



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

TENTATIVE PARCEL MAP/TENTATIVE MAP – 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**
- Additional items, based upon project scope, as outlined below:

2. Tentative Map (TM)/Tentative Parcel Map (TPM)^{1,2}

A. Proposed project scope:

- **Subdivide an existing lot into four lots or less (TM); or**
- **Subdivide an existing lot into five or more lots (TPM).**

Required intake appointment items:

- Tentative Map or Parcel Map
- Landscape Plan (*if landscaping is proposed/required*)
- Preliminary Grading Plan (*as required by Engineering Division*)
- Preliminary Title Report
- Soil Report
- Geotechnical Report (*if construction is proposed*)
- Preliminary Drainage Plan (*if construction is proposed*)
- Stormwater Quality Management Plan (*if determined to be a Priority Development Project*)
- Affordable Housing Plan - six units or less
- Service Availability Letters:
 - Fire
 - School
 - Sewer
 - Water
- Traffic Study (for Tentative Maps)
- Topographic Survey

3. Density Bonus – Tentative Map

- All items under Section 2A above; and
- Summary of allowed/requested waivers and/or concessions/incentive on Tentative Map or Parcel Map
- Density Bonus report (*if applicable to project scope*)
- Affordable Housing Plan

4. Lot size averaging - (4 lots or less)³ or (5+ lots)⁴

- All items under Section 2A above; and
- Areas to be designated as open space on the Tentative Map or Parcel Map
- Use Permit Supplement/write-up

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.

²Encroachment of development into natural steep slopes require Design Review and a Planning Commission Decision. See Design Review Application Supplement.

³Lot size averaging proposed for a Parcel Map with four lots of less requires a Minor Use Permit application.

⁴Lot size averaging proposed for a Tentative Map with five or more lots requires a Major Use Permit application.

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.

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 limit 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.	Required and proposed lot width and lot depth in a table. (Refer to EMC Chapter 30.04 – Definitions).
A11.	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).
A12.	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 information have required per EMC 30.16.010.B.6.e).
A13.	Building area: area of existing structures, area of structures to be demolished, areas of addition, each proposed area, and total overall proposed area.
A14.	Density Calculation: (For non-density bonus, use slope adjusted net acreage and for density bonus use gross acreage).
A15.	An index listing all sheets of the project plans (in order presented) and a brief description of each sheet.
A16.	Other: Upon Completeness and Compliance Review, others may apply.
B.	Contact Information: <i>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:</i>
B1.	Property owner/applicant.
B2.	Agent/representative.
B3.	All persons/firms that prepared any portion of the project plans.
B4.	Other.
C.	Parcel/Tentative Map/Preliminary Grading Plan: <i>The site/preliminary grading plan shall indicate/include:</i>
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 symbols, lines, abbreviations, etc. used on the plans.
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 of street trees within the public right-of-way 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 procreate 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 walkways and indication of construction materials.
C15.	Show fire access roads/driveways and intersections.
C16.	Location and dimensions of all driveways and intersections.
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 a 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. Not 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 plan and elevations.
C22.	Rates of grade. Metes and bounds.
C23.	Sections: Typical section of streets and alleys. Perpendicular overall site section 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 setbacks. (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 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 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 addition 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 electrical 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 modification 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 of 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 meters 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 setback (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, and 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 30.16.01B6e.
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. <p>Document the percentage of steep slopes (25 percent or greater in gradient for the site). For projects that include 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 Typography) of the manufactured slopes shall be provided.</p>
F.	<i>Sign Information. Provide if signage is proposed or a sign program is required.</i>
F1.	Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
F2.	The nature of temporary or seasonal on-site advertising.
F3.	Complete drawings indicating design, materials, colors, and lighting method of proposed signage.

F4.	Sign program – new or modified (required for buildings with six or more tenants).
F5.	Other: Upon Completeness and Compliance Review, others may apply.
G.	Preliminary landscape showing landscaping, paving, and other hardscape. 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:
G1.	Water budget information and calculations.
G2.	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.
G3.	A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent right-of-way. Include trunk DBH (diameter breast height) for trees with DBH greater than four inches. Use a symbol for each plant to correlate with the list.
G4.	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.
G5.	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.
G6.	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.
G7.	Elevations of new structures, including but not limited to walls fences, trellises, and gazebos. Indicate proposed materials, colors, finishes, and dimensions. Include elevations of these new structures in colored elevations.
G8.	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.
G9.	Approximate location of all irrigation lines, valves, and heads. Required for landscape work in City's right-of-way.
G10.	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.
G11.	Locations of trails and walkways and indication of construction materials and widths.
G12.	Areas paved for parking or driving, differentiated from areas intended for landscape plangent or hardscape. Indicate proposed materials, colors, finishes, and dimensions.
G13.	Exterior dimensions and area in square feet for each landscape planter area proposed.
G14.	Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
G15.	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).
G16.	Show and dimension 15-foot landscape buffer, when applicable. Check zoning standards.
G17.	Separate diagram/sheet identifying private versus common open space (R-30 and high-density zones).
G18.	A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
G19.	Other: Upon Completeness and Compliance Review, other may apply.
H.	Citizen Participation Program (CPP).
H1.	CPP meeting held and final report approved by staff.
I.	Technical Studies/Reports.
I1.	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.