



Initial Consultation (IC)

Planning & Building Department
10601 Magnolia Avenue
Santee, CA 92071
(619) 258-4100, Ext 167

PURPOSE:

Projects which require a public hearing before the City Council, or are complex in nature, benefit from the Initial Consultation (IC) process. The IC process is intended to identify the general regulatory constraints of a property and provide a cursory review of a conceptual project to identify issues which may impact the design of the project prior to formal project submittal. An applicant is provided with a written assessment of a proposed project with recommendations, requirements, and fees for a formal project submittal. This ensures complete and correct submittals when applying for a formal discretionary permit, which reduces the need for revisions and resubmittals.

PROCESS:

Initial Consultation (IC)

To begin the IC process, the applicant submits the documents outlined in the application checklist digitally through the Permitting & Licensing Portal (SanteePortal.org). Staff will then send an invoice for the corresponding fee, and an in-person meeting with staff will be scheduled based on the next regularly scheduled and available IC meeting. Staff will notify the applicant of the scheduled IC meeting date via email.

Upon submittal of the IC package, the assigned Planner for the project starts review of the IC submittals and consults with other City staff to review the proposed project against the City's General Plan, Municipal Code, Zoning Ordinance, and the City's plans and goals for the project and site. The Planner acts as the primary point of contact for the project on behalf of the City throughout the processing of the IC review.

An IC meeting with the applicant and City staff will be scheduled at City Hall. IC meetings are typically held on the third Thursday of each month. After a 30-day initial review of the proposed project, staff will confirm this date. This meeting is an opportunity for the applicant to discuss the proposed project with Staff. After the meeting, written comments from City staff will be in a letter to the applicant and include the following to the extent possible:

1. Regulatory constraints
2. Comments on conceptual project layout and design.
3. Identification of possible environmental concerns.
4. Environmental review requirements and required technical studies.
5. Required technical studies for engineering and storm water.
6. Identification of any additional information needed to process the project.
7. Required forms and fees for formal project submittal.

Formal Application

After the IC meeting, the applicant decides whether or not to proceed with a formal project submittal. The formal application will then be submitted online through SanteePortal.org, and the Planner will review the submitted application materials to ensure all materials are received prior to sending the

invoice. Once the invoice is paid, the formal application shall be routed for review.

SUBMITTAL CHECKLIST

Please apply for an IC at SanteePortal.org. Please have the following items ready to submit online. The listed supplemental planning forms may be found at <https://www.cityofsanteeca.gov/planning-building/planning/applications-handouts..>

Please note that staff will provide as much information as possible based on the documents submitted for this IC. Providing as much of the project items below will allow staff to provide a more comprehensive review and set of comment.

Required items uploaded as they appear in underline:

1. _____ Planning Application - completed and signed
2. _____ Environmental Information Form
3. _____ Storm Water Intake Form – <https://www.cityofsanteeca.gov/government/engineering/storm-water-pollution-prevention-program/development-planning-can-protect-water-quality> - completed and signed
4. _____ 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).
5. _____ Grant Deed
6. _____ Traffic Analysis Intake Form
7. _____ 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. _____ Building Elevations
 - c. _____ Floor Plan
 - d. _____ Preliminary Grading Plan - (showing all cut and fill areas, pad elevations, slope heights, cross sections, drainage/BMPs and retaining walls)

Optional items uploaded as they appear in underline:

1. _____ Preliminary Landscape and Irrigation Plan with Supporting Documents (Water Efficiency Sheet)
2. _____ 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
3. _____ Slope Analysis
4. _____ Traffic Impact Study
5. _____ Improvement Plans
6. _____ Sewer & Water Availability Forms - signed by Padre Dam Municipal Water District
<http://www.padredam.org/242/Development-Services>

INITIAL CONSULTATION FEE (noted as Pre-Application Fee). The invoice will be emailed following confirmation of required materials.



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PLANNING APPLICATION

(Select all that apply)

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

Site Location: _____ **Assessor Parcel Number(s):** _____

Have you had an Initial Consultation? ☐ Yes ☐ No. **If Yes, Planner's Name:** _____

Are there any prior related project cases associated with the site? ☐ Yes ☐ No. **If yes, list Case Number(s):** _____

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

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.

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: _____