

# CITY OF POWAY

## DEVELOPMENT SERVICES DEPARTMENT

### PLANNING DIVISION

## DEVELOPMENT REVIEW REQUIREMENTS

Before submitting your DR to the Development Services Department you are encouraged to contact the Planning Division to get clarification on the City submittal requirements specified below. Be advised that incomplete application submittals cannot be accepted for processing. Also, be advised that depending on the type and location of the project, additional special studies and/ or reports may be required. Applications can be submitted anytime through the City of Poway Online Services portal at [services.poway.org](http://services.poway.org). **Only electronic submittals will be accepted.** For questions and appointments, please call the Planning Division at (858) 668-4610.

### STANDARD FILING REQUIREMENTS

#### SPECIFIC INFORMATION

The following information and materials shall accompany a Uniform Application at the time of submittal. If this application is being submitted concurrently with a Conditional Use Permit, do not duplicate requirements. If unsure, contact the Planning Division.

1. One (1) set of electronic plans, which shall include a detailed site plan, illustrative site plan, floor plan, conceptual grading plan, natural features map and illustrative building elevations. These plans shall include the information specified under General Requirements.

**NOTE:** Additional copies of the plans may be required during the process to reflect additional information needed to complete the project review.

2. One (1) set of electronic colored plans, which shall include site plan, illustrative building elevations, and any necessary cross-sections, will be needed when project is deemed complete.
3. Payment of Application Fees (Fees are not refundable).
4. Evidence of legal parcel ( check one):

\_\_\_\_\_ Copy of Recorded Map      \_\_\_\_\_ Division of Land Plat

\_\_\_\_\_ Certificate of Compliance      \_\_\_\_\_ Grant Deed for parcel created prior to February 1972.

5. One (1) copy of a current Preliminary Title Report

If the title report is more than six months old, written verification in the form of a letter from the legal owner is needed stating that no easements have been recorded against the property.

6. Public Notice Requirements:

- a. Property ownership list (typed) and obtained from the latest equalized assessment roll issued by the San Diego County Assessor.
  - b. From the property ownership list, two (2) sets of typed, self-adhesive address sheet labels (Avery or similar), listing the Assessor's Parcel number, names, and addresses of all property owners adjacent to the subject property (see example provided).
  - c. A radius map drawn on the Assessors Parcel Map(s), and spliced together (where necessary) into an 8 ½ " x 11" format, indicating the subject property and showing all adjacent properties (see example provided).
7. Completed Storm Water Intake Form.

## **GENERAL REQUIREMENTS**

### **PLAN PREPARATION**

1. All plans shall be drawn on uniform size sheets no greater than 24" x 36".
2. All site and grading plans shall be drawn to an engineering scale not to exceed 1" = 20', with a north arrow oriented to top of sheet.
3. Plans to be collated into sets.
4. All plans must be clear, legible, and scaled accurately.

### **PLAN DESCRIPTION**

#### **DETAILED SITE PLAN SHALL INCLUDE THE FOLLOWING:**

1. Name and address of: Applicant, Engineer, and/or Architect.
2. Property lines and lot dimensions.
3. Assessor Parcel Number(s), Lot-Block Number and Map Number.
4. Dimensioned locations of access, both pedestrian and vehicular, showing service areas and points of ingress and egress.
5. Off-street parking and loading areas showing location, number and typical dimensions of spaces, and wheel stop placement. Internal circulation pattern.
6. Distances between buildings and/or structures.
7. Building setbacks (front, rear, sides).
8. Location of light fixtures and typical beam spread examples.
9. Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties.
10. Nearest cross streets on both sides with plus or minus distances from subject site.
11. The expected uses of the site, type of business, number of employees, and estimated annual sales. **(Note: This information will be forwarded to our Economic Development office.)**
12. A vicinity map showing closest major cross streets, zoning, and existing land use.
13. Location, height, and materials of walls and fences (sections if required).
14. All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
15. Location of all buildings within 100 feet of proposed property lines.
16. Existing sewer or proposed sewer.
17. Across-the-street properties -- any existing drainage courses or storm drains.

18. Existing and nearest fire hydrants.
19. Distances from all sides of proposed building(s) to any building off-site within 150 feet.
20. Typical street section.
21. Any existing median islands within 100 feet of the subject site.
22. All existing and proposed easements must be plotted and labeled on the plans.

