

# DEVELOPMENT REVIEW PERMIT (DR)



☐ APPROVAL BY CITY COUNCIL

☐ APPROVAL BY PLANNING & BUILDING DIRECTOR

PLANNING & BUILDING DEPARTMENT  
10601 Magnolia Avenue  
Santee, CA 92071  
(619) 258-4100, Ext 167

## Application

The applicant should submit the completed DR application packet digitally through the Permitting & Licensing Portal ([SanteePortal.org](https://SanteePortal.org)). The Project Planner will review the uploaded materials to ensure the requested documentation was received. If all required submittal materials have been uploaded, the Project Planner will set up an invoice for which the applicant will receive notification that an invoice for application is ready for payment. Once the invoice is paid, the Project Planner will route the plans for a 30-day review and completeness check.

## APPLICABILITY:

Projects subject to the DR process follow two distinct review paths depending upon the scope of the project. Generally, the City Council reviews larger projects during a noticed public hearing. Other projects are reviewed by the Planning & Building Director. The types of projects that fall under each of the two review processes are listed below:

### Planning & Building Director Review

### City Council Review

1. New construction of commercial and industrial projects under 50,000 square feet.	1. Any multifamily residential project.
2. One or more structural additions or new buildings involving commercial, industrial, institutional, or multi-family residential with a total floor area of 2,500 square feet or more.	2. Any single-family residential project where a tentative parcel or tentative subdivision map is required.
3. Development in the Hillside Overlay zone.	3. The conversion of residential, commercial or industrial buildings to condominiums.
4. Reconstruction or alteration of existing buildings on sites when the alteration significantly affects the exterior appearance of the building or traffic circulation of the site.	4. Commercial or industrial projects which contain over 50,000 square feet of building floor area.
5. Uses subject to a Development Review Permit in the Town Center Specific Plan	5. Any project referred to the City Council by the Director based on potential impacts to adjacent properties

### **DESIGN CONSIDERATIONS:**

The following items are to be taken into consideration as part of the design process to ensure that each new development is designed to best comply with the intent and purpose of the zone in which the property is located and with the General Plan.

- Relationship of building and site to surrounding area
  - ☐ Proximity to transportation (including active) facilities.
  - ☐ Potential impacts to adjacent properties.
- Site Design
  - ☐ Setbacks and building placement.
  - ☐ Topography and other on-site natural features.
  - ☐ Pedestrian and vehicle circulation.
- Landscaping
  - ☐ Limiting removal of significant native vegetation.
  - ☐ Utilizing a water efficient plant palette with a Southern California native focus.
  - ☐ Utilizing approved street trees.
- Grading
  - ☐ Minimizing grading.
  - ☐ Retaining and incorporating natural topography and scenic features of the site into the development.
- Signs
  - ☐ Complying with zoning regulations.
  - ☐ Not detracting from the visual setting of the designated area or obstruct significant views.
- Lighting
  - ☐ Provide sufficient lighting.
  - ☐ Ensure all site lighting is downward facing with no or minimal spillover onto adjoining properties or roadways.
- Architectural design
  - ☐ Visual relief from long building walls and rooflines.
  - ☐ Use of colors and materials to create interest.

Variations in setbacks to reduce mass of larger buildings.

### **Environmental Review**

The project will be reviewed for compliance with the [California Environmental Quality Act](#) (CEQA). After the application is digitally submitted, the plans and associated project documentation will be sent by the City to the appropriate public agencies and City departments involved in the project for their review and comment. Once the proposed project has been reviewed and deemed complete pursuant to Government Code 65943, the City will determine whether a proposed action is subject to CEQA. If deemed subject to CEQA, the project may qualify for an exemption or an Initial Study must be prepared to determine whether the project may have a significant effect on the environment.

Articles 18 and 19 of the State CEQA Guidelines identify projects that are statutorily and categorically exempt from the requirements of CEQA. Section 15300.2 of the State CEQA Guidelines sets forth a number of exceptions to categorical exemptions. Prior to the use of any categorical exemption, the exceptions must be reviewed along with the proposed project/activity/use and any relevant research,

site visit information or documentation. If an exception is determined applicable to the project, a categorical exemption may not be used. All exemptions require substantial evidence that the project qualifies for an exemption and none of the exceptions apply. Exemptions are retained in the record and are posted on the State Office of Planning and Research website (CEQAnet) within 5 days of project approval but do not get circulated for a public review and comment period.

If City staff determines that the project does not qualify for an exemption and no significant environmental impacts are anticipated, staff will direct the applicant to retain a qualified environmental consultant to prepare a Negative Declaration (ND) or Mitigated Negative Declaration (MND). If City staff determines that the project will have a significant environmental impact, staff will direct the applicant to retain a consultant to prepare an Environmental Impact Report (EIR). NDs, MNDs and EIRs are circulated for public review and comment.

