



**CITY OF ESCONDIDO**  
**Planning Division**  
 201 North Broadway  
 Escondido, CA 92025-2798  
 (760) 839-4671  
 Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
Date Submitted:	_____
Fees:	_____
Receipt No.:	_____
Rec'd by:	_____
Related Cases:	_____
Date Deemed Complete:	_____

**PARCEL MAP APPLICATION**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Property Address: \_\_\_\_\_  
 Assessor's Parcel No.: \_\_\_\_\_  
 Property Size: \_\_\_\_\_  
 Environmental Status: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_  
 Tier/Neighborhood: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_  
 Permitted Density: \_\_\_\_\_  
 Proposed Density: \_\_\_\_\_  
 Minimum Lot Size Permitted: \_\_\_\_\_  
 Minimum Lot Size Proposed: \_\_\_\_\_  
 No. of Lots Proposed: \_\_\_\_\_

**ENGINEER**

Name (Print): \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Registration/License No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## TENTATIVE PARCEL MAP

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for division of property into four or fewer lots requires a Tentative Parcel Map approval.

The Tentative Parcel Map review procedure is designed to insure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, traffic access, grading and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public.

The Tentative Parcel Map is evaluated for its consistency with the General Plan and zoning designation as well as the compatibility of the site plan and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic and biological features and the compatibility of the development with existing terrain and land forms.

Any related applications necessary to make findings for General Plan and zoning consistency or associated applications (such as Condominium permits), shall be submitted concurrently.

Prior to submittal of the Tentative Parcel Map application, a pre-application meeting with a member of the Planning staff is necessary to answer any questions and to insure that the application will be completed as required. Appointments for a pre-application meeting can be made by contacting the Planning Division at (760) 839-4671.

### **Submittal Requirements**

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis.

1. Completed and signed [application form](#) (a letter of permission, signed by the owner may be substituted for owner's signature on the application form).
2. Complete description of the project ([see attached](#)).
3. Copy of Grant Deed.
4. Two (2) copies of the Preliminary Title Report, including legal description (dated within the last six months).
5. Plat map showing all properties within 500 feet of the subject property with the 500-foot radius drawn ([see attached](#)).
6. Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius ([see attached](#)).
7. Ten (10) blue-line or black-line copies of each sheet of the tentative map collated into sets and folded to 8½" x 11". Plans shall be prepared by or under the supervision of a licensed design professional and shall include the signature of the design professional and the date of plan preparation or revision. Typical plan size shall not exceed 24" x 36" unless specifically authorized upon consultation with Planning staff.

The site plan should be drawn to scale and should include:

- a. North arrow and graphic scale, with **north oriented to the top** of the paper.
- b. Scale of map noted at the north arrow or in the title block.
- c. Name, address, phone number and license number of the person who prepared the plans.
- d. Dimensions on all property lines including the subdivision boundaries and each lot.
- e. Square footage or acreage of each lot and the total size (gross and net) of the property within the subdivision boundary must be stated on the map.
- f. Record bearings and distances of existing property lines.
- g. The location of all existing structures (including fences) on the property and within 50 feet of the exterior boundaries of the property shall be shown and dimensioned from the proposed and existing property lines and the dimensions and size of said structures. Note all structures to be removed and to remain.
- h. The location and width of all existing and proposed easements, public and private, and the location of all property lines abutting the subdivision boundaries. Location of existing structures within 25 feet of any proposed off-site easements.
- i. Each lot and/or dwelling unit shall be numbered or otherwise designated and the total number of lots noted on the map.
- j. All existing or proposed street improvements, including curb openings, must be shown and a typical street cross-section of each street.
- k. Note any area subject to inundation in a 50-year storm or 100-year storm in the case of tributary areas over one square mile.
- l. Delineate all areas required for street, alley or other public dedication.
- m. Topographic contours and elevation lines (at intervals adequate to accurately depict the topography of the property, preferably 2' intervals with a maximum of 5'). The source of the topographical information shall be noted on the map.
- n. A grading plan showing creation of building sites, street grading, driveways and drainage must be shown on the parcel map. If no pad grading is proposed, a statement to that effect shall be placed on the map; however, adequate demonstration of access and usable pad area is required. **Cut and fill slopes** must be differentiated, grading cross-sections provided where appropriate, and earthwork quantities noted. Pad and grade elevations must be shown in full feet (for example: 802' not 02').
- o. Vicinity map with the subject property indicated.
- p. Cross-sections of the natural topography and proposed grading in critical locations where necessary to either explain the grading approach or its effects on adjacent properties.
- q. Miscellaneous information such as:
  1. Legal description (may be abbreviated if lengthy), the Assessor's Parcel Number, and the address of the property.
  2. Zoning, existing and proposed (if applicable).
  3. General Plan Land Use designation.
  4. Condominium statement, if applicable (if residential, include the number of dwelling units).
  5. Streets: Approximate grades (elevations and percent), widths, names (existing or "A" Street, etc.), street centerline, street rights-of-way, typical sections of improvements.
  6. Arrows indicating the direction of drainage flow.
  7. Location, points of connection, and size of existing utilities such as waterlines, sewer lines, storm drains, etc.
  8. Distance water and sewer lines must be extended and show the location of the points of connection.
  9. Locate, depict and state exact size and type of all trees with a trunk diameter of 4" or larger. Note whether trees are to remain, to be relocated or to be removed.
  10. Location and square footage of all off-site area required for improvements.

