



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 Rec'd:	_____
Fee:	_____
Receipt No.:	_____
Rec'd By:	_____
Related Cases:	_____

ADMINISTRATIVE ADJUSTMENT 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.: _____
 General Plan Designation: _____

Tier/Neighborhood: _____
 Zone: _____
 Overlay Zone: _____

DESCRIPTION/REQUEST (attach additional sheets if necessary)

- Proposed Adjustment (indicate reduction in feet, if applicable): _____

- Justification: _____

- Compatibility with Adjacent Properties and/or Improvements: _____

ADMINISTRATIVE ADJUSTMENT

Adjustments of development standards up to 25 percent may be approved, or conditionally approved by the Director of Community Development upon demonstration that the proposed adjustment will be compatible with and will not prove detrimental to adjacent property or improvements. Administrative adjustments only apply to front, rear, and side yard requirements and easement access widths in selected zones throughout the city.

Prior to submittal of an Administrative Adjustment application, a pre-application meeting with a member of the Planning staff will be necessary to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled 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](#).
2. Copy of Grant Deed.
3. Copy of a current Preliminary Title Report, including complete legal description (within the last 6 months).
4. Plat map showing all properties within 500 feet of the subject property with the 500-foot radius drawn ([see attached](#)).
5. Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius ([see attached](#)).
6. Six (6) sets of plot plans which display the following details:
 - a. North arrow and graphic scale.
 - b. Vicinity map.
 - c. Lot configuration.
 - d. Location of existing and proposed structures.
 - e. Dimensioned setbacks.
 - f. Streets; rights-of-way, paved width, sidewalks.
 - g. Location of alleys (if applicable).
 - h. Existing easements of record and proposed easements (if any).
 - i. A note on the site plans to indicate what improvements or structures are located on adjacent properties.
7. Photographs of the existing site, area of requested adjustment and adjacent properties, including lots across the street or alley, which are next to the area of the adjustment request.
8. [Fees](#).

Procedure

A complete application will include the description of the request as follows:

1. **Proposed Adjustment:** Give complete description of request, including dimensions.
2. **Justification:** Describe special circumstances applicable to the property, including size, shape, topography, location or surroundings. Justification must be based upon physical constraints of the property and not due to self-imposed conditions (i.e., too large of building).
3. **Compatibility with adjacent properties and/or improvements:** Provide statement to justify findings that the request will be compatible with and would not be detrimental to adjacent property or improvements.

Once the application is submitted, the Planning staff will review the information for 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.

The Director of Community Development shall give notice of his intended decision to all property owners within 500 feet of the property boundaries at least fifteen (15) days before such decision is to become effective. The intended decision may be appealed to the Planning Commission upon submittal of an appeal, in accordance with [Section 33-1303](#) of the Zoning Code.

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: _____

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.

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