All environmental documents and technical studies for submitted projects shall be prepared by qualified consultants hired by the applicant.

### **Director's Decision**

Once the project is deemed complete, all issues addressed, and the environmental public review process has been completed, the Project Planner will provide all relevant documentation to the Planning & Building Director (Director) for review. The Director will 1) consider the CEQA determinations and 2) either approve the project as submitted with conditions, approve with modification(s), deny the project, or continue the decision to a later date based on the required findings.

### **City Council Hearing (only required for City Council review items)**

Once the project is deemed complete, all issues addressed, and the environmental public review process has been completed, the Project Planner will schedule the project for a hearing before the City Council. The City Council will consider the recommendation of the Planning & Building Department and will, at a public hearing, 1) consider the CEQA determinations and 2) either approve the project as submitted, approve with modification(s), deny the project, or continue the item.

### **Post Entitlement**

If the project is approved, the applicant shall:

1. Pay a document filing fee to the County Clerk and the California Department of Fish and Wildlife fee based on their level of CEQA review (State Law - AB3158). Contact the California Department of Fish and Wildlife for current fees ([www.wildlife.ca.gov](http://www.wildlife.ca.gov)).
2. Schedule a *Post-Entitlement meeting* with the Project Planner. The goal of the meeting is to ensure that all parties understand the conditions of approval, the expected project timeline, and the follow-on permitting process.
3. Contact Santee Elementary School District at (619) 258-2320 and Grossmont Union High School District at (619) 644-8177 for their requirements and fees.

### **SUBMITTAL CHECKLIST**

This submittal must comply with all items listed under the Master Planning Submittal Checklist found on the Planning Department webpage at <https://www.cityofsanteeca.gov/planning-building/planning/applications-handouts>.

**Files must be named as they appear underlined below:**

1. Planning Application - completed and signed
2. Development Review Permit Supplement Form
3. Hazardous Waste Statement

4. Ownership Disclosure Statement
5. Environmental Information Form
6. Current Preliminary Title Report (not more than six months old). Include the full easement language for each easement / deed restriction referenced in report (not as digital links).
7. Grant Deed
8. Sewer & Water Availability Forms - signed by Padre Dam Municipal Water District  
<http://www.padredam.org/242/Development-Services>
9. Storm Water Intake Form – <https://www.cityofsanteeca.gov/government/engineering/storm-water-pollution-prevention-program/development-planning-can-protect-water-quality> - completed and signed
10. Storm Water Quality Management Plan (SWQMP) –  
<https://www.cityofsanteeca.gov/government/engineering/storm-water-pollution-prevention-program/development-planning-can-protect-water-quality> - completed and signed
11. Housing Application Supplement with Income Verification Form (For projects with existing or proposed housing)
12. Sustainable Santee Consistency Checklist
13. Traffic Analysis Intake Form
14. Project Plan Set (including the following):
  - a. Site Plan (showing all existing easements on-site and all structures, uses, and driveways within 100 feet of the subject property)
  - b. Colored Building Elevations (with callouts showing building materials and colors to be used)
  - c. Floor Plan
  - d. Sections
  - e. Roof Plan
  - f. Preliminary Landscape and Irrigation Plan with Supporting Documents (Water Efficiency Sheet)
  - g. Preliminary Grading Plan (showing all cut and fill areas, pad elevations, slope heights, and retaining walls) and Improvement Plan, as applicable
15. Site Photos (Current color photos of entire site, structures, and adjoining properties with a key map noting the location and direction each photo was taken from)
16. Technical Studies / Special Exhibits (determined by staff):
  - a. Basement Exhibit
  - b. Waste Management Concurrence Letter
  - c. United States Postal Service Concurrence Letter
  - d. Housing Application Supplement with Income Verification Form (For projects with existing or proposed housing)
  - e. Federal Aviation Administration Determination of No Hazard to Air Navigation - when property is within Safety Zones 1-6 of Gillespie Field Airport
  - f. Safety Zone Designation Site Plan - when property is split within two Safety Zones 1 of Gillespie Field Airport
  - g. Geotechnical Report
  - h. Drainage Study
  - i. Biology Report - prepared by a certified Biologist

