS LOCATED UNDER IMPERVIOUS MATERIALS SUCH AS ROOF OVERHANGS ARE CONSIDERED IMPERVIOUS)
<input type="checkbox"/>	REMODELED, ALTERED AND ADDED FLOOR AREAS PER LEVEL
B.	<u>SITE PLAN</u>
DRAW AT SCALE OF 1/8" = 1' OR 1" = 10'	
<input type="checkbox"/>	NORTH ARROW & SCALE
<input type="checkbox"/>	ALL PROPERTY BOUNDARY LINES INCLUDING BEARINGS AND DISTANCES
<input type="checkbox"/>	PERIMETER OF BUILDING EXTERIOR WALLS AND ROOF OVERHANG
<input type="checkbox"/>	GARAGE LOCATION WITHIN BUILDING
<input type="checkbox"/>	CLEARLY IDENTIFY AREAS OF WORK
<input type="checkbox"/>	DIMENSIONS OF EXISTING AND PROPOSED BUILDINGS TO PROPERTY LINES
<input type="checkbox"/>	FINISHED FLOOR (FF) AND PAD ELEVATIONS
<input type="checkbox"/>	PROPERTY TO CURB LINE AND STREET CENTERLINE DIMENSIONS
<input type="checkbox"/>	LABEL ALL STREETS ADJACENT TO PROJECT SITE
<input type="checkbox"/>	CLEARLY IDENTIFY EXISTING AND PROPOSED DRIVEWAY, CURB, SIDEWALK, AND CENTERLINE OF STREET.
<input type="checkbox"/>	ALL EASEMENTS THROUGH PROPERTY
<input type="checkbox"/>	ALL UTILITY METERS/FEEDS LOCATIONS, WITH METER SIZING:

	<input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> WATER <input type="checkbox"/> SEWER
<input type="checkbox"/>	DRAINAGE PATTERNS AROUND STRUCTURES AND BMP(S)
<input type="checkbox"/>	EXISTING TOPOGRAPHIC LINES SHALL EXTEND 15 FEET BEYOND PROPERTY LINES (MINIMUM 2FT CONTOURS)
<input type="checkbox"/>	PROPOSED GRADING CONTOUR LINES WITH GRADIENTS NOTED (MINIMUM 2FT CONTOURS)
<input type="checkbox"/>	ALL FENCES AND MASONRY WALLS LOCATIONS WITH MATERIALS AND HEIGHTS NOTED
<input type="checkbox"/>	EXISTING AND PROPOSED PARKING LOCATIONS
<input type="checkbox"/>	BEST MANAGEMENT PLAN (BMP) AND EROSION CONTROL MEASURES (INCLUDE BMP AND EROSION CONTROL DETAILS)
<input type="checkbox"/>	BEST MANAGEMENT PLAN (BMP) PERMANENT BMP(S) (FOR STANDARD PROJECTS PER STORMWATER INTAKE FORM CHECKLIST) LABEL NEW BMP AREAS "BMP: NOT TO BE PAVED OR ALTERED WITHOUT A CITY PERMIT"
<input type="checkbox"/>	FINISH GRADE PROFILES WITHIN TEN FEET OF STRUCTURES
<input type="checkbox"/>	FINISH GRADE SLOPES
<input type="checkbox"/>	AT LEAST TWO SECTIONS. PERPENDICULAR TO EACH OTHER <i>SECTIONS SHALL GO THROUGH THE PROJECT AT THE LOCATION OF THE PROPOSED ACCESSORY DWELLING UNIT (ADU)</i>
<input type="checkbox"/>	REQUIRED SITE SECTIONS FOR RETAINING WALLS AND GRADING
<input type="checkbox"/>	INDICATION OF ALL PROPOSED AND EXISTING FOUNDATION LOCATIONS, DEPTH, AND SIZING
<input type="checkbox"/>	EXISTING, ALTERED AND ADDED FOUNDATION DIMENSIONS
<input type="checkbox"/>	PROVIDE APN(S) OF ADJACENT PROPERTIES

PLEASE NOTE:

1. ADUS OVER 500 SF REQUIRE A GEOTECHNICAL REPORT. ADDITIONAL SITE SPECIFIC CONDITIONS MAY ALSO REQUIRE A NEED FOR A GEOTECHNICAL REPORT PER THE REQUEST OF THE CITY'S GEOTECHNICAL CONSULTANT.
2. GEOTECHNICAL REPORTS SHALL ADDRESS AND PROVIDE ALL INFORMATION AS REQUIRED IN 23.24.170 AND 23.24.180 OF THE CITY OF ENCINITAS MUNICIPAL CODE.
3. EARTHWORK QUANTITIES OF 50 CUBIC YARDS OR GREATER SHALL REQUIRE A GRADING PERMIT PER THE CITY OF ENCINITAS MUNICIPAL CODE 23.24.090. REFER TO 23.24.090 FOR ALL GENERAL EXEMPTIONS.
4. FOR PROPERTIES SERVICED BY SEPTIC SYSTEMS, A SEPTIC LAYOUT APPROVAL FROM THE COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY IS REQUIRED.
5. ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A RIGHT OF WAY PERMIT.