



# Planning Application Form

**FOR INTERNAL USE ONLY**

Case No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Project Planner: \_\_\_\_\_

Application Applied For: (check boxes)

<b>MAJOR APPLICATIONS*</b>	<b>MINOR APPLICATIONS</b>
<input type="checkbox"/> Annexation <input type="checkbox"/> Condominium Housing Permit <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Planned Residential Development <input type="checkbox"/> Plot Plan <input type="checkbox"/> Tentative Parcel Map <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Specific Plan <input type="checkbox"/> Specific Plan Amendment <input type="checkbox"/> Substantial Conformance <input type="checkbox"/> Tentative Subdivision Map <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change	<input type="checkbox"/> Alcohol Related Minor Use Permit <input type="checkbox"/> Banner Permit <input type="checkbox"/> Boundary Adjustment <input type="checkbox"/> Comprehensive Sign Program <input type="checkbox"/> Early Design Review <input type="checkbox"/> Large Family Day Care Home <input type="checkbox"/> Operational Use Permit <input type="checkbox"/> Operational Use Permit for Water Vending Machines <input type="checkbox"/> Pre-Application Meeting <input type="checkbox"/> Seasonal Use Permit <input type="checkbox"/> Sidewalk Vending Operator's Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Small Wireless Facilities <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Temporary Use Permit – Admin

**\*PLEASE CALL (760) 639-6100 FOR AN APPOINTMENT WITH A PLANNER PRIOR TO SUBMITTAL OF A MAJOR APPLICATION. DEVELOPMENT AND MAP APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY. SUBMITTAL APPOINTMENT:** \_\_\_\_\_

Property Owner:  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Applicant:  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Architect/Engineer:  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Brief Project Description:  
 \_\_\_\_\_  
 \_\_\_\_\_

*Does your housing project meet specific criteria under SB35 – Streamlined Approval? Yes \_\_\_ No \_\_\_  
 (If you answered "Yes", provide detailed information showing eligibility for streamlined approval under Government Code § 65913.4.)*

Property Description: Address \_\_\_\_\_  
 Zone \_\_\_\_\_ Location \_\_\_\_\_ Assessor's Parcel No. \_\_\_\_\_

Signatures  
 I/We declare under penalty of perjury that the foregoing is true and correct. I/We realize that this application will be evaluated based on the data I/we are submitting.

Signature of Applicant or Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name of Applicant or Property Owner: \_\_\_\_\_

**NOTE: If the project applicant is not the property owner, a letter of authorization from the property owner must be submitted to the City of Vista. Proof of ownership is required.**



# Submittal Matrix

	ANNEXATION	BOUNDARY ADJUSTMENT	CONDOMINIUM HOUSING PERMIT	GENERAL PLAN AMENDMENT	MINOR USE PERMIT	PLANNED RESIDENTIAL DEVELOPMENT	PLOT PLAN REVIEW	SITE DEVELOPMENT PLAN	SPECIAL USE PERMIT	SPECIFIC PLANS/SPECIFIC PLAN AMENDMENT	SUBSTANTIAL CONFORMITY REVIEW	TENTATIVE PARCEL MAP	TENTATIVE SUBDIVISION MAP (5-15 LOTS)	TENTATIVE SUBDIVISION MAP (16+ LOTS)	VARIANCE	ZONE CHANGE
<b>SITE/FLOOR PLANS</b>		3	16	X	16		16	16	16	16	6	16	16	16	16	
<b>REDUCED 8 1/2 x11 DRAWINGS</b>			X		X		X	X	X	X	X	X	X	X	X	
<b>REDUCED 11x17 COLORED ELEVATIONS</b>			2		X		2	2	2	X	X					
<b>AUTHORIZATION LETTER</b>	X		X	X	X		X	X	X	X	X	X	X	X	X	X
<b>LETTER OF INTENT (LOI) / STATEMENT OF OPERATIONS</b>	X		X	X	X		X	X	X	X	X				X	X
<b>TITLE REPORT</b>	2	2	2	2	2		2	2	2	2	2	2	2	2	2	2
<b>LEGAL DESCRIPTION</b>	X	X	X	X	X		X	X		X	X					X
<b>ASSESSOR'S PARCEL NUMBER</b>	X	X	X	X	X		X	X		X	X					X
<b>DISCLOSURE FORMS</b>			X		X		X	X	X	X	X		X	X	X	X
<b>LANDSCAPE PLANS</b>	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>GRADING PLAN</b>	X					X		X			X	X	X	X	X	
<b>MATERIALS BOARD 8 1/2x11</b>			X				X	X	X		X					
<b>PUBLIC NOTICE PACKAGE</b>	X		X	X	X	X	X	X	X	X		X	X	X	X	X
<b>SOILS REPORT</b>			2		2	2	2	2	2	2	2	2	2	2	2	2
<b>HYDROLOGY STUDY</b>			2		2	2	2	2	2	2	2	2	2	2	2	2
<b>STORM WATER MANAGEMENT PLAN</b>			2		2	2	2	2	2	2	2	2	2	2	2	2
<b>SITE LIGHTING PLAN</b>						X	X	X								
<b>DIGITAL FILES</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>FEES</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>COMPLETE APPLICATION</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

# Submittal Package

This document identifies the submittal, formatting, and plans sheets requirements for major applications. Section I lists the documents and supporting materials which must be submitted when processing an application. Section II explains the formatting requirements for the various plan sheets being submitted. Section III lists the content requirements for individual plan sheets.

## SUBMITTAL REQUIREMENTS

1. Completed Application Form (attached). Original signed documents only; no copies.
2. Payment of application review fee(s) in accordance with current fee schedule.
3. Project Description. The Project Description should clearly describe the proposed use(s) and structures. It should also include detailed information about operating days/hours and numbers of employees where such information is relevant. This project description should be typewritten on 8 ½ by 11 page(s).
4. Project Environmental Information (See attached). Note: The information requested on this list must be provided as an electronic document in Word format and as a hardcopy. Some of the information on this list will also be required as part of the Project Description (above). However, both items must be submitted separately.
5. Completed and notarized Disclosure Form (attached). Original signed documents only; no copies.
6. Location/Vicinity map.
  - a. Map must be on a separate 8½” x 11” sheet using the attached template.
  - b. Map must maintain a margin of not less than ½” on all sides, must be oriented with north at the top of the sheet, and must include surrounding area (approximately 1/4 mile for location and 2- 3 miles for vicinity inset).
  - c. Subject property must be identified with a cross-hatch or dot pattern or shaded, and identified as such on the map.
  - d. Lettering must be legible.
  - e. Note: Planning Case number will be inserted by Planning Division staff.
7. Two (2) copies of current Preliminary Title Report. Must be dated no more than six months prior to date of application submittal.
8. Public notification materials. Required materials include:
  - a. A mailing list of all property owners and occupants (when property is not owner-occupied) within 500 feet of the exterior boundary of the project site.
  - b. Three (3) sets of labels of all property owners and occupants within 500 feet of the property boundary printed on white self-adhesive labels, size 1” x 2 5/8”, 30 labels per sheet (Avery Laser 5960 or other labels using Avery 5160 software layout).
  - c. Assessor’s map identifying the subject property and all surrounding properties within a 500-foot radius of the boundaries of the subject property.
9. Authorization letter(s).
  - a. When the applicant is not the property owner, a signed and notarized authorization letter that includes the owner’s expressed permission to submit the application on their behalf. Original signed documents only; no copies.
  - b. Additional notarized authorization letters will be required for all other designated signors, as applicable.
10. Technical Reports/Studies – You must submit Two (2) hard copies and one electronic copy of the following reports/studies. Electronic version must be in Word format and must include all graphics (drawings, figures, photos, tables, etc.). Updated reports (hard copies and electronic version) will need to be resubmitted as necessary to reflect any changes made to the report during the course of review.

