



**CITY OF ENCINITAS**  
 Development Services Department  
 505 S. Vulcan Ave  
 Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
 Phone: 760-633-2710  
 Email: [planning@encinitasca.gov](mailto:planning@encinitasca.gov)

# PLANNING APPLICATION

**\*\* An appointment is required to submit your application. \*\***

**To request an intake appointment:** Please contact Planning staff via telephone at 760-633-2710 or via e-mail at [planning@encinitasca.gov](mailto:planning@encinitasca.gov).

**Once you have an appointment:** 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](#).

**Applications will not be accepted for review if any of the required submittal items are missing.**

PROJECT INFORMATION		
Project Name:		
Project Address:		APN:
Between:		And:
<input type="checkbox"/> PROPERTY OWNER <sup>1</sup> <input type="checkbox"/> APPLICANT <sup>1,2</sup>		
Name:		Company Name:
Address:		
City:	State:	Zip:
Phone:	Alt. Phone:	Email:
<input type="checkbox"/> APPLICANT <sup>1,2</sup> (Business Owner) <input type="checkbox"/> AGENT/REPRESENTATIVE <sup>2</sup>		
Name:		Company Name:
Address:		
City:	State:	Zip:
Phone:	Alt. Phone:	Email:
<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> DESIGNER		
Name:		Company Name:
Address:		
City:	State:	Zip:
Phone:	Alt. Phone:	Email:
Footnotes:		
<sup>1</sup> The property owner is the project “applicant” except in certain circumstance; please check with planning staff.		
<sup>2</sup> Please note that the applicant and agent/representative will receive notification of project updates via email.		

**Property Owner Certification**

1. I understand there are no assurances at any time, implicitly or otherwise, whether provided to me in writing or by oral communications regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
2. I understand that if I modify the project following application submittal, I will be required to update and resubmit any application materials affected by the modification and may require a new application and payment of additional or new fees.
3. I understand that all fees and deposits submitted with this application will be refunded only as provided for by the ordinances, regulations, and policies in effect at the time of the application submittal.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that the failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval, permit, or other authorizations provided.
5. I understand that if this application is approved, I may be required to record a covenant with the County Recorder's Office, the form and content which is satisfactory to the City and its City Attorney, to notify future owners of the project approval and restrictions.
6. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to the fullest extent of the law to defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorneys' fees incurred by or the award of attorneys' fees and costs against the City or its elected and appointed officials, agents, officers, or employees, arising out of or relating to the City's approval of the Project including any action to attack, set aside or vacate all or any part of the City's approval of the Project, including without limitation the City's determination made pursuant to the California Environmental Quality Act.
7. I hereby certify that to the best of my knowledge and after investigation into the facts that the information I have presented in this form and the accompanying materials is true and correct to the best of my abilities. I understand that additional data and information may be required prior to final action on this application.
8. I understand that it is my responsibility to ensure that statements are true, that discrepancies do not exist between the project's description on the permit, the architectural plans and the structural plans. If discrepancies exist between the architectural plans and the structural plans, the architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.

I am the record owner of the property described in the application, I read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Owner Authorization of Agent**

I am the record owner of the property described in this application and hereby designate and authorize the agent identified in this application to act on my behalf in all matters pertaining to processing of this application through the City of Encinitas.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## General Planning Application Submittal Checklist

The items listed in the table below are required for every planning application submittal. Applications will not be accepted if any of the required submittal items are missing.

**All submittal items shall be provided in digital portable document format (PDF) and meet the City's Document Submission Standards 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](#).