### **ILLUSTRATIVE SITE PLAN**

Such a plan should include a graphic scale and north arrow, all proposed and existing improvements, landscape concepts such as earth mounding and meandering walkways, walls, ground cover, trees, shrubs, shadows, paving and other elements as may be necessary to illustrate the site plan. (Dimensions shall be excluded from this plan.)

### **ILLUSTRATIVE FLOOR PLAN**

Such a plan should include a graphic scale, be fully dimensioned and show all rooms in the house and other buildings on site. The plan should also depict the use of the room, i.e. kitchen, living room, bedroom, garage, etc.

### **CONCEPTUAL GRADING PLAN SHALL INCLUDE THE FOLLOWING:**

1. Natural areas to be preserved (e.g. – rock outcroppings, natural drainage courses or habitat).
2. Proposed cut and fill areas in contrasting colors.
3. Existing and proposed contours within 100 feet of project boundaries.
4. Proposed drainage and flood control facilities.
5. Erosion control measures (e.g. - slope landscaping).
6. Natural drainage.
7. Elevations and finished contours.
8. Location of retaining walls, drainage channels and existing structures.
9. Location, elevation and size of proposed buildings pads.

### **ILLUSTRATIVE BUILDING ELEVATIONS**

Illustrative building elevations showing all sides of existing and proposed buildings and structures. Illustrative building elevations means architectural elevations showing typical materials to be used, trees, landscaping, and shadows to give the elevations graphic dimensions.

### **NATURAL FEATURES MAP**

1. Location of all slope banks, ridgelines, natural drainage courses, rock outcroppings and existing vegetation worthy of consideration for preservation.
2. Any existing landslides and geologic hazards.

***To avoid delays in the process, please make sure the application you submit is complete. If you have any questions regarding the submittal process, or wish to make an appointment to discuss your project with a Planner, please contact this office at (858) 668-4610 (information).***



**HOMEOWNERS ASSOCIATION / ARCHITECTURAL REVIEW COMMITTEE**

**NOTIFICATION FORM**

THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT:

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
Homeowner's Association/Architectural Review Committee

FROM: \_\_\_\_\_  
Applicant(s) – PLEASE PRINT

SUBJECT: *Development Proposal*  
\_\_\_\_\_ propose(s) to construct/establish:  
Applicant(s)

DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location/Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Number of Units/Structures: \_\_\_\_\_

Gross square footage of project: \_\_\_\_\_ Maximum Height: \_\_\_\_\_

- *Applicant shall attach a set of the project plans*

THE FOLLOWING IS TO BE COMPLETED BY A REPRESENTATIVE OF THE HOMEOWNER'S ASSOCIATION/ARCHITECTURAL REVIEW COMMITTEE:

The Homeowner's Association/Architectural Review Committee has received a copy of the plans and general description of the project listed above.

Name: \_\_\_\_\_ Please Print ARC/HOA Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**NOTE TO HOMEOWNER'S ASSOCIATIONS**

Please submit any comments or suggestions your organization may have to the City of Poway Development Services Department, Planning Division, 13325 Civic Center Drive. Your comments should be returned within 10 days of the date you receive this notification so that your input can be included in the City of Poway's evaluation of this project. For more information, please call the Development Services Department, Planning Division at (858) 668-4610.

**CITY OF POWAY**

**LEAD AGENCY**

**HAZARDOUS WASTE AND SUBSTANCE STATEMENT**

**Certification of Compliance with Government Code Section 65962.5**

Pursuant to Government Code Section 65962.5f, this statement must be completed and signed by the applicant before an application can be deemed complete for any type of development projects.

I certify that I have consulted the lists compiled pursuant to Government Code section 65962.5 and that the development project and any alternatives proposed in this application located at:

\_\_\_\_\_  
Street Address Assessor Parcel Number

\_\_\_\_\_  
City State Zip Code

is (are) **not** on the most recent lists compiled pursuant to Section 65962.5 of the Government Code.

**is** (are) on the following most recent lists compiled pursuant to Section 65962.5 of the Government Code as noted below.

