



Additional Requirements for Planning Permits

Online submittals of planning permits will be made available after completion of the pre-submittal review. For online submittals, attach one complete document in PDF form for each required submittal item. You can submit for a pre-submittal review at www.elcajon.gov/PACO. An application will be considered submitted and ready for processing once the application fees have been paid.

Forms Library: <https://www.elcajon.gov/i-want-to/view/documents-forms-library>

Section A: Required Submittal Items

1. [Application form](#) signed by the property owner and applicant if applicable.
2. Pay the filing fee. See [fee schedule](#) to identify relevant filing fee for each permit request.
3. Provide a separate check in the amount of \$50 for the handling of CEQA documents (unless waived by 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.
4. Provide a [CEQA Environmental Information Form](#) (unless waived by staff). If a CEQA exemption cannot be identified, provide an initial study and appropriate technical studies and associated filing fee.
5. 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.
6. Comply with Storm Water regulations by completing and submitting the applicable forms and documents:

- a. Complete the [Storm Water Intake Form I-1](#) for all Permit Applications and [Form I-2 Applicability of Storm Water Requirements for Standard and Priority Development Projects \(PDPs\)](#).
- b. If Priority Development Project category is triggered, provide two copies of a Conceptual Storm Water Mitigation Plan using the City approved [template](#).
- c. Complete [Form I-4 Source Control BMP Checklist](#) for all Development Projects (Standard Projects and PDPs) and [Form I-5 Site Design BMP Checklist](#) for all Development Projects (Standard Projects and PDPs).

Please note: All source Control and Site Design BMPs selected for the project must be shown on a Storm Water Site Plan and submitted with the application.

- 7. Provide a complete [Disclosure Statement](#).
- 8. Provide a written description with specific details of the proposed project.
- 9. Provide copies of the site plan. Both paper (10 copies required) and digital (one required) plans shall be prepared as follows:
 - ___a. Maximum sheet size is 24" x 36". If submitting paper, fold the plans as shown on page eight.
 - ___b. Plan shall be to a standard engineer or architectural scale (minimum 1" = 50').
 - ___c. Include a north arrow. Plan 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 2019 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 vehicle and bicycle 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, fire department connections and fire hydrants
- ___15) All existing and proposed utilities (including the proposed location of electrical and gas meters)
- ___16) All other notable project features which affect site design (i.e., common recreation areas, trash enclosures, electrical transformers, etc.)
- ___17) Building Construction Type (e.g. Type IV)
- ___18) Building Occupancy Classification (e.g. Group A)
- ___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) Gross floor area
 - ___8) Parking requirement calculations and number of spaces provided

10. Provide a scaled, colored drawing of all exterior elevations identifying exterior building materials, including the screening of any mechanical equipment. This is not required for the establishment of a use within an existing structure or facilities where no external changes are proposed as part of the request. If submitting a paper application, provide a CD or flash drive containing the project plans and include one high quality .jpeg landscape orientation image of the elevations or site plan for use on the City website (Process levels 3, 4 or 5).
11. Provide a materials/color sheet identifying the color, material and texture of all exterior surfaces including roof materials. This is not required for the establishment of a use within an existing structure or facilities where no external changes are proposed as part of the request. This can be provided as a photo board. Please provide a caption with the color and material type for each.
12. Provide a conceptual landscaping plan showing areas of ground cover, shrubs, trees and other landscape features. This 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.
13. Provide one copy of a scaled floor plan (unless waived by staff).
14. Provide a Simulated Fire Hydrant Flow Test from Helix Water District (some use permits may not require this analysis) for projects within the Helix Water District or a letter of service from the Padre Dam Water District unless waived by staff.
15. Provide a photographic survey of existing site conditions. Photographs must be taken from the project boundaries at four or more locations and should depict both on and off-site views. Include a map with key indicating the location and direction each photograph was taken. The photographs should be in color and of sufficient quality and size to demonstrate existing site conditions. The photos should be in .jpg format, and numbered consistent with the provided key map. If submitting a paper application, provide a CD or flash drive (Process levels 3, 4, or 5).

Section B: Conditional Requirements

Hillside Overlay Zone requirements as applicable:

17. Provide a Conceptual Grading Plan for all projects within the Hillside Overlay Zone or any project proposing to excavate or fill more than fifty cubic yards, create slopes steeper than 2:1 (two horizontal feet to one vertical foot), or excavate more than two feet in depth or fill more than twelve inches. The conceptual grading plan must be prepared and stamped by a licensed Civil Engineer in accordance with best practices.

