



City of Escondido
Conceptual Project Review

Development Services

Planning Services

201 N. Broadway

760-839-4671

www.escondido.org/planning

A Conceptual Project Review (CPR) Meeting provides a developer with the opportunity to vet a proposed project with City staff prior to making a formal submittal for a major development project. Meetings are facilitated by Planning Services, and all departments that are involved in the development review process will have representatives in attendance. The intent of the meeting is to identify significant areas of concern that will need to be addressed during the development process, and to allow the applicant to ask questions. Additionally, it is equally important to be aware that the review of future formal submittals made for a project which was initially reviewed at a pre-application meeting may identify additional issues which were not raised or addressed during the Conceptual Project Review process.

After initial consultation with Planning Services staff, electronic copies of your preliminary plans shall be submitted through the City of Escondido Permit & License Portal. CPR meetings are held on Wednesday mornings, beginning at 11 a.m., and are based on availability. A meeting will not be scheduled until plans have been submitted. The typical lead time to get on a CPR meeting agenda is two weeks; however, no guarantee is made regarding your meeting date until it has been confirmed by Planning Services staff.

The initial consultation with staff will not require payment. Subsequent meeting request for a project will be subject to any applicable fees.

Please contact the Planning Services area at 760-839-4671, or via email planning@escondido.org, with any questions prior to submitting an application through the portal

APPLICANT/CONTACT PERSON

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

SITE INFORMATION

Address:
Assessor Parcel No.:
Property Size:
Building Size: Existing:
Proposed:
General Plan Designation:
Zone:

PROPERTY OWNER (if different from above)

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

BRIEF PROJECT DESCRIPTION (attach a sheet, if necessary)

Blank lines for project description

Minimum Required Information on Plans:

1. Location map
2. North arrow
3. Engineering scale
4. Assessor's parcel number
5. Street address (or hundred block)
6. Existing and proposed zoning
7. Brief project description/scope
8. Total building square footage(s) (including accessory structures)
9. Property lines
10. Existing and proposed structures, streets, street improvements, utilities, right-of-way width, driveways, parking spaces, landscaping, etc., and dimensioned setbacks
11. Parking information (required and provided)
12. Storm Water Priority Development Project checklist

<https://www.escondido.org/Data/Sites/1/media/PDFs/Utilities/SWDesignManual/Forms/PDPI2aFormPriorityDevProjSubmittal.pdf>

The following information should be on the plans. The more information that you are able to provide, the better the City will be able to assist you.

1. Easements
2. Existing topographical lines and proposed slopes
3. Lot drainage patterns
4. Proposed elevations (all four sides)
5. Type of construction and occupancy
6. Number of stories (building height)
7. Conceptual sewer and water design
8. Sprinklered? Type of NFPA sprinkler system?
9. Existing and proposed fire hydrants
10. Accessible parking location and path of travel
11. Loading area
12. Location and type of proposed post construction BMPs