



City of El Cajon

Community Development Department
Planning Division
**ADDITIONAL REQUIREMENTS FOR
DISCRETIONARY PERMITS**

Additional Requirements for Discretionary Permits

1. Pay the filing fee. See fee schedule to identify relevant filing fee for each permit request.
2. Provide a separate check in the amount of \$50 for the handling of CEQA documents (unless waived by Planning Division staff). Make the check payable to the "San Diego County Clerk." Please note that the County will reject a check dated 90 days or more before receipt of the check by their office. Depending upon the length of time necessary to process your project, a new check may be required.
3. Provide a CEQA Environmental Information Form and associated filing fee (unless waived by Planning Division staff.)
4. Provide a Grant Deed and two copies of a Preliminary Title Report dated within six months of application submittal date. The Preliminary Title Report shall have a copy of each easement referenced within the report. Depending upon the nature of the request, the staff may waive the requirement for a preliminary title report and only require a grant deed. Staff may require an ALTA survey for complex projects or sites.
5. Provide two copies of a Conceptual Storm Water Mitigation Plan (unless waived by Storm Water Division staff).
6. Provide a City of El Cajon Disclosure Statement (See Attached).
7. Provide a written description with specific details of the proposed project.
8. Provide 10 copies of the site plan for permits processed at a Level 2 or 3. Provide 15 copies for permits reviewed by the Planning Commission (Level 4). Provide 20 copies for permits reviewed by the City Council (Level 5). The plans shall be prepared as follows:
 - ___A. Maximum sheet size is 24" x 36". Fold the plans so that the finished size is no larger than 8 1/2" x 11", and so that the title block shows.
 - ___B. Plan shall be to a standard engineer's scale (minimum 1" = 50').

- ___C. Include a north arrow. Plans should be oriented with north at the top of the page. Irregularly-shaped lots may orient differently if necessary to depict the entire project site at an appropriate scale.
- ___D. Vicinity map showing all adjacent streets and the nearest cross streets, as well as the nearest arterial streets.
- ___E. City of El Cajon title block in lower right hand corner (see attached). Use the alternate Specific Plan title block (also attached) for specific plan applications.
- ___F. Plan shall include the location and accurate dimensions of:
 - ___1) All property lines
 - ___2) All easements
 - ___3) All existing and proposed structures, including the outline of structures on adjacent property within at least 50 ft. of the subject property
 - ___4) Distances from structures on the subject property to nearest property lines
 - ___5) Distances between buildings on the subject property
 - ___6) Site plan features required by 2010 California Green Building Standards Code.
 - ___7) All existing and proposed fences or walls
 - ___8) Distances between property lines and centerline of all adjacent street rights-of-way
 - ___9) Existing and proposed changes to public right-of-way improvements
 - ___10) All on-site parking spaces and driveways with spaces numbered (including ADA and Clean Air Vehicle staff marking).
 - ___11) All areas of existing and proposed landscaping

- ___12) All existing and proposed freestanding signs
- ___13) All existing and proposed on-site lighting
- ___14) All existing and proposed water meters and fire hydrants
- ___15) All other notable project features which affect site design (i.e., common recreation areas, trash enclosures, electrical transformers, etc.)

___G. A "Notes" section shall be provided which provides the following information:

- ___1) Gross and net lot area
- ___2) Number of lots and/or dwelling units proposed (if applicable)
- ___3) Lot coverage (square footage and percent)
- ___4) Area devoted to landscaping (in sq. ft.)
- ___5) Area devoted to common recreation (if applicable)
- ___6) Gross building area
- ___7) Parking requirement calculations and number of spaces provided

9. Provide one reduced version of the site plan (8 1/2" x 11") with a note added (if applicable) indicating that the plan is not to scale.

*10. Provide a scaled, colored drawing of all exterior elevations identifying exterior building materials, including the screening of any mechanical equipment. Submit six copies in 11" x 17" format for any permit reviewed by the Planning Commission (Level 4). For any request which requires review by City Council (Level 5), submit 12 copies in 11" x 17" format. Also submit one set of colored elevations (24" X 36") for any permit reviewed by the Planning Commission and City Council (Level 4 and Level 5).