Traffic Analysis Requirements as applicable:

18. Provide a traffic study for any project that generates more than 1,000 Average Daily Trips (ADT) or 100 peak hour trips for projects in conformance with the General Plan and Zoning and 500 ADT or 50 peak hour trips for projects not in conformance in accordance with SANTEC/ITE guidelines unless waived by staff.
19. Provide a Vehicle Miles Traveled (VMT) analysis for any project generating over 2,400 ADT.
20. Provide a queuing analysis for any project proposing a drive-through to identify the queuing capacity required for the use based on similar drive-through establishments.

Environmental Analysis Requirements as applicable:

21. Provide a noise analysis if the project is a residential project within an area with existing ambient noise levels in excess of 65dba or if it is a non-residential project that may generate noise levels in excess of 65dba during the day or 55dba during the night (including auto repair uses and car washes).
22. Provide a phase 1 Environmental Site Assessment (ESA) for residential projects on commercially developed or previously developed sites, unless waived by staff.
23. Provide an air quality impact analysis for residential projects proposing 258 or more units prepared by a qualified professional to address the potential for reactive organic gas (ROG) emissions.
24. Provide a GHG Analysis for projects not determined to be exempt from CEQA.

Wireless Communication Facilities Requirements (applicable to all new and modified facilities):

25. Provide a description of the services that the applicant proposes to offer or provide at the proposed site.
26. Provide documentation certifying the applicant has obtained all applicable licenses or other approvals required by the Federal Communications Commission and, if applicable, the California Public Utilities Commission, to provide the services proposed in connection with the application.
27. Submit a visual impact analysis consisting of photo-simulations, a photographic montage, elevations or other visual or graphic illustrations of the proposed wireless communications facilities, including antennae, which includes proper coloration and blending of the facility with the proposed site and surrounding area.
28. Identify the geographic service area for the proposed site, including a map showing the site and the associated "next" cell sites within the network. Describe how the proposed site fits into and is necessary for the company's service network and include possible alternative locations.
29. Provide a written report of the assessment of all potential alternative sites, as well as a statement that an effort was made to attempt co-location at another site.

30. Provide signal strength and wireless coverage maps depicting the strength of wireless signals in the proposed project area. Provide one map depicting existing signal strengths and provide another map depicting the signal strength anticipated with operation of the proposed facility.

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.

When the application is ready for decision step, copies of the final site plan will be required as follows: 5 copies for Level 2 or 3; 10 copies for permits reviewed by the Planning Commission (Level 4); and 15 copies for permits reviewed by the City Council (Level 5). Additionally, for projects not exempt above, colored elevations will be required as follows: 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.

Standard map fold

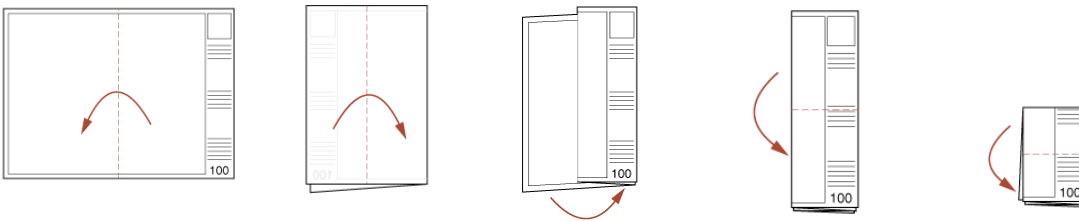
Step 1: Fold the drawing in half so that the content is concealed inside the fold.

Step 2: Fold the top leaf back over itself, which will be 1/4 of the original width.

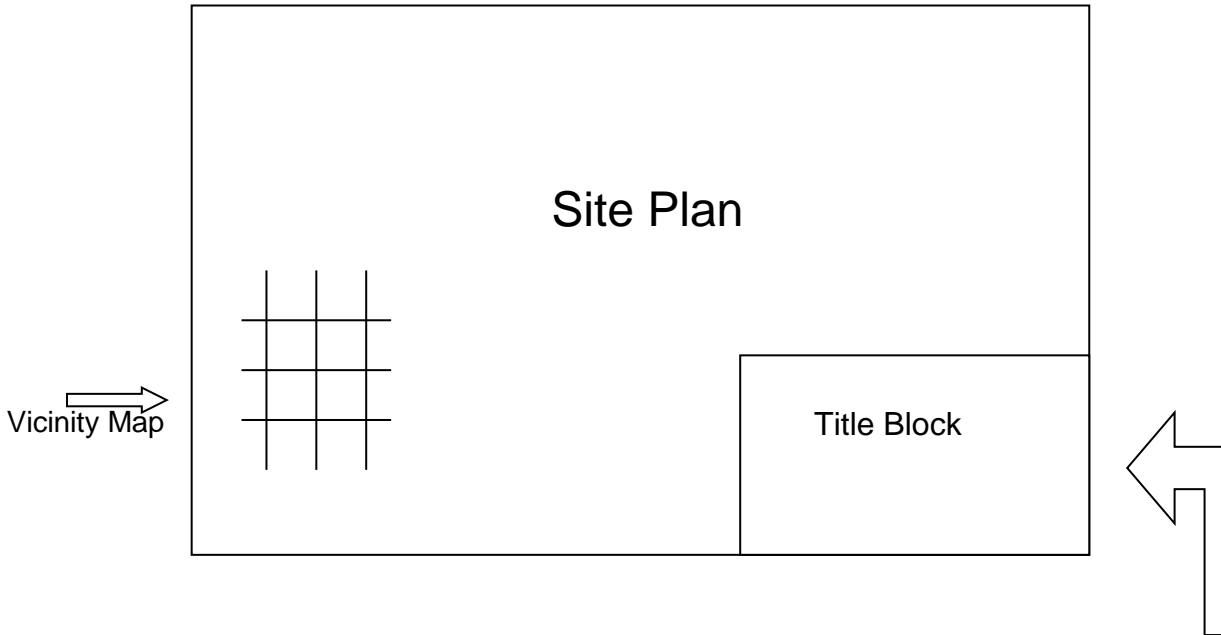
Step 3: Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.