- a. Preliminary soils report, prepared by a civil engineer registered in California, and based upon adequate test borings.
  - b. Preliminary hydrology study, prepared by a civil engineer registered in California.
11. Standard Urban Storm Water Mitigation Plan Checklist (attached).
    - a. Water Quality Technical Report (WQTR) – A WQTR may be required as determined by your responses to the Standard Urban Storm Water Mitigation Plan Checklist. For the specific requirements of the WQTR, please consult Section G of the City of Vista Storm Water Standards Manual (available on the City’s website).
    - b. Hydro-modification Management Plan (HMP) – An HMP may be required as determined by Section G of the City of Vista Storm Water Standards Manual (available on the City’s website).
  12. Additional technical studies and reports may be required after initial project review for environmental review or normal project review. If such studies are required, staff will prepare scopes of work and utilize the services of private consultants to prepare or review any technical studies that will be required. Costs incurred in the preparation of such studies/reports, including costs of services performed by private consultants, shall be borne by the applicant.
  13. One (1) materials sample board (maximum size 8½” x 11”) displaying proposed finish materials. Revised materials board may need to be resubmitted to reflect any changes made to the project design/materials during the course of review.
  14. Two (2) hard copy sets (11” x 17” size) and one electronic copy of colored elevations showing all four (4) sides of each building. Revised colored elevations will need to be resubmitted to reflect any changes made to the project elevations during the course of review.
  15. Photographs of the project site from surrounding points in all directions.
  16. Illustrations of the design of all lighting fixtures, and call outs of all lighting materials, colors, finishes and mounting types. Utilize cut sheets where available.
  17. For all new and updated uses in commercial and industrial centers involving two or more tenant spaces and multi-family projects involving more than two (2) units, a Comprehensive Sign Program (CSP) application and submittal materials. See separate checklist for CSP requirements.
  18. Sixteen (16) sets of full size plans are required for a first submittal. The number of plans required for subsequent resubmittals will be determined by the assigned project planner. See Sections II and III (below) for detailed information re: plan sheet formatting and content requirements.
  19. One (1) reduced set of plans (8½”x11”) (both hard copy and electronic version) that includes all sheets in the full size plans set. Updated reduced plans (hard copies and electronic versions) will need to be resubmitted as necessary to reflect any changes made to the plans during the course of review.
  20. Visual/Photo simulations based upon site conditions as determined by the project planner.
  21. Due to the unique nature of individual projects, staff may require other/additional items, exhibits (e.g., photo simulations; view diagrams, etc.), or information (e.g., days/hours of operation; number of employees; etc.) in order to adequately review the project proposal.
  22. Any additional information or materials which might clarify the proposal (e.g., records of previous entitlements, etc.).
  23. Please note that additional sets of drawings and other exhibits will be required for scheduled hearings and final approvals. Your assigned project planner will notify you of which drawings and exhibits will be required and the number needed when the project review is in the final stages.

## I. PLAN SHEETS FORMATTING REQUIREMENTS

1. All “full size” drawings must be on 24” x 36” sheets, with all text and graphics maintaining a minimum one-inch separation from the edge of the sheet. Other sheet sizes will not be accepted. There are two exceptions to this requirement. Drawings for unmanned telecommunication facilities projects and projects involving new/changed uses within existing structures may be submitted on 11” x 17” size.
2. Plans must be drawn in a standard graphic scale, specifying a standard architectural or engineering measurement. The chosen scale should provide for the largest and most legible exhibit reasonably accommodated by a 24” x 36” plan sheet. Drawings can be split onto two or more sheets if necessary.
3. Plan sheets must be arranged in complete sets (i.e., each set containing one of every sheet).
4. A Cover Sheet and/or Sheet Index should be included if the plan set includes a large number of sheets.
5. All plans sets must be collated, stapled together along the left-hand side, and folded accordion style to 9” x 12” with the title block showing.
6. Plan sheets typically required include: site plan; architectural elevations; floor plans; preliminary grading/drainage plan; conceptual landscape plans; and sections/detail drawings sheets as applicable. A roof plan may be required based upon site and area conditions.

## II. PLAN SHEET CONTENT REQUIREMENTS

### A. All Sheets

The following information must be provided on all plans sheets:

1. All plans must be fully dimensioned and drawn to scale.
2. North arrow and scale, with north at the top of the plan sheet. (If lot configuration makes this infeasible, inquire with staff regarding an exception to this requirement.)
3. Legend identifying all symbols and abbreviations used on the sheet.
4. A “Notes” section for any information not readily delineated on the plans (if needed).
5. Exhibit preparation block indicating preparation date of current plan and dates of previous revisions listed in chronological order.
6. Planning Case number in the upper right-hand corner of every sheet (minimum ½” letter height/bold). (Since this number is assigned to the project at the time the first/initial plan submittal is made, it will need to be added to the sheets after the first review has been completed.)
7. Sheet number in the lower right corner of each sheet, with sheets numbered consecutively (e.g., 1 of 10, 2 of 10, etc.) throughout the plan set.

### B. Site Plan

Site plans must include the following information, as applicable:

1. All information items required under Section “A” (“All Sheets”) above.
2. Vicinity map showing the location of the project in relation to surrounding streets.
  - a. Vicinity map must encompass a minimum radius of one (1) mile around the subject property, must be oriented with north to the top or the left of the map, and must identify the subject property with a crosshatch or dot pattern.
  - b. Note: This map on the plan sheet does not substitute for the Location/Vicinity Map required under Section I “Submittal Requirements”, above.
3. Name, address and telephone number of property owner(s).
4. Name, address and telephone number of applicant/developer.
5. Name, address, telephone number, and signature (digital signature acceptable) of architect, engineer, surveyor, or other(s) responsible for preparation of the drawings (e.g., registered