- r. The name, address, and telephone number of the subdivider or applicant, and all property owners included within the subdivision boundary.
- s. The owner's certificate acknowledging ownership, and permission to prepare and record.

EXAMPLE OF OWNER'S CERTIFICATE

I (we) hereby certify that I (we) am (are) the record owner of the property shown on the Tentative Subdivision Map and that said Map shows all my (our) contiguous ownership in which I (we) have any deed or trust interest. I (we) understand that my (our) property is considered contiguous even if it is separated by roads, streets, utility easements, or railroad rights-of-way.

\_\_\_\_\_  
(Signature)

- t. A note must be on the subdivision map that all lots are on a sanitary sewer system or that the County Health Department will approve the installation of a sewage disposal system in accordance with the Private Sewage Disposal System Ordinance. The County Health Department certification must be on the subdivision map.
8. Slope analysis depicting slope categories and acreage within each category as follows:
- a. 0-15%, 15-25%, 25-35%, over 35%
- Note:** If entire site is less than 10% slope, a statement to that effect, by a licensed civil engineer, may be accepted in lieu of a slope analysis.
- b. Location and area of any on-site stream courses.
9. Tentative grading design (including pad elevations, slope areas and earthwork quantities, cut/fill) two-foot or five-foot contour intervals, typical. If grading exemptions are required per [Article 55](#) of the Zoning Code, a grading plan shall be required, drawn to scale and including:
- a. Existing topography (two-foot or five-foot contour, typical).
  - b. Proposed grading, clearly delineate cut slopes, fill slopes, and grading exemption slopes.
  - c. Clearly labeled pad elevations, top of slope elevations, bottom of slope elevations, and slope inclinations.
  - d. Cross-section of grading exemption slopes.
  - e. Location and height (top of wall and bottom of wall) of all retaining walls.
  - f. Statement justifying each grading exemption.
10. Preliminary Landscape Plan:
- Landscaping is intended to achieve architectural enhancement, an attractive living environment, visual screening of parking areas and unsightly objects, buffering of residential areas from commercial and industrial areas, streetscape enhancement, and control of soil erosion. **Note:** Refer to [Article 62](#) of the Zoning Code for landscaping requirements.
- Preliminary planting plan shall include:
- a. North arrow, scale, and project site address.
  - b. Name, address, phone number and license number of the licensed design professional who prepared the plans.
  - c. The container size, number, and location of each type of plant as well as both the common and botanical names.

- d. A clear indication of each planting area, lawn area, and paving area.
  - e. Location and type of any significant existing trees to remain, to be relocated or to be removed.
11. Photographs of the site and the adjacent properties, mounted on 8½" x 11" paper and labeled.
  12. Letter(s) of permission from current owner of property over which easement rights, improvement rights and/or maintenance rights are to be granted (if access is required over existing easements, letter(s) of permission are required from property owner and other easement owners). Letter should give permission for easement use for access, maintenance, or improvement.
  13. Hazardous Wastes Disclosure Statement ([see attached](#)).
  14. SDG&E Notification Form ([see attached](#)).
  15. [Fees](#).
  16. Written statement of facts to substantiate each of the following statements:
    - a. The proposed map is consistent with applicable general and specific plans.
    - b. The design or improvement of the proposed subdivision is consistent with the applicable general and specific plans.
    - c. The site is physically suitable for the type of development.
    - d. The site is physically suitable for the proposed density of development.
    - e. The design of the subdivision, or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
    - f. The design of the subdivision or the type of improvements is not likely to cause serious public health problems.
    - g. The design of the subdivision or the type of improvements will not conflict with easements of record, or easements established by court judgement, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the Director of Community Development may recommend approval of a map if he finds that alternate easements, or access for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public.
    - h. All requirements of the California Environmental Quality Act have been met.
  17. For residential projects, letters from school districts indicating their ability to provide school facilities to serve the project.
  18. Standard Urban Storm Water applicability form ([see attached](#))
  19. Storm Water Urban Runoff Management Program ([see attached](#))
  20. [Initial Study Form – Part I](#).