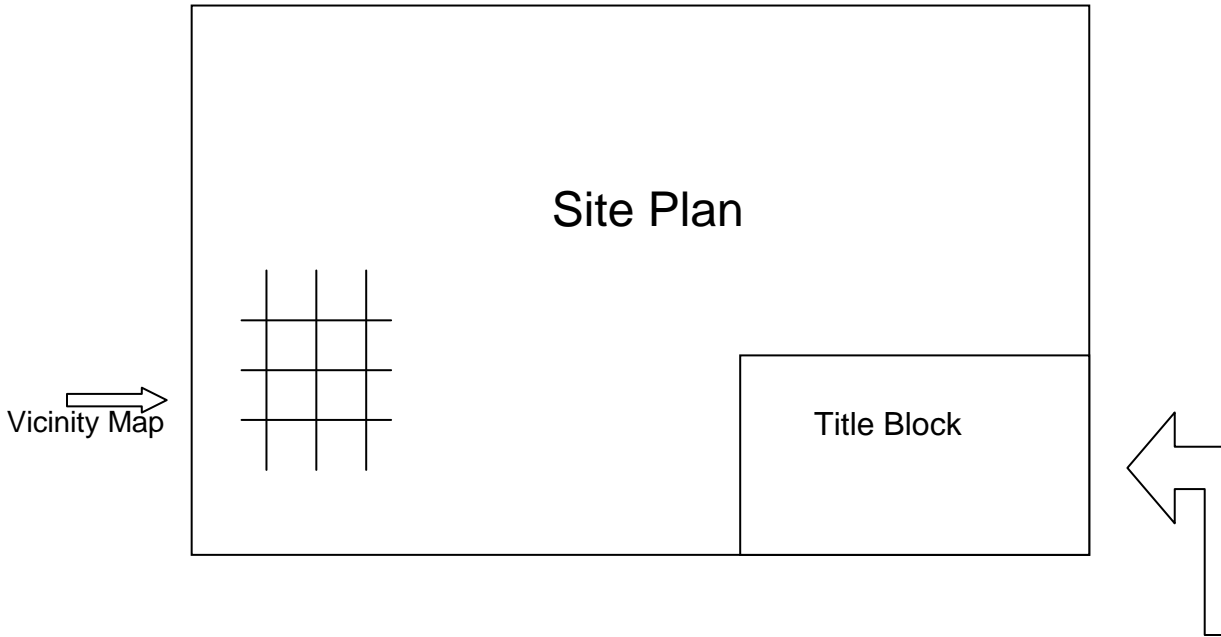
*11. Provide a separate materials/color board identifying the color, material and texture of all exterior surfaces including roof materials. (NOTE: The materials/color board shall be no smaller than 8 1/2" x 11"); and

*12. Provide a conceptual landscaping plan showing areas of ground cover, shrubs, trees and other landscape features. The particular species, sizes and numbers are not required on the conceptual landscape plan. (NOTE: Final landscaping and irrigation plans shall comply with ECMC Chapter 17.195 and 2010 California Green Building Standards Code.)

*NOTE: Items number 10, & 11 above are not required for the establishment of a use within existing structures or facilities where no external changes are proposed as part of the request. Item number 12 above is not required for project sites where there is existing, and well maintained landscaping, and where no new landscaping or landscape rehabilitation is proposed or required.

NOTE: All plans must be legible and must incorporate graphics elements which comply with industry-accepted standards. Plans that are poorly drawn or do not meet industry-accepted standards may be deemed incomplete. Incomplete applications are not processed further until the identified issues are corrected.

Title Block



CITY OF EL CAJON	
PERMIT NO. _____	
APPLICANT: _____	
ASSESSOR PARCEL NO(S): _____	
REQUEST: _____ _____	
PC RESOLUTION No. _____	APPROVED BY: _____
CC RESOLUTION No. _____	_____
ORDINANCE No. _____	DATE: _____