- Civil Engineer, licensed Land Surveyor, licensed Architect, licensed Landscape Architect, land planner, etc.).
6. Brief project description (e.g. Mixed-use building with ground-floor retail, second-floor office and two floors of attached residential).
  7. Assessor parcel number(s) of subject property(ies).
  8. Address(es) of subject property(ies), if available.
  9. Names of utility/service providers and other relevant jurisdictions (e.g., school district, fire protection district, water and sanitation districts, electricity and cable providers).
  10. Brief legal description of subject property(ies).
  11. Table containing detailed square footage breakdown of all existing and proposed uses by type (e.g., office, manufacturing, commercial, etc.).
  12. Table containing detailed parking breakdown of required and proposed parking spaces by type.
  13. Site size in acres.
  14. Current and proposed (if applicable) General Plan designation of subject property(ies).
  15. Current and proposed (if applicable) Zoning designation of subject property(ies).
  16. Proposed density (both gross and net) in dwelling units per acre (if residential development or map).
  17. City of Vista title/signature block (attached).
  18. City of Vista Project Information Block (attached), with all applicable project information filled in. Project Information block can be provided electronically by contacting your assigned staff planner.
  19. Existing and Proposed Conditions/Development. Note: In most cases, the “existing” and “proposed” information can be shown on the same plan sheet. In situations where that would render the information confusing or difficult to read, you may submit a separate “Existing Conditions” exhibit. In either case, existing features should be screened back.
  20. Current and proposed property lines, dimensioned with bearings and distances; distances and relationship of adjacent property and existing and proposed grades (minimum 2-foot contours).
  21. Existing and proposed rights-of-way.
    - a. Existing and proposed public and private intersections, streets/roadways, street extensions, alleys, and private access ways, and other rights-of-way providing legal access to the property, both onsite and within 100 feet of all property lines, including dimensions, radii, and slopes.
    - b. Dimensioned distances from property line(s) to center line of right-of-way of adjacent streets/roadways.
    - c. Typical cross-sections of all existing and proposed public and private streets and driveways abutting or internal to the subject property.
    - d. Descriptions of any land or rights-of-way to be dedicated to public or other uses.
    - e. Existing and proposed easements, including locations, dimensions, use/purpose, and related document recordation numbers.
    - f. Locations and dimensions of existing and proposed driveways.
    - g. Locations and dimensions of existing and proposed sidewalks.
  22. Existing and proposed utilities/services.
    - a. Locations and dimensions of existing and proposed, above and below ground, dry and wet utility easements, transmission lines, poles, on or abutting the property.
    - b. Existing utility poles shall include their identification numbers.
    - c. Fire hydrants on-site and within 300 feet of the perimeter of the property.
    - d. Water lines.
    - e. Storm drains, flow lines, drainage inlets, detention basins.
    - f. Sewer lines.
    - g. All existing and proposed facilities and accessory structures related to underground utilities and street lighting, and all mechanical equipment on the building(s) or on the

- site, must include details regarding screening method and materials.
- h. Existing structures (labeled “to remain” or “to be removed”).
23. Existing and proposed structures/development.
    - a. Existing and proposed structures, buildings, and improvements on site and within 100-feet of all project site property lines, labeled and with type and use of structures identified. Existing structures to be removed (inhabited or otherwise) should be drawn using dotted lines or otherwise clearly identified.
    - b. Existing and proposed structure setbacks, dimensioned.
    - c. Square-footage of proposed buildings/structures, including square footage of each floor and total square footage and type and use of all proposed building and structures.
    - d. Spot elevations of building pads and finished floors.
  24. Existing and proposed vehicle parking and circulation areas.
    - a. Locations and dimensions of all points of vehicle ingress and egress.
    - b. Aisle widths (dimensions).
    - c. All parking stalls by type and number (standard, accessible, etc.), numbered in a logical sequence.
    - d. Dimensions of all parking stalls.
    - e. Cross-slope percentage (%) of parking areas.
    - f. Parking space striping.
    - g. Wheel stops or curb substitutes.
    - h. Paving specifications and method of surface and subsurface drainage.
    - i. Loading areas, labeled.
    - j. Parking lot lighting.
    - k. Landscaping planter areas, with 6-inch concrete curbing indicated.
    - l. Design or landscaping screening to provide the least possible exposure of parking areas to public view.
    - m. Screening of parking from adjacent property, if required.
  25. Trash Collection and other Service areas. Note: Trash enclosures must be covered, screened by a decorative masonry wall of not less than six (6) feet in height, enclosed by metal gates, and designed to be compatible with the main building. Refer to Section 18.58.590 of the Development Code for details.
  26. Existing and proposed walls and fences. Show locations, types, materials, and heights (top and bottom elevations). Show spot elevations at both ends, at corners/curves, and at worst-case (i.e., highest) locations.
  27. Pedestrian circulation plan, illustrating how visitors enter the site from the public right-of-way, travel from parked vehicles to storefronts and other building entrances, access outdoor amenities, etc. This circulation plan should be clearly differentiated from other site plan attributes by line type, hatching or other graphic features.
  28. Intermittent street and pedestrian path grades to reveal general orientation and steepness of slopes.
  29. Bicycle, hiking, and equestrian trails (existing and proposed).
  30. Open space areas on or adjacent to the subject property (existing and proposed).
  31. Existing on-site and off-site topography within 100 feet of the subject property at one-foot grade intervals, screened back from other plan features, with the source of the topographical data identified.
  32. Proposed earth movement in cubic yards of cut, fill, import, and export, and any remedial grading volumes.
  33. Any hazard areas on the project site including flood plains, seismic areas.
  34. Identification of maintenance responsibility areas (e.g., public, private, HOA, etc.).
  35. Square footage of common useable and private open space (patio) areas (R-M zones).

### **C. Building Elevations**

Building elevations drawings must include the following information:

1. All information items required under Section "A" ("All Sheets") above.
2. All sides of all existing and proposed buildings, including exterior lighting and signage.
3. All building articulation/features (e.g., building pop-outs/recesses, windows, balconies, decks, patios, etc.), including any loading docks, trash enclosures, or other features which are part of the proposed building.
4. Existing and proposed grades.
5. Existing and proposed building height(s). See Vista Development Code Section 18.02.165 for a definition of building height and how it is measured. Plans should demonstrate compliance with applicable building height regulations.
6. Call-outs for all architectural details (e.g., arches, columns, molding, grillwork, etc.), including dimensions where appropriate.
7. Call-outs for all proposed building materials/finishes (e.g., stucco, stone, tile, etc.) and roof treatments (e.g., concrete tiles, etc.).
8. All elevations labeled by map direction (e.g., North, Northeast, West, Southeast, etc.).

### **D. Floor Plans**

Floor plans must include the following information:

1. All information items required under Section "A" ("All Sheets") above.
2. All use areas, including storage areas, delineated, dimensioned, labeled, and square footages called out.

### **E. Roof Plan**

Roof plans must include the following information:

1. All information items required under Section "A" ("All Sheets") above.
2. Proposed roof design, including: orientation, slope, penetrations, projections, ridges, hips, and any other visible features.
3. Proposed roof appurtenances, stairways, and other access provisions (including all Building Code- required access ways).
4. Proposed mechanical equipment and screening of such equipment.
5. Proposed drainage, ventilation, and insulation.
6. Call-outs for proposed roof materials/treatments.
7. Any proposed "green" features (e.g., heat island reduction, storm water retention, portals for natural light, renewable energy generation, etc.).

### **F. Conceptual/Preliminary Grading and Drainage Plans**

Grading/Drainage Plans are required when any grading/landform changes are proposed. Grading and drainage plans must include the following information:

1. All information items required under Section "A" ("All Sheets") above.
2. Existing and proposed rights-of-way.
  - a. Existing and proposed public and private intersections, streets/roadways, street extensions, alleys, and private access ways, and other rights-of-way providing legal access to the property, both onsite and within 100 feet of all property lines, including dimensions, radii, and slopes.
  - b. Dimensioned distances from property line(s) to center line of right-of-way of adjacent streets/roadways.
  - c. Typical cross-sections of all existing and proposed public and private streets and driveways abutting or internal to the subject property.
  - d. Descriptions of any land or rights-of-way to be dedicated to public or other uses.
  - e. Existing and proposed easements, including locations, dimensions, use/purpose, and related document recordation numbers.
  - f. Locations and dimensions of existing and proposed driveways.

