

# Preliminary Application (Pre-Application)

FOR PROJECTS REQUIRING REVIEW BY CITY COUNCIL



DEPARTMENT OF DEVELOPMENT SERVICES  
10601 Magnolia Avenue  
Santee, CA 92071  
(619) 258-4100, Ext 167

## THIS PACKAGE PROVIDES AN OVERVIEW OF THE PRE-APPLICATION PROCESS FOLLOWED BY THE SUBMITTAL REQUIREMENTS AND APPLICATION FORM

### PURPOSE:

Projects which require a public hearing before the City Council benefit from the Pre-Application process. The Pre-Application process is designed to assess the feasibility of a project and identify those 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 land use permit, which reduces the need for revisions and resubmittals.

### PROCESS:

#### Pre-application

To initiate the pre-application process, the applicant will need to submit the attached application with the corresponding fee and available technical documents to a Planner with the Development Services Department. A meeting with staff will be electronically scheduled approximately five weeks from the date of submittal. It is imperative that a valid and legible email address for the applicant and their representative be provided. Upon submittal of the pre-application, the assigned Planner for the project starts review of the pre-application 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 pre-application.

A pre-application meeting ("Design Conference") with the applicant and City staff will be scheduled at Building 4 of the City Hall complex. 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 encapsulated in a letter to the applicant and include the following:

1. Recommendations on project layout and design.
2. Identification of possible environmental concerns.
3. Environmental review requirements.
4. Recommended/required environmental 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 pre-application meeting (“Design Conference”) the applicant decides whether or not to proceed with a formal project submittal. Once the applicant is ready to submit a formal application an appointment is made with the assigned Planner to intake the formal submittal. The Planner reviews the application materials to ensure a complete submittal prior to acceptance of the application.

### **PRE-APPLICATION SUBMITTAL CHECKLIST**

#### 1. Application:

- a. \_\_\_\_ Completed and signed Pre-Application Form
- b. \_\_\_\_ Pre-Application Environmental Information Form
- c. \_\_\_\_ Sewer & Water Availability Forms (signed by Padre Dam Municipal Water District)  
Print forms at <http://www.padredam.org/242/Development-Services>
- d. \_\_\_\_ Storm Water Intake Form <http://www.cityofsanteeca.gov/index.aspx?page=585>
- e. \_\_\_\_ Title Report (3 copies – double sided)
- f. \_\_\_\_ Other supporting materials requested by the Project Planner.

#### 2. Plans:

- a. \_\_\_\_ Four (4) sets of plans, 24”x36” in size, that include a site plan, preliminary floor plan, colored elevation drawings, and conceptual landscape plan (collated, stapled, and folded to 8 1/2” x 11” size)
  - b. \_\_\_\_ Eight (8) sets of plans, 11”x17” in size (collated, stapled, and folded in half)
  - c. \_\_\_\_ One set of plans in PDF on disk or USB drive
  - d. \_\_\_\_ A copy of all other application materials in PDF on disk or USB drive
- \*Consult with Planner to determine the level of detail and content of plans.

#### 3. Fees:

- a. \_\_\_\_ Pre-Application Fee



# PRELIMINARY APPLICATION (PRE-APPLICATION)

Department of Development Services  
10601 Magnolia Avenue, Santee, CA 92071  
(619) 258-4100, Extension 167

FOR DEPARTMENT USE ONLY
-------------------------

Site Location: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

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



**CITY OF SANTEE**  
**PRE-APPLICATION ENVIRONMENTAL INFORMATION FORM**

Permit Application: \_\_\_\_\_

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

1. **Project Title:** \_\_\_\_\_

2. **Proposed Use of the Site:**

\_\_\_\_\_

3. **Project Location:**

\_\_\_\_\_

4. **Project APN(s):** \_\_\_\_\_

5. **Description of Project:**

A. Describe in detail the main features of the project. This description should adequately reflect the ultimate use of the site in terms of all construction and development. If the project will be phased, the anticipated phasing schedule should be described (attach extra sheets if needed).

B. Briefly describe the existing physical condition of the site including all prominent natural features (e.g., vegetation, topography, drainage courses, water bodies, wildlife, etc.) and any man-made features or disturbances. If the site has previously been graded, indicate the percentage of the total area. Please indicate the most recent use of the land (attach extra sheets if needed).

C. Proposed Site Utilization

- 1) Total area \_\_\_\_\_ gross acres
- 2) Net area (1 minus area of public street and dedication) \_\_\_\_\_ acres
- 3) Number of buildings \_\_\_\_\_ height \_\_\_\_\_ stories \_\_\_\_\_
- 4) Number of attached residential units \_\_\_\_\_, detached \_\_\_\_\_
- 5) Total floor area of commercial or industrial uses \_\_\_\_\_
- 6) Number of off-street parking spaces \_\_\_\_\_

D. Off-site Improvements. Describe all off-site improvements necessary to implement the project, and their points of access or connection to the project site. These improvements include: new streets, street widening, extension of gas, electric, sewer, and water lines, cut and fill slopes, and pedestrian and bicycle paths (attach extra sheets if needed).