**Important note: Projects are not considered submitted until all invoices are paid. Project routing will occur after receipt of payment.**

### 1. General Submittal Requirements

- Application Form and signed Owner's Certification
- Deposit/Fee as per the current fee schedule (Deposit must be paid with a separate check)
- Supplemental Project Information Summary Form
- Evidence of Legal Parcel
- Disclosure Statement
- Certification of Posting Affidavit.
  - At Project submittal, sign and enter the date you plan to post the noticing sign. Posting of the project site is required 24 to 48 hours after project submittal. On the day of posting, send photo of posted sign to the assigned Planner.
- Current Vesting Grant Deed
- Project Plans
  - See supplemental checklists for required project plans based upon project type and/or overlay zones.
  - See Required Drawing Elements for detailed plan requirements.
- Color photos of entire site, structures, and adjacent properties/structures.
- Stormwater Intake Form
- Housing Application Supplement with Income Verification Form. *(Required for all project sites with existing residential units).*
- Historical Resources Supplement. *(Required for all project proposing construction).*

### 2. Additional Submittal Items

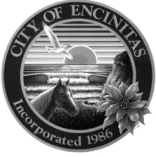
In addition to the items outlined above, there are additional submittal items required depending upon your specific planning application type and the project site's zoning overlay(s).

- Please see associated supplemental submittal checklist(s) for additional submittal items.**

**Important Note: If a project requires multiple discretionary application types and the submittal requirements overlap, only one of the duplicate submittal items is required for the submittal.**



4. Description of the surrounding conditions: i.e., existing structures and relationship to project, number of units, lot sizes, vehicular access, topography, use type and the like).



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# EVIDENCE OF LEGAL PARCEL

Applicant's Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

## ASSESSOR'S PARCEL NUMBER(S)

You are required to supply documentation that this property constitutes a legal parcel before the City can accept for filing any discretionary permits. By submitting this form with a development application, you are accepting responsibility that the information is true and correct.

This form and associated evidence may be reviewed by the Development Services Department upon submittal of your application. A request for a Certificate of Compliance must be filed concurrently with or in advance of this application if the evidence presented is insufficient to determine this parcel as being a legal lot or determination will require substantial time to research.

If it is determined the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# CITY OF ENCINITAS DISCLOSURE STATEMENT

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION, AND ALL OTHER OFFICIAL BODIES.

The following information must be disclosed:

- 1. List the names of all persons having a financial interest in the application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. List the names of all persons having any ownership interest in the property involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees, and Council within the past twelve months?

**Yes**       **No** If yes, please indicate person(s).

PERSON is defined as: "Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

(NOTE: Attach additional pages as necessary.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name of applicant

## CERTIFICATION OF SIGN POSTING AFFIDAVIT

The Encinitas Municipal Code requires that project applicants post a “project notice” sign on the project site, once an application is filed. The sign shall be posted in a conspicuous location, which is easily visible to the public. The sign will be provided by the City upon the acceptance of the application.

By signing this document, the applicant is certifying that the sign will be posted on the project site in a conspicuous location within 24-48 hours of application submittal to the City.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## FEE SCHEDULE