- g. Locations and dimensions of existing and proposed sidewalks.
- 3. Existing and proposed utilities/services.
  - a. Locations and dimensions of existing and proposed, above and below ground, dry and wet utility easements, transmission lines, poles, on or abutting the property.
  - b. Existing utility poles shall include their identification numbers.
  - c. Fire hydrants on-site and within 300 feet of the perimeter of the property.
  - d. Water lines.
  - e. Storm drains, flow lines, drainage inlets, detention basins.
  - f. Sewer lines.
  - g. Existing structures (labeled “to remain” or “to be removed”).
- 4. Existing and proposed structures/development.
  - a. Existing and proposed structures, buildings, and improvements on site and within 100-feet of all project site property lines, labeled and with type and use of structures identified. Existing structures to be removed (inhabited or otherwise) should be drawn using dotted lines or otherwise clearly identified.
  - b. Proposed building footprint(s), with pad and finish floor elevations specified.
  - c. Common parking and circulation areas, with drainage patterns shown with directional arrows and slope percentages.
  - d. Other hardscape areas (e.g. private driveways, walkways, patios).
  - e. Landscape areas, with common use portions thereof identified.
  - f. Identification of maintenance responsibility areas (e.g., public, private, HOA, etc.).
- 5. Existing and proposed walls and fences. Show locations, types, materials, and heights (top and bottom elevations). Show spot elevations at both ends, at corners/curves, and at worst-case (i.e., highest) locations.
- 6. Existing and proposed topography within 100 feet of the property boundary displayed with one-foot contour lines, with existing grades screened back from proposed grades.
- 7. Spot elevations over any large expanses of relatively flat ground.
- 8. Proposed slope ratios.
- 9. FEMA floodplain and floodway limits, if applicable.
- 10. Proposed earth movement.
  - a. Limits of grading, with cut/fill transition (daylight) lines.
  - b. Amount of cut and fill material in cubic yards (CY).
  - c. Amount of import and/or export material in cubic yards (CY).
  - d. Amount of remedial grading in cubic yards (CY).
- 11. Storm water mitigation BMP's categorized by the following types (as required by the WQTR/HMP):
  - a. Source control.
  - b. Treatment control.
  - c. Site Design/Low-Impact Development.
  - d. Hydro-modification Management Plan.

**G. Conceptual/Preliminary Landscape Plans**

Please refer to Chapter 18.58 of the Zoning Ordinance and to the Landscape Guidelines available at the Development Services Counter for landscaping design, development, and maintenance standards. Conceptual Landscape Plans typically require several sheets/exhibits depicting: a) an overall planting plan; b) a water conservation plan; c) a water conservation concept statement; and d) conceptual grading design plan with structures located. Landscape plans sheets must include the following information:

- 1. All information items required under Section “A” (“All Sheets”) above.
- 2. Name, address, telephone number, and signature (digital signature acceptable) of architect, engineer, surveyor, or other(s) responsible for preparation of the drawings (e.g., registered Civil Engineer, licensed Land Surveyor, licensed Architect, licensed Landscape Architect, land planner, etc.).

3. Proposed property lines and dimensions.
4. Building footprint(s) for existing and proposed structures, labeled as “existing” or “proposed”.
5. Parking and vehicle circulation areas.
6. Other hardscape areas (e.g., private driveways, pathways, patios), with all construction materials identified.
7. Existing and proposed walls and fences. Show locations, types, materials, and heights (top and bottom elevations). Show spot elevations at both ends, at corners/curves, and at worst-case (i.e., highest) locations. (Note: All walls over five (5) feet in height must be plantable.)
8. Spot grade elevations to reveal the orientation and steepness of slopes.
9. Landscape areas, with all plantings identified with symbols.
10. Drainage elements (e.g., curbs, culverts, swales).
11. Proposed street furniture, outdoor recreation equipment, and other permanent pedestrian amenities.
12. Water conservation plan (see Section 18.56.050 of the Development Code).

### **H. Slope Analysis Exhibit**

A Slope Analysis Exhibit is required for projects proposing grading or development of any slopes greater than five percent (5%), including subdivision or parcel maps which will ultimately result in grading or development in the future. The slope analysis exhibit must include the following information:

1. All information items required under Section “A” (“All Sheets”) above.
2. Name, address, telephone number, license or registration number, and signature (digital signature acceptable) of registered Engineer or licensed Land Surveyor responsible for preparation of the drawing attesting to accuracy of information on exhibit/sheet.
3. Source of topographical information.
4. Use same scale as used for site plan and grading plan.
5. Graphic depiction of slopes identified by the following categories:
  - a. 0 - 5% slope,
  - b. 6% - 10% slope,
  - c. 11% - 15% slope,
  - d. 16% - 25% slope, and
  - e. greater than 25% slope.
6. A legend identifying the total acreage of land in each slope category and that acreage as a percent of the total site acreage.
7. Slope profiles (may be required, as indicated by staff).

### **I. Lighting and Photometric Plan**

A Lighting/Photometric plan is required whenever exterior lighting is proposed adjacent to residential development. Lighting/Photometric Plans must include the following information:

1. All information items required under Section “A” (“All Sheets”) above.
2. Locations of all exterior lighting.
3. A point-by-point foot-candle reading. The horizontal grid points shall have a maximum spacing often (10) feet between each point across the entire site, and should extend ten (10) feet past the property line.
4. A foot-candle reading directly under at least one of each light fixture type.
5. A summary table showing the lighting template used to calculate the foot-candle reading for each fixture and luminaire specified on the plans.
6. Identify the total maintained light loss factor utilized.
7. Indicate how the exterior lighting scheme is consistent with Section 18.58.260 of the Vista Development Code as well as other City policies establishing minimum on-site illumination and maximum off-site light leakage.

**J. Cross-Sections and other Detail Sheets**

Details Sheets/Exhibits will vary in content depending upon the nature of the project. At a minimum, any cross-section or detail drawing sheets must include all information items required under Section "A" ("All Sheets") above.

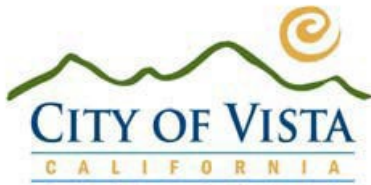
**K. Tentative Subdivision Map**

1. Streets and Easements
  - a. All existing public and private streets and easements abutting or contained within the subdivision must be shown. The names of all existing streets must be included. The existing and proposed grades, existing and proposed widths and cross sections, and existing and proposed improvements shall be shown, as well as the radii and length of all existing and proposed curves.
  - b. All new public streets and other easements to be dedicated as part of the subdivision and new private streets must be shown. All such sheets shall have proposed names (a separate list of proposed street names should be submitted to the project planner). The proposed width, grades, cross sections, and improvements shall be shown, as well as the approximate radii and length of all curves.
2. Water Courses: The approximate location and width of water courses or areas subject to inundation from floods, and location of structures, irrigation ditches, and other permanent physical features shall be shown.
3. Buildings: All buildings and structures within the subdivision and within 100 feet of the subdivision shall be shown including the distance between all buildings, structures and existing and proposed lot lines, existing and proposed public and private easements, and water courses.
4. Trees: All trees within the proposed easements shall be shown, and all trees greater than ten feet in height or with a trunk diameter of ten inches or greater at a point four feet from the ground within the boundaries of the subdivision shall be shown. Each tree shall be labeled as to species and height.
5. Topography: Topographic contours at no greater than five-foot intervals shall be shown for the subdivision, abutting streets, and property within 100 feet of the subdivision, together with the source of the data.
6. Dimensions: Each proposed lot or parcel shall be dimensioned, and the radii and length of all curves within the property boundary shall be shown.
7. Setbacks: The front yard setback line of each lot or parcel and width of the lot or parcel at that line shall be shown.
8. Utilities: All existing overhead utility lines shall be shown, including locations and identification numbers of all poles within the subdivision and within 100 feet of the subdivision. Type and approximate location of all existing and proposed public utilities required to serve the proposed subdivision shall be shown. This shall include, but not be limited to, existing and proposed fire hydrants, water lines, sewer lines, electric, phone, and cable television lines.
9. Railroads: The location of all railroad rights-of way abutting or within the subdivision shall be shown.
10. Grading Plan: Proposed grading must be shown on the Tentative Map.
11. Additional Information: The City Planner may require additional information on the map.