### **Procedure**

Tentative Parcel Maps are administered pursuant to the State Subdivision Map Act and **Articles 1, 2, 3, 4, and 5** of the Subdivision Code.

An Initial Study shall be processed in conformance with the California Environmental Quality Act (CEQA) unless the project is categorically exempt. A determination shall be made whether an Environmental Impact Report, Negative Declaration or Statement of Exemption is required. The appropriate document shall be prepared (at the owner's expense) and circulated for public review in accordance with CEQA

requirements, prior to final decision on the Map. For requests involving either commercial, industrial, or multifamily residential projects, the Design Review Board will review the request prior to the decision of the Director of Community Development, pursuant to [Section 33-1354](#) of the Zoning Code.

Once the application is submitted, the Planning staff will review the information of completeness. The application will be routed to other City departments and to outside agencies as necessary. Once comments are received, staff will review the application and will notify the applicant if corrections to the plans are required.

After the staff analysis and within fifty (50) days of determination of a complete application, the map will be approved, conditionally approved, or denied by the Director of Community Development. A notice of intended decision will be prepared and mailed in accordance with [Section 32.106.02](#) of the Subdivisions Code and [Section 33-1300](#) of the Zoning Code.

The decision of the Director of Community Development is final **unless** an appeal to the Planning Commission is filed in accordance with [Section 33-1303](#) of the Zoning Code. The Planning Commission by a majority vote may approve, modify, or disapprove the decision of the Director of Community Development.

After approval by the Director of Community Development (or Planning Commission or City Council if the decision is appealed), the applicant has 36 months in which to meet the required conditions and record the Final Map. An Extension of Time may be granted by the Director of Community Development, providing an application is filed in accordance with [Section 32.210.02](#) of the Subdivisions Code prior to the expiration date of the Tentative Parcel Map.

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_

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

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_

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

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_

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

Engineer: \_\_\_\_\_

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

## **CITY OF ESCONDIDO**

### **Examples of Complete Project Description**

The project descriptions listed below are three examples of what staff considers to be **complete** project descriptions. For adequate analysis, complete legal descriptions are required.

#### **EXAMPLE 1**

A Tentative Subdivision Map and Master and Precise Planned Development for 33 lots and 33 single family, detached units, requesting lot averaging and a Grading Exemption to allow interior cut slopes up to 33 feet in height where such slopes are limited to 20 feet in height, on 1.5 acres, in the R-1-15 (Single Family Residential, 15,000 sq. ft. minimum lot size) zone.

#### **EXAMPLE 2**

A Grading Exemption to allow an increase in the height of an existing peripheral fill slope from 11 feet to 13 feet, where such slopes are limited to 5 feet in height, on 1.5 acres, in the R-E-20 (Residential Estates, 20,000 sq. ft.) zone.

#### **EXAMPLE 3**

Modifications to a previously approved Preliminary Plan including revisions to the site design, building elevations, access, and a variation in the unit type, and a Master and Precise Development Plan for 216 apartment units in the P-D-R, 24.5 (Planned Development Residential, 24.5 du/acre) zone.

**Please note that the description identifies all aspects of the request, i.e., size, zoning, number of lots and/or units, identification of all exceptions in comparison to ordinance standards.**

### **NOTICE: PUBLIC ART PARTNERSHIP PROGRAM**

**Effective February 17, 1987**, development projects requiring building permits from the City of Escondido will be subject to the Public Art Partnership Program, with some exceptions. In conjunction with development, artwork approved by the Public Art Partnership Panel or an in-lieu fee based upon building valuation will be required with the issuance of building permits. Please contact the Planning Division for further information.