<b>APPLICATION FEES</b>			
<b>APPLICATION</b>			<b>FEE</b>
<b>PLANNING APPLICATIONS</b>	1	Affordable Housing Administration & Monitoring	\$ 2,387.00
	2	Affordable Unit Policy	\$ 1,495.00
	3	Agricultural Permit	\$ 377.00
	4	Amendment Authorization by Council*	\$ 996.00
	5	Appeals	\$ 453.00
	6	Boundary Adjustment / Cert. of Compliance	\$ 1,570.00
	7	Building Plan Copying	\$ 90.00
	8	Certificate of Compliance	\$ 1,012.00
	9	Climate Action Plan – Compliance Review	\$ 998.00
	10	Coastal Development Permit	\$ 2,417.00
	11	Coastal Development Permit – Blufftop	\$ 8,445.00
	12	Conceptual Review – Admin./Planning Commission	\$ 1,813.00
	13	Covenant Release	\$ 458.00
	14	Design Review – Right-of-Way Admin Level**	\$ 1,284.00
	15	Design Review – Admin Level	\$ 1,925.00
	16	Design Review – Plan Comm (<2500 sq ft)	\$ 4,154.00
	17	Design Review – Plan Comm (2501-10k sq ft)	\$ 5,439.00
	18	Design Review – Plan Comm (10,001-19,999 sq ft)	\$ 7,252.00
	19	Design Review – Plan Comm (20k-50k sq ft)	\$ 17,488.00
	20	Design Review – Plan Comm >50k sq ft	\$ 19,796.00
	21	Design Review Modifications – Admin	\$ 1,329.00
	22	Design Review Modifications – Plan Comm	\$ 3,580.00
	23	Major Use Permit	\$ 9,065.00
	24	Major Use Permit Modifications	\$ 4,774.00
	25	Minor Use Permit	\$ 3,188.00
	26	Minor Use Permit Modifications	\$ 2,386.00
	27	Misc. Service Requests	\$ 211.00
	28	Plan Comm or City Council Interpretation	\$ 1,511.00
	29	Resolution Amendments	\$ 1,993.00
	30	Resubmittal Fee	½ ORIGINAL FEE
	31	SB330 Preliminary Application – Housing Crisis Act of 2019	\$ 2,570.00
	32	Sign Program	\$ 1,284.00
	33	Sign Review	\$ 634.00
	34	Sign/Banner Permit	\$ 142.00
	35	Substantial Conformance Review	\$ 505.00
	36	Substantial Conformance Review – Complex	\$ 2,250.00
	37	Tent Parcel Map Appl or Mod (2-4 lots)	\$ 6,880.00
	38	Parcel Map Waiver (condo conversion, etc.)	\$ 2,719.00
	39	Tentative Subdivision Map***	\$ 17,595.00
	40	Tentative Map Modification	\$ 15,274.00
	41	Time Extensions	\$ 1,532.00
	42	Variance – Administrative	\$ 2,386.00
	43	Variance – Planning Commission	\$ 5,755.00
	44	Variance – Planning Commission/sfd	\$ 2,816.00

<b>PLAN CHECKS</b>	45	Minor Plan Check	\$	105.00
	46	Commercial Plan Check	\$	1,511.00
	47	Single Family Plan Check	\$	604.00
	48	Duplex Plan Check	\$	1,057.00
	49	Multi-Family (3-10 units) Plan Check	\$	1,511.00
	50	Multi-Family (11+ units) Plan Check	\$	1,813.00
	51	General Plan Update Fee****	\$	51.00
	52	Technology Fee****	\$	40.00
<b>ENVIRO. REVIEW</b>	53	Environmental Review – Exemption	\$	105.00
	54	Comprehensive Initial Study (in-house)	\$	7,412.00
	55	Comprehensive Initial Study Contract Admin	\$	1,593.00
	56	EIR’s Contract Admin	\$	6,774.00
	57	Wireless Review Contract Admin	\$	449.00
	58	Misc Technical Studies Contract Admin	\$	996.00

<b>APPLICATION DEPOSITS</b>				
<b>APPLICATION</b>			<b>DEPOSIT</b>	
1	Annexation		\$	5,000.00
2	General Plan Amendment (no vote req)		\$	13,000.00
3	General Plan (vote req)		\$	20,000.00
4	Zoning Code Amendments		\$	20,000.00
5	Specific Plan		\$	30,000.00

Staff time and City costs including 50% overhead will be charged for all above deposit applications.

<b>CONSULTANT DEPOSITS</b>				
<b>APPLICATION</b>			<b>DEPOSIT</b>	
1	Enviro. Review Consultant Deposit			TBD*****
2	Wireless Consultant Deposit		\$	3,000.00
3	Misc Tech Studies Consultant Deposit			TBD*****

\* Authorization of requests/letters of intent for General Plan, Specific Plan, Zoning Code, and Local Coastal Program Amendments

\*\* \$1,222 fee applied per pole

\*\*\* \$17,595 plus \$875 per lot in excess of 5 lots

\*\*\*\* Applies to building permits with valuation

\*\*\*\*\* To be determined based on consultant contract