# Approval Process

- A. Site Development Plan approval by Zoning Administrator:
  - 1. Residential projects containing 5-9 units including addition of units to an existing project that brings the total number of units in the project to 5 or more.
  - 2. New commercial, including offices, institutional, government, and quasi-public projects, 10,000 square feet in size or less.
  - 3. New industrial projects 20,000 square feet in size or less.
  - 4. Any project in a scenic preservation district or open space zoning district.
  - 5. An amendment to an existing Site Development Plan which is amended to:
    - a. Increase land use or building occupancy or intensity (i.e., requires additional parking).
    - b. Increase the gross square footage of a commercial building by 25 percent or 2,500 square feet whichever is less but not over 10,000 square feet.
    - c. Increase the gross square footage of an industrial building by 25 percent or 5,000 square feet whichever is less but not over 20,000 square feet.
    - d. Change the grading or degree of slope.
    - e. Any modification of previous requirements.
- B. Site Development Plan approval by Planning Commission:
  - 1. Residential projects containing more than 10 units; and
  - 2. Commercial, office, and quasi-public projects proposing more than 10,000 square feet of floor area; and
  - 3. Industrial projects proposing more than 20,000 square feet of floor area; and
  - 4. Any project which requires an Environmental Impact Report; and
  - 5. Any project which in the opinion of the Zoning Administrator will generate substantial public controversy or appears to be in conflict with the Design Review Manual; and
  - 6. Projects which in the Zoning Administrator's opinion are in conflict with the purpose and intent of this chapter as specified in Section 18.64.010; and
  - 7. Additions to existing buildings that meet the above criteria; and
  - 8. Projects which require a separate development permit such as a Special Use Permit, Planned Residential Development Permit, Condominium Housing Permit, Tentative Subdivision Map, or similar development permit. The approval process for the Site Development Plan shall be combined with the hearing process for the other development permit. Approval or denial of the other development permit shall include approval or denial of the Site Development Plan.
- C. Plot Plan approval by Zoning Administrator:
  - 1. Residential projects that create or add units up to 4 units in a project.
  - 2. Residential projects that add up to 50 percent of existing square footage but no new units (single-family residential excluded).
  - 3. Additions to commercial projects of less than 25 percent of floor area or less than 2,500 square feet whichever is less.
  - 4. Additions to industrial projects of less than 25 percent of floor area or 5,000 square feet whichever is less.
  - 5. Industrial projects within the Vista Business Park Specific Plan.



# Environmental Information Requirements

The following information must be provided as both an electronic document (in Word format) and as a hardcopy.

## **General Information**

1. Owner and/or Applicant Information: Name(s), mailing address(es), and telephone numbers.
2. Designated contact person per notarized document: Name, mailing address, and telephone numbers.
3. Address of Project Site
4. Site area (acres or square footage)
5. Assessor's Parcel Number
6. Existing General Plan Land Use Designation
7. Existing zoning designation
8. Wildfire severity zone
9. Describe existing surrounding land uses (all sides of project site).

## **Project Description**

1. Describe the proposed project in detail. (See last page for example.)
2. What is proposed General Plan designation?
3. What is proposed Zoning designation?
4. If a subdivision, list range of lot sizes (e.g., From \_\_\_\_\_sq. ft. - to \_\_\_\_\_sq. ft.)
5. If residential, include the number of units and schedule of unit sizes.
6. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
7. If industrial, indicate type, hours of operation, estimated employees per shift, and loading facilities.
8. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
9. Length of time for construction.
10. Is project to be developed in more than one phase? If no, please so state. If yes, give dates.
11. Square footage of each proposed building.
12. Number of floors.
13. Describe the architectural style of the building(s).
14. Describe the exterior building materials (incl. color).
15. Proposed number of off-street parking spaces provided.
16. Amount of proposed grading (in cubic yards).
17. Estimated duration of grading operations (in days).
18. Heights of maximum cut slope and maximum fill slope.
19. Maximum and minimum height of any retaining walls.

## **Regarding the questions below, discuss in detail all items answered "yes".**

1. Would the project result in changes to scenic views or vistas from the surrounding area?
2. Would the project result in changes to the scale or visual character of the project area?
3. Would the project use groundwater for construction or irrigation?
4. Would the project result in dust, ash, smoke, fumes or odors in the project area?

5. Would the project substantially alter the existing topography or the drainage patterns of the site?
6. Would the project result in substantial changes in existing noise or vibration levels in the vicinity of the project site?
7. Would the project change a lake, river, or stream, or ground water quality or quantity?
8. Would the project regularly use or dispose of potentially hazardous materials, such as toxic substances, flammables or explosives?
9. Would the project substantially increase the demand for municipal services (police, fire, water, sewage, etc.)?
10. Would the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?

### **Environmental Setting**

Describe the subject property as it currently exists before construction of the proposed project, including information on topography, soil stability, plants, animals, and scenic views. Also describe any existing structures on the property, the age of any homes or buildings, and their current use.

#### **Example of Project Description**

The applicant seeks a Site Development Plan, Special Use Permit, Specific Plan Amendment, and a Tentative Subdivision Map to construct a four-level 83,276 square foot (sq. ft.) building complex containing retail space (street level), office space (second level), townhouses (third and fourth levels), and two integrated parking structures (street and second levels). The project site consists of 34,211 sq. ft. (0.78-ac), and the building complex would cover 31,321 sq. ft. or 91.5 percent of the site area. Retail space would encompass 3,919 sq. ft., office space 10,116 sq. ft., and residential space would consist of 30 townhouse condominiums totaling 33,618 sq. ft. Both parking structures combined would encompass 35,623 sq. ft. and provide a total of 100 parking spaces. Development of the proposed project would include utility connections, drainage improvements and vehicular parking. Other proposed project improvements include trash and recycle enclosures, an expanded sidewalk, an improved North County Transit District (NCTD) bus stop, bicycle storage rooms and exterior lighting.

The proposed building design consists of a variety of facades, plazas, offsets, decks, trellises and rooflines to provide both vertical and horizontal interest. The building would be constructed, at a minimum, as a Group B, Type II-N non-combustible structure, fully-sprinklered, as classified in the 2007 California Building Code. The height of building complex along the front (southern) elevation would be 54 feet and 44 feet along the rear (northern) elevation. Landscaping would cover 15.9 percent of the site and consist of a combination of ornamental and native evergreen and deciduous trees, shrubs, vines and perennials.



# Letter Of Authorization

\_\_\_\_\_ is authorized by me/us, as the owner(s) of  
(Owner's Agent – Print Name)  
the property located at \_\_\_\_\_, to submit an  
application and obtain permits from the City of Vista Community Development Department and to  
act on my/our behalf to process that application. This authorization will be valid until revoked by  
me/us in writing.

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name\*

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name\*

\*If the property is under ownership by a Company, Trust, or Limited Liability Corporation (LLC),  
attach the authorizing document(s) listing the individual(s) authorized to sign on behalf of that  
entity.