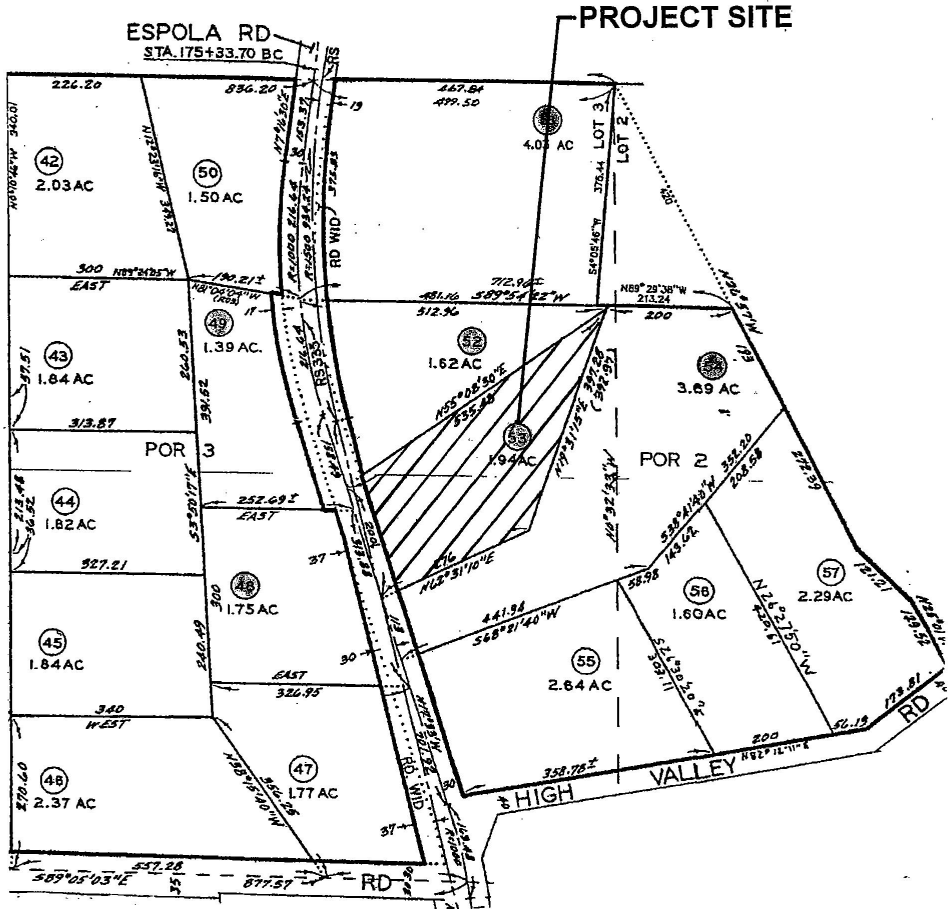
List	Regulatory ID. No.	Date of List
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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

\_\_\_\_\_  
Applicant's Name, Printed Telephone Number

\_\_\_\_\_  
Address City State Zip Code

**EXAMPLE**  
**ADJACENT PROPERTIES**



**EXAMPLE**  
**PROPERTY OWNERSHIP LIST**

317-110-33 Union Steel Company P.O. Box 58 Tax Department Oakland, CA 94604	317-111-16 Olson, Roger 17876 Gate Drive Poway, CA 92064
317-110-16 Dean, Stephen, and Kristen 12364 Gate Drive Poway, CA 92064	317-111-15 Miller Investment Company 10437 Broadway Street El Cajon, CA 92031
317-110-59 Kellogg, Mark L., and Susan 12366 Gate Drive Poway, CA 92064	317-111-14 Howell, Michael and Laura G. 4465 Sixth Avenue Santa Ana, CA 98504
317-110-58 Western Mortgage Company 10469 Santa Monica Blvd. Los Angeles, CA 90003	317-110-70 Graham, Robert and Elizabeth 17888 Gate Drive Poway, CA 92064
317-110-37 Jones, Marcus G. and Kathy 12370 Gate Drive Poway, CA 92064	317-110-62 Foote, William D. and Irma 17900 Gate Drive Poway, CA 92064
317-110-45 Smith, Ronald and Susan 12888 Gate Drive Poway, CA 92064	317-110-69 Walker, Marcus 18010 Gate Drive Poway, CA 92064
317-110-56 Roberts, John and Virginia 12902 Gate Drive Poway, CA 92064	317-110-71 Jones, Thomas C. and Carole S. 18550 Gate Drive Poway, CA 92064