- j. Cultural Report (Archeological and/or Paleontological)
  - k. Traffic Impact Study – with Vehicle Miles Traveled (VMT) Analysis
  - l. Fire Protection Plan
  - m. Green House Gas Emission Study
  - n. Air Quality Report
  - o. Noise Study
  - p. Phase I and II Environmental Assessment
  - q. Photometric Study
  - r. Hydraulic Analysis - prepared in accordance with the City of Santee Flood Study (This is only for projects that are located within the floodplain). Please contact the Engineering Division at (619) 258-4100 x168 for questions regarding the Hydraulic Analysis.
  - s. Any other technical studies, documents, etc. as requested by the Planning & Building Department.
17. Public Notice Package (hard copy unless otherwise indicated)
- a. One (1) set of San Diego County Assessor's map(s) or Geographic Information System (GIS) map(s), prepared by a Title Company, marked-up showing the entire property outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in-part within 300 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale and not reduced.
  - b. Three (3) sets of mailing labels and one (1) copy of mailing labels in the standard mailing address format (Avery Template 5360). The list of labels shall be prepared by a Title Company. The typed list must include all affected property owner's parcels highlighted in yellow as above by Assessor's Parcel Number with names and address. The addresses must include the property owner and any leaser(s) or renter(s). In addition, the mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request.
  - c. If a mobile home park and/or a multi-family residential development are located within the 300-foot radius of the project site, an additional mailing label shall be provided for all the park/development occupants. The label shall be addressed to "Occupant" and shall include the Assessor's Parcel Number and address.
  - d. Envelopes and stamps are not required for deposit based DRs. Costs associated with the required public mailing/noticing will be charged to the project deposit account. Fee based DRs are required to provide envelopes and stamps with the hardcopy public notice package submittal.
  - e. A digital copy of the labels (in a word document) submitted electronically through the portal.
18. Initial Fee (Environmental Fee charged once determination is made)
- a. Development Review Permit Fee / Deposit



**City of Santee**  
**Planning & Building Dept.**  
 10601 Magnolia Avenue  
 Santee, CA 92071-1222  
 (619) 258-4100

## PLANNING APPLICATION

(Select all that apply)

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Map	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Major Revision
<input type="checkbox"/> Zoning Ordinance Amendment	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Conditional Use Permit (Minor)	<input type="checkbox"/> Minor Revision
<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> SB-9 Urban Lot Split	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Substantial Conformance
<input type="checkbox"/> Rezone	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Antenna Permit	<input type="checkbox"/> Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Density Bonus	<input type="checkbox"/> Comprehensive Sign Program	<input type="checkbox"/> Pre-Application (SB330)
<input type="checkbox"/> Minor Exception	<input type="checkbox"/> Development Review	<input type="checkbox"/> Initial Consultation	<input type="checkbox"/> Other:

**Site Location:** \_\_\_\_\_ **Assessor Parcel Number(s):** \_\_\_\_\_

**Have you had an Initial Consultation (IC)?** ☐ Yes ☐ No **If Yes:**

**Planner's Name:** \_\_\_\_\_ **and IC Case Number** \_\_\_\_\_

**Are there any prior related project cases associated with the site?** ☐ Yes ☐ No. **If Yes:**

**List Case Number(s):** \_\_\_\_\_

<p><b>1. Applicant</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p><b>2. Property Owner</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____  <small>(Authorizing Applicant to Submit Application)</small></p> <p>Print Name: _____</p>
<p><b>3. Applicant's Representative</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>	<p><b>4. Engineer</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>

**5.**

Parcel Size (Acres): \_\_\_\_\_

6. Size of Building(s) in sq.ft.: \_\_\_\_\_

7. Existing Land Use: \_\_\_\_\_

8. General Plan Land Use Designation: \_\_\_\_\_ 9. Zone Designation: \_\_\_\_\_

**10. For Residential Projects:**

A. Number of Units Proposed \_\_\_\_\_ units

B. Number of Lots Proposed \_\_\_\_\_ lots

C. Project Density Proposed \_\_\_\_\_ du/acre

**11. DESCRIPTION OF PROPOSED USE**

Describe below, or on an attached sheet if more space is required, the proposed use, its operation, the nature and type of buildings, structures and other facilities to be used and the types of services to be provided.

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I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Signed: \_\_\_\_\_  
Owner or Applicant

Print Name & Date: \_\_\_\_\_



City of Santee  
Planning & Building Dept.  
10601 Magnolia Avenue  
Santee, CA 92071-1222  
(619) 258-4100

## DEVELOPMENT REVIEW PERMIT SUPPLEMENTAL FORM

### APPLICANT'S STATEMENTS OF JUSTIFICATION

Before approving a Development Review Permit, the approval authority shall make certain findings that the circumstances prescribed below do apply. **Explain below how your project meets the following findings:**

1. The proposed development meets the purpose and design criteria prescribed in these procedures (Santee Municipal Code Chapter 13.08) and other pertinent sections of the zoning ordinance and municipal code.

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2. The proposed development is compatible with the general plan.

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