# Financial Contribution Disclosure Form

In accordance with Government Code §84308, appointed or elected officials acting in a decision-making capacity for the City of Vista **may not** participate in any decision on a project where a contribution of \$250 or more was received by said appointed or elected officials from the applicant within a 12-month period preceding the decision, or a 12-month period following the decision. This requirement equally applies to members of the Planning Commission and the City Council with respect to the review of any land use decisions considered by the City of Vista.

The current Planning Commission and City Council members are as follows:

Vista City Council

John Franklin, Mayor  
Katie Melendez, Deputy Mayor, District 3  
Corinna Contreras, District 1  
Jeff Fox, District 2  
Dan O'Donnell, District 4

Vista Planning Commission

Lisa De Jesus, Chair  
Bill Martin, Vice Chair  
Charles Grimm  
Beth Hastings  
Maria Jolliff  
Clay McCarthy  
Darcy Thompson

I hereby certify that I, as the project applicant, and/or my agent(s) and/or majority investor(s) have **not** made, been solicited for, or directed any monetary contributions totaling more than \$250 to any of the above listed City officials.

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

Signature: \_\_\_\_\_

Campaign contributions totaling more than \$250 requires the completion of the reverse side of this form.



# Applicant Disclosure Form For Planning Commission Proceedings (Government Code §84308)

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

Applicant's Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City	State	Zip	Phone
------	-------	-----	-------

Application or Proceeding Title and Number: \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ Contributions of more than \$250 as described in Government Code §84308 have not been made to any City official by me, or my agents, or a majority investor.

\_\_\_\_\_ City official(s) to whom I and/or my agent(s) and/or a majority investor made campaign contributions totaling more than \$250 and dates of contributions:

**Name of City official:** \_\_\_\_\_

Name of Contributor  
(if other than Applicant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

**Name of City official:** \_\_\_\_\_

Name of Contributor  
(if other than Applicant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

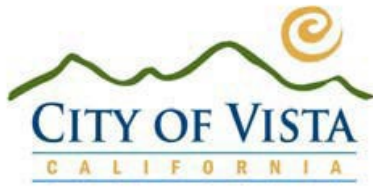
**Name of City official:** \_\_\_\_\_

Name of Contributor  
(if other than Applicant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

SIGNATURE OF APPLICANT AND/OR AGENT \_\_\_\_\_ DATE \_\_\_\_\_



# On-Site Project Notice Sign Procedures

Within 30 days following the submittal of a formal project application, the applicant shall physically post a notice on the project site. Such notice shall state "NOTICE OF PROJECT APPLICATION" and shall include the project information provided to the applicant by the City.

After the public notice is posted, please return the "Certification of Posting" (see Attachment "1") to the Planning Division to the attention of the assigned project planner within 24 hours of posting. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, approved or denied, whichever occurs first.

Project site notice shall comply with the following:


1. Notice sign shall be posted at the most publicly visible location on the site.
2. Sign material shall be durable enough to withstand the elements.
3. Sign shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of six (6) feet and a maximum pole height of eight (8) feet.
4. Sign dimensions shall be: four (4) feet in height and six (6) feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. All letters shall be in capitals.
8. Letter heights for the notice shall be as shown on Attachment "2".
9. Applicant or developer phrases or logos are not allowed.
10. Applicant must obtain project planner approval of color and text, prior to posting.
11. Any removed or damaged notice sign shall be immediately replaced.



# Sign Template

(NOT TO SCALE)

72"



12" {  
6" {  
4" {

## NOTICE OF PROJECT APPLICATION

EACH LINE OF TEXT TO BE 1 1/2"

PROJECT NAME: ENTER PROJECT NAME

PROJECT NUMBER: ENTER PROJECT NUMBER(S)

PROJECT DESCRIPTION: ENTER BRIEF PROJECT DESCRIPTION (I.E. HOW MANY UNITS, UNIT SIZES, AMENITIES)

Perspective Rendering or 3D Image or Elevation Drawing  
(INSERT HERE)

CITY OF VISTA	PROJECT APPLICANT/REPRESENTATIVE
PLANNING DIVISION	ENTER APPLICANT/REPRESENTATIVE
ENTER PLANNER'S NAME - ENTER TITLE	ENTER APPLICANT NAME
ENTER PLANNER'S EMAIL ADDRESS	ENTER APPLICANT'S EMAIL ADDRESS
(760) 639-6100	ENTER APPLICANT'S PHONE NUMBER

TO LEARN MORE ABOUT OTHER DEVELOPMENT PROJECTS  
VISIT THE CITY'S INTERACTIVE MAP AT  
[WWW.CITYOFVISTA.COM](http://WWW.CITYOFVISTA.COM)

48"



# Certification of Posting

I CERTIFY THAT THE "Notice of Project Application" has been posted at a conspicuous location on the site on \_\_\_\_\_  
(Date)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Planning Case Number: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Public Notice Package

## Mailing List Instructions

All applications requiring public notification (mailing notices) shall be accompanied by a Mailing List, unless specified otherwise, of all property owners and occupants when it is not an owner occupied property within 500 feet of the exterior boundary of the project site (property). Such list shall be compiled by a Title Company and shall be typed on Avery copier labels 5351 or Avery laser labels 5160 self-adhesive labels.

Labels shall be typed and shall be accompanied by an Assessor's Map indicating the subject property and all properties within 500 feet.

## Required public notification materials include:

- a. A mailing list of all property owners and occupants (when property is not owner-occupied) within 500 feet of the exterior boundary of the project site.
- b. Three (3) sets of labels of all property owners and occupants within 500 feet of the property boundary printed on white self-adhesive labels, size 1" x 2 5/8", 30 labels per sheet (Avery Laser 5960 or other labels using Avery 5160 software layout).
- c. Assessor's map identifying the subject property and all surrounding properties within a 500-foot radius of the boundaries of the subject property.

I HEREBY CERTIFY THAT THE PROPERTY OWNERS LIST AND LABELS SUBMITTED TO THE CITY OF VISTA ON THIS DATE REPRESENT THE LATEST AVAILABLE INFORMATION FROM THE EQUALIZED ASSESSOR'S ROLLS, AND INCLUDES ALL PROPERTY OWNERS AND OCCUPANTS (WHEN PROPERTY IS NOT OWNER-OCCUPIED) WITHIN 500 FEET OF THE EXTERIOR BOUNDARY OF THE PROJECT SITE.

APPLICATION NUMBER AND NAME

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APPLICANT OR APPLICANT'S REPRESENTATIVE

BY \_\_\_\_\_

DATE \_\_\_\_\_

DATE RECEIVED BY CITY \_\_\_\_\_



# Signature Block

SIGNATURES CONSTITUTE THAT ALL PLANS, SPECIFICATIONS, GUARANTEES, AND OTHER REQUIREMENTS NECESSARY FOR ISSUANCE OF A BUILDING PERMIT CONFORMING TO THIS SITE DEVELOPMENT PLAN/ SPECIAL USE PERMIT/PLOT PLAN HAVE BEEN COMPLETED AND APPROVED BY THE APPROPRIATE DEPARTMENT

_____	_____
PLANNING DEPARTMENT	DATE
_____	_____
ENGINEERING DEPARTMENT	DATE
_____	_____
FIRE DEPARTMENT	DATE
_____	_____
PUBLIC WORKS DEPARTMENT	DATE