Step 4: Fold the top half of the sheet under the bottom half.

Step 5: For extra-large drawings, the drawing can be folded in half again.



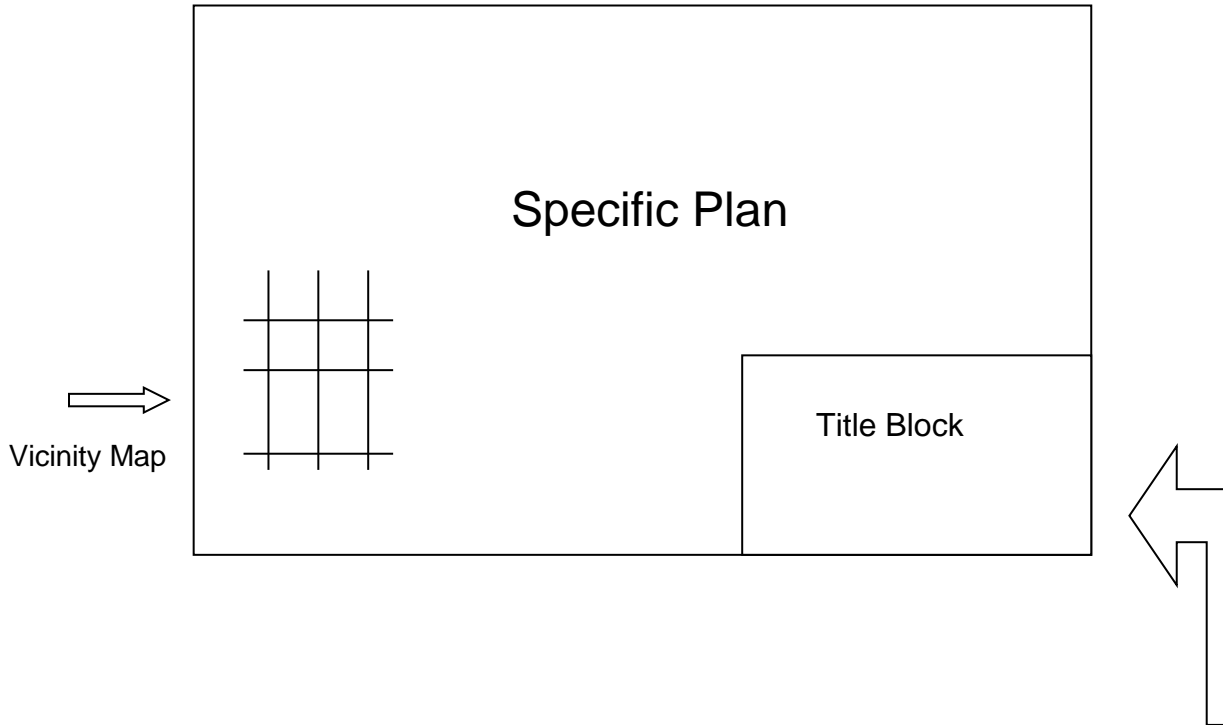
Title Block



CITY OF EL CAJON	
PERMIT NO. _____	
APPLICANT: _____	
ASSESSOR PARCEL NO(S): _____	
REQUEST: _____	

PC RESOLUTION No. _____	APPROVED BY:
CC RESOLUTION No. _____	_____
ORDINANCE No. _____	DATE: _____

Title Block for Specific Plans Only



					CITY OF EL CAJON	
Exhibit	P.C.	Date	C.C.	Date		
					<i>SPECIFIC PLAN NO.</i> _____	
					Planning Commission	Date
					_____	_____
					City Council	Date
					_____	_____
					ORDINANCE No. _____	