### **NOTICE: REQUIREMENT TO UNDERGROUND OVERHEAD UTILITIES**

**Effective February 14, 2007**, developments shall be conditioned to underground all overhead utilities along the street frontage, abutting side or rear property lines or through the interior of the development. If a waiver of this condition is requested by the applicant, said request shall be made in writing justifying the reasons for waiving required undergrounding conditions.

**CITY OF ESCONDIDO  
Disclosure Statement**

**Consultation of List of Sites Related to Hazardous Wastes**

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

Street Address		Assessor Parcel No.
City		
State	Zip	

- is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.
  
- is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

Signature of Applicant/Owner	Date
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## SDG&E Notification

The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

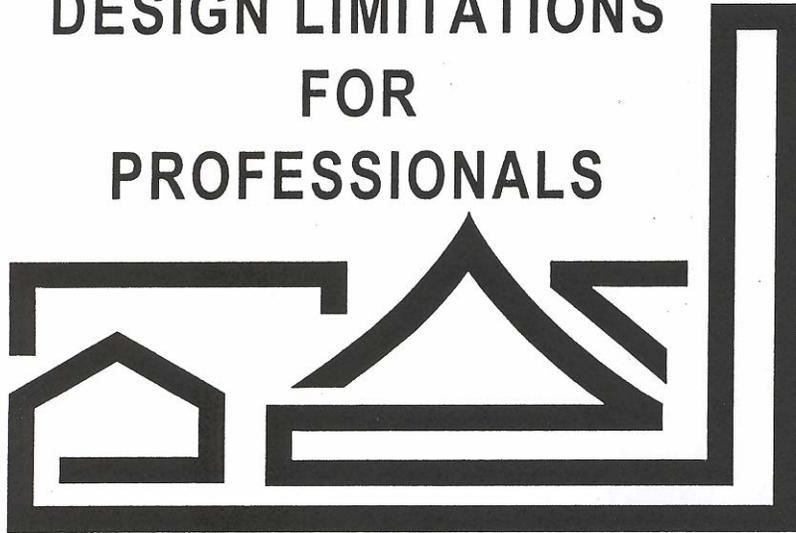
This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

SDG&E  
Gas Planning Department  
Operations Manager  
6875 Consolidated Way, Mail Stop SD1311  
San Diego, CA 92121

\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Date

# DESIGN LIMITATIONS FOR PROFESSIONALS



## STRUCTURAL ENGINEERS

No limitations; may design any building of any type.

## CIVIL ENGINEERS

May design any building except hospitals or schools.

## ARCHITECTS

May design any type building with these exceptions

- The structural portion of a hospital.

## UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.\*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

\* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

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### APPLICABLE STATUTES

6731, 6736, 5537.1 of B & P Code

### APPLICABLE STATUTES

15013 of H & S Code  
5537.5, 6731, 6735 of B & P Code

### APPLICABLE STATUTES

15048 of H & S Code  
5500.1, 6737 of B & P Code

### APPLICABLE STATUTES

5537, 5538, 6737.1 of B & P Code

# CITY OF ESCONDIDO

## STORM WATER REQUIREMENTS FOR ALL DEVELOPMENT PROJECTS

As of February 16, 2016, all projects being permitted by the City of Escondido are required to state their level of storm water responsibility and what storm water best management practices (BMPs) the project will include, based on the type of project.



**MINOR** projects – generally do not disturb any dirt

Require:

- Construction BMPs – for example, keeping the site clear of trash

**PRIORITY** projects – generally large scale ground disturbance, or the change from natural landscape to impervious paving and buildings

Require:

- Construction BMPs – for example, preventing erosion from the site
- Site Design BMPs – for example, working with existing natural features like trees and hills
- Source Control BMPs – for example, covering & berming any outdoor work areas
- Treatment Control BMPs – for example, including storm water retention basins

**STANDARD** projects – generally, all other types of projects

Require:

- Construction BMPs – for example, washing paint and stucco into a container and not onto the ground
- Site Design BMPs – for example, directing water from roofs and pavement into landscaping instead of directly into the street
- Source Control BMPs – for example, trash enclosures with roofs

Applications to the City for Standard or Priority must include the **storm water submittal forms** with their application. Minor projects are noted as minor projects on the main application form.

See [www.escondido.org/bmps-for-new-development-redevelopment.aspx](http://www.escondido.org/bmps-for-new-development-redevelopment.aspx) for forms including checklists to determine project types, other BMP suggestions, resources and information about designing the project.