# Project Information Block

CITY OF VISTA – PROJECT INFORMATION TABLE							
SITE DEVELOPMENT PLAN/SPECIAL USE PERMIT/PLOT PLAN – PC# - ###							
OWNER:			PHONE:				
ADDRESS:							
ARCHITECT, ENGINEER, OR DESIGNER:			PHONE:				
ADDRESS:							
TYPE:							
ZONE:			ASSESSORS PARCEL NO(S)				
SITE				DWELLING UNITS		OPEN SPACE DATA	
AREA (SQ. FT.)		COVERAGE %		STUDIO		COMMON	PRIVATE
LOT:		100 %		1 BDRM			
BUILDING:				2 BDRM			
PARKING:				3 BDRM			
LOADING:							
LANDSCAPING				TOTAL UNITS			
PARKING		ORD. REQ.		DRIVEWAY (SIZE &		SETBACKS	
GARAGE		LOADING		ONE WAY		FRONT	REAR
COVERED		HANDICAPED		TWO WAY		L SIDE	SPECIAL
OPEN		TOTAL		SLOPE		R SIDE	ACCES. BLDG
			RV STORAGE SPACE				



# CHECKLIST FOR DETERMINATION OF PROJECT CATEGORY

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

## APPLICABILITY OF PERMANENT, POST-CONSTRUCTION STORMWATER BMP REQUIREMENTS AND PROJECT TYPE DETERMINATION

### Overview and Instructions

The City of Vista's (City's) Stormwater Management Program is regulated by the San Diego regional municipal stormwater permit (referred to as a Municipal Separate Storm Sewer System Permit). This permit requires that new development and redevelopment projects incorporate permanent stormwater Best Management Practices (BMPs) into the project design. The City of Vista's *BMP Design Manual* (formerly *SUSMP Manual*) discusses BMP requirements applicable to new development and redevelopment projects.

ALL STANDARD AND PRIORITY PROJECTS ARE REQUIRED TO INCORPORATE SITE DESIGN AND SOURCE CONTROL BMPS. Additional treatment control and hydromodification management BMP requirements apply to projects that meet specific criteria or thresholds. This checklist must be completed by the project applicant or proponent, and is used to determine if those additional BMPs are required.

***Not all site improvements are considered "development projects" under the MS4 Permit.***

Development projects are defined by the MS4 Permit as "construction, rehabilitation, redevelopment, or reconstruction of any public or private projects". Development projects are issued local permits to allow construction activities. To further clarify, this checklist applies only to new development or redevelopment activities and/or projects that have the potential to contact storm water and contribute an anthropogenic source of pollutants, or reduce the natural absorption and infiltration abilities of the land.

***A project must be defined consistent with the California Environmental Quality Act (CEQA) definitions of "project."***

CEQA requires that the project include "the whole of the action". "Whole of the Action" means the project may not be segmented or phased into small parts either onsite or offsite if the effect is to reduce the quantity of impervious area and fall below thresholds for applicability of storm water requirements. This requirement precludes "piece-mealing," which is the improper (and often artificial) separation of a project into smaller parts to avoid preparing Environmental Impact Report level documentation.

As indicated above, for the purposes of the *BMP Design Manual*, the "project" is the "whole of the action" which has the potential for adding or replacing or resulting in the addition or replacement of, roofs, pavement, or other impervious surfaces, thereby resulting in increased flows and storm water pollutants.

When defining the project, the following questions are considered:

- What are the project activities?
- Do they occur onsite or offsite?
- What are the limits of the project (project boundary)?

- What is the whole of the action associated with the project (i.e. what is the total amount of new or replaced impervious area considering all of the collective project components through all phases of the project)?
- Are any facilities or agreements to build facilities offsite in conjunction with providing service to the project (street-widening, utilities)?

Responses to the checklist represent an initial assessment of the proposed project conditions and impacts. City staff will confirm this checklist based on assessment of the development application and/or project plans. Results of the checklist will classify a project as one of the following: Priority Development Project, Standard Project, or Non-development Project.

If additional information is needed while completing this checklist, please refer to the City's *BMP Design Manual*. Alternatively, contact City Land Development staff.

This Form is divided into 4 sections:

1. Post-Construction Stormwater Requirement Exemptions
2. Priority Development Project Determination
3. Special Consideration for Redevelopment Projects (50 Percent Rule)
4. Final Project Determination

SECTION 1 – POST CONSTRUCTION STORMWATER REQUIREMENT EXEMPTIONS	City of Vista BMP Design Manual	
This section will determine whether your project is exempt from post-construction BMP requirements and would be classified as a Non-Development Project. See section 1.3 of the City's <i>BMP Design Manual</i> for further discussion.	YES	NO
<p>(a) Replacement of impervious surfaces that are part of a routine maintenance activity, such as (check yes if any apply):</p> <ul style="list-style-type: none"> <li>(i) Replacing roof material on an existing building</li> <li>(ii) Rebuilding a structure to original design after damage from earthquake, fire or similar disaster</li> <li>(iii) Restoring pavement or other surface materials affected by trenches from utility work</li> <li>(iv) Resurfacing existing roads and parking lots, including slurry, overlay and restriping</li> <li>(v) Routine replacement of damaged pavement, including full depth replacement, if the sole purpose is to repair the damage</li> <li>(vi) Constructing new sidewalk, pedestrian ramps or bike lanes on existing roads (within existing street right-of-way)</li> <li>(vii) Restoring a historic building to its original historic design</li> <li>(viii) Routine replacement of damaged pavement, such as pothole repair</li> </ul> <p><b>Note:</b> Work that creates impervious surface outside of the existing impervious footprint is not considered routine maintenance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(b) Repair or improvements to an existing building or structure that do not alter the size (check yes if any apply):</p> <ul style="list-style-type: none"> <li>(i) Plumbing, electrical and HVAC work</li> <li>(ii) Interior alterations including major interior remodels and tenant build-out within an existing commercial building</li> <li>(iii) Exterior alterations that do not change the general dimensions and structural framing of the building (does not include building additions or projects where the existing building is demolished)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answered <b>YES</b> to either category (a) or (b), your project is considered a Non-Development Project, and post construction BMP requirements do not apply. Please proceed to Section 4 and check the <b>Non-Development Project</b> box.</p> <p>If you answered <b>NO</b> to category (a) and (b), please proceed to Section 2.</p>		

SECTION 2 – PRIORITY DEVELOPMENT PROJECT DETERMINATION	City of Vista BMP Design Manual	
<p>This section determines whether your project is a <b>Priority Development Project (PDP)</b> or a <b>Standard Project</b>. See section 1.4 of the City's <i>BMP Design Manual</i> for further discussion. The following eight (8) types of projects are defined as <b>PDPs</b>:</p>	<b>YES</b>	<b>NO</b>
<p>(a) New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(b) Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(c) New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses:</p> <ul style="list-style-type: none"> <li>(i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (Standard Industrial Classification (SIC) code 5812).</li> <li>(ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.</li> <li>(iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.</li> <li>(iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p>(d) New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharge directly to an Environmentally Sensitive Area (ESA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).</p> <p><b>Note:</b> ESAs are areas that include but are not limited to all Clean Water Act Section 303(d) impaired water bodies; State Water Quality Protected Areas; water bodies designated with the RARE beneficial use by the State Water Board and San Diego Water Board; and any other equivalent environmentally sensitive areas which have been identified by the City.</p> <p>For projects adjacent to an ESA, but not discharging to an ESA, the 2,500 sq-ft threshold does not apply as long as the project does not physically disturb the ESA and the ESA is upstream of the project.</p> <p>There are no Areas of Special Biological Significance (ASBS) or State Water Quality Protected Areas in the City's jurisdiction. The ESAs within the City's boundaries which include 303(d)-listed impairments and RARE beneficial use designations are listed below:</p> <ul style="list-style-type: none"> <li>• Agua Hedionda Creek</li> <li>• Buena Creek</li> <li>• Buena Vista Creek</li> <li>• Loma Alta Creek</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(e) New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <p>(i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539.</p> <p>(ii) Retail gasoline outlets. This category includes Retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic of 100 or more vehicles per day.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(f) New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction. This means any activity that moves soils or substantially alters the pre-existing vegetated or man-made cover of any land. This includes, but is not limited to the following:</p> <p>(i) Grading, digging, cutting, scraping, stockpiling, pavement removal, and exterior construction;</p> <p>(ii) Substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing; or</p> <p>(iii) Any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answered <b>YES</b> to any of the categories above (a-f), your project is considered a PDP. Please proceed to section 3 and check the <b>Priority Development Project</b> Box in Section 4.</p> <p>If you answer <b>NO</b> to all categories, then your project is considered a Standard Project. Please proceed to Section 4 and check the <b>Standard Project</b> Box.</p>		

SECTION 3 – SPECIAL CONSIDERATIONS FOR REDEVELOPMENT PROJECTS (50 PERCENT RULE)	City of Vista BMP Design Manual	
This section determines additional considerations required for <b>Redevelopment PDPs</b> . See section 1.7 of the City's <i>BMP Design Manual</i> for further discussion.	YES	NO
<p>Will redevelopment result in the creation or replacement of impervious surface in an amount of more than 50 percent of the surface area of the previously existing development? See clarification on calculation of the ratio of impervious surface below.</p> <p>These requirements for managing storm water on an entire redevelopment project site are commonly referred to as the "50 Percent Rule". For the purpose of calculating the ratio, the surface area of the previously existing development shall be the area of <u>impervious surface</u> within the previously existing development. The following steps shall be followed to estimate the area that requires treatment to satisfy the MS4 Permit requirements:</p> <ol style="list-style-type: none"> <li>1. How much total impervious area currently exists on the site?</li> <li>2. How much existing impervious area will be replaced with new impervious area?</li> <li>3. How much new impervious area will be created in areas that are pervious in the existing condition?</li> <li>4. Total created and/or replaced impervious surface = Step 2 + Step 3.</li> <li>5. <b>50 Percent Rule Test:</b> Is step 4 more than 50 Percent of Step 1? If yes, treat all impervious surface on the site (including existing impervious surface not being replaced or added). If no, then treat only Step 4 impervious surface and any area that comingles with created and/or replaced impervious surface area.</li> </ol> <p><u>Note:</u> Step 2 and Step 3 must not overlap, as it is fundamentally not possible for a given area to be both "replaced" and "created" at the same time. Also activities that occur as routine maintenance (see Section 1 of this form) shall not be included in Step 2 and Step 3 calculation.</p> <p>For example, a 10,000 square foot development proposes replacement of 4,000 square feet of impervious area. The treated area is less than 50 percent of the total development area and only the 4,000 square foot area is required to be treated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answered <b>YES</b>, then you must implement the PDP requirements for all impervious surfaces across the entire site. Please proceed to Section 4 and check the box under PDP indicating that the Project <b>Is a Redevelopment Project Subject to the 50 Percent Rule</b>.</p> <p>If you answered <b>NO</b>, then you are only required to treat impervious surfaces that are replaced or created. Please proceed to section 4 and check the box under PDP indicating this is <b>Not a Redevelopment Project Subject to the 50 Percent Rule</b>.</p>		

# SECTION 4 – FINAL PROJECT DETERMINATION

City of Vista  
BMP Design  
Manual

BASED ON THE INFORMATION PROVIDED IN SECTIONS 1-3, THIS PROJECT IS DETERMINED TO BE A:

- PRIORITY DEVELOPMENT PROJECT.** PRIORITY REQUIREMENTS APPLY AND A STORM WATER QUALITY MANAGEMENT PLAN (SWQMP) MUST BE SUBMITTED AT THE TIME OF APPLICATION.
- THIS **IS** A REDEVELOPMENT PROJECT SUBJECT TO THE 50 PERCENT RULE.
- THIS **IS NOT** A REDEVELOPEMNT PROJECT SUBJECT TO THE 50 PERCENT RULE.
- STANDARD PROJECT.** STANDARD REQUIREMENTS APPLY AND APPLICABLE SECTIONS OF A STORM WATER QUALITY MANAGEMENT PLAN (SWQMP) MUST BE SUBMITTED AT THE TIME OF APPLICATION.
- NON DEVELOPMENT PROJECT.**

### Applicant Information and Signature Box

Address:		APN(s)
Applicant Name:	Applicant Title:	
Applicant Signature:	Date:	

### City use only

Concur:	Yes	No
By:		
Date:		
Land Dev #:		

Supporting discussion for this checklist, as well as BMP requirements for Priority Development Projects and Standard Projects, is provided in the City of Vista *BMP Design Manual*.



## CITY OF VISTA CALIFORNIA LEVINE ACT DISCLOSURE

In 2022, California's SB1439 extended requirements under Government Code Section 84308, also known as the "Levine Act", to prohibit City "Officers" from participating in any action related to a contract, license, permit, or entitlement if such Officer received campaign contributions totaling more than \$250 within the previous twelve months, and for twelve months following the date of a final decision, from a party or participant to the proceeding, or their agent.

Section 84308(a)(4) of the Levine Act defines an "Officer" as follows: "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency. The term "Officer" is further defined 2 Cal. Code Regs. Section 18438.1, which states:

An officer of an agency includes only those persons who make, participate in making, or in any way attempt to use their official position to influence a decision in the license, permit, or entitlement for use proceeding, or who exercise authority or budgetary control over the agency or officers who may do so, and:

- (1) Serve in an elected position, including an official appointed to an elected position due to an interim vacancy or an election otherwise canceled because the official was the sole candidate for the position;
- (2) Serve as a member of a board or commission;
- (3) Serve as the chief executive of a state agency, or county, city or district of any kind;  
or
- (4) Have decision making authority with respect to the proceeding involving a license, permit, or other entitlement for use and is also a candidate for elected office or has been a candidate for elective office in the 12 months prior to the proceeding.

The party making this certification is responsible for determining whether a recipient of a political contribution is a City Officer prior to completing this form. A list of City elected officials and members of City boards and commissions can be obtained through the following links:

<https://www.vista.gov/city-hall/elected-officials>  
<https://www.vista.gov/city-hall/city-clerk/online-resources/boards-commissions>

If you have any questions regarding if a particular person is a City Officer and cannot obtain the information from the above links, please contact the City Clerk's Office.

## DISCLOSURE FORM

Have you, your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any City Officer in the twelve months preceding the date of the submission of your application or proposal?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If you answered yes, please specify:

Name of Councilmember or City Officer: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s) \_\_\_\_\_

Please specify below and/or add additional sheet(s) to identify additional Councilmembers or City Officers to whom you and/or your agents made campaign contributions.

Answering YES does not preclude the City of Vista from awarding a contract, license, permit, or entitlement or taking any subsequent action related to the item. It does, however, preclude the identified City Officer from participating in any actions related to such item.

By signing below, you also certify that you agree to disclose to the City any future contributions made to Councilmembers or other City Officers by you or your agent(s) after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Additional Disclosures:

*NOTE: This form is a public record and subject to the California Public Records Act.*