E. For commercial and industrial projects only: (Includes day care centers)

Project Operations:

- 1) Number of average daily vehicle trips generated by the project \_\_\_\_\_
- 2) Facilities to be open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on weekdays, from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on weekends.
- 3) Number of employees total \_\_\_\_\_ / Each shift \_\_\_\_\_
- 4) Number of clients, customers or users each weekday \_\_\_\_\_
- 5) Radius of the service area \_\_\_\_\_ miles
- 6) Total floor area \_\_\_\_\_ sq. ft. / Type of uses \_\_\_\_\_
- 7) Number of parking spaces provided \_\_\_\_\_

Industrial Waste. Will industrial waste be discharged? \_\_\_\_\_ If yes, attach a discussion of the provisions for disposal.

Noise. Will the project generate noise which could be heard outside the project area? \_\_\_\_\_ If so, where? \_\_\_\_\_

Sources of noise? \_\_\_\_\_

Hazardous Materials.

- 1) Will the project result in the use or discharge of hazardous materials (i.e., chemicals, dust, smoke, etc.)? \_\_\_\_\_
  - a) What type of material? \_\_\_\_\_
  - b) How often? \_\_\_\_\_

If yes, attach a discussion of the pollutants, methods for control and any special permits required

F. Miscellaneous:

- 1) Could the project result in the emission of any substance or energy such as odor, vibration, glare, or electrical disturbance? If yes, explain.
- 2) If project involves the storage of dangerous substances (e.g., liquefied petroleum), what safety measures have been taken?

6. **Existing General Plan Designation:** \_\_\_\_ 7. **Existing Zoning:** \_\_\_\_

8. **Existing Conditions:** (Is the site currently served by the following?)

- Paved Road  Yes  No
- Water Services  Yes  No
- Sewer Services  Yes  No
- Septic System  Yes  No
- Electric Service  Yes  No

9. **Surrounding Land Uses and Setting:** Briefly describe the project's surroundings, including plants, animals, any cultural, historic, or scenic aspects, type of land use, intensity of land use, and scale of development.

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

10. **Gillespie Field Airport Land Use Compatibility Plan (ALUCP):** Use the SD Airport Authority online tool <http://www.san.org/Airport-Projects/Land-Use-Compatibility#118025-gis-data> to answer the following:

**Airport Influence Area (AIA)** (Exhibit III-5):

- 1
- 2
- Not Applicable

**Overflight Zone** (Exhibit III-4):

- Yes
- No

**Safety Zone** (Exhibit III-2):

- 1
- 2
- 3
- 4
- 5
- 6
- None

**Noise Contour** (Exhibit III-1):

- < 60dB CNEL
- 60-65dB CNEL
- 65-70dB CNEL
- 70-75 dB CNEL
- 75+dB CNEL

**Avigation Easement Area** (Exhibit III-6):

(Exhibit III-3):

- Yes
- No

**FAA Height Notification Boundary**

- Yes
- No

The Gillespie Field plan can be download from:

<http://www.san.org/Airport-Projects/Land-Use-Compatibility#118076-alucps>

11. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement, including those required by local regional, state, and federal agencies):
12. **Topography:** Describe the existing topography of the site.
13. **Will grading be required?**     Yes                       No

Slope classification:

<u>Gradient</u>	<u>Existing Topography</u>	<u>After Grading</u>
0-10%	_____ %	_____ %
11-25%	_____ %	_____ %
Over 25%	_____ %	_____ %
	Total      100    %	Total      100%

- A. Area to be graded \_\_\_\_\_ acres
- B. Percent of site(lot) to be graded \_\_\_\_\_ %
- C. Volume of cutting \_\_\_\_\_ cubic yards, maximum cut slope ratio \_\_\_\_\_ and height \_\_\_\_\_
- D. Volume of fill \_\_\_\_\_ cubic yards, maximum fill slope ratio \_\_\_\_\_ and height \_\_\_\_\_
- E. Volume of soil imported or exported (specify) \_\_\_\_\_
- F. Retaining wall(s) length \_\_\_\_\_ feet, height \_\_\_\_\_ feet
- G. Does runoff from the site drain toward a domestic water supply, lagoon, bay or beach?  
\_\_\_\_\_
- H. Could drainage from the site cause erosion or siltation to adjacent areas?  
\_\_\_\_\_

14. **Phase I Environmental Site Assessment (ESA)**

Has a Phase I ESA been completed for the project site? \_\_\_\_\_  
If yes, please include a copy of the Phase I ESA with this form.

**CERTIFICATION:** I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
For (Name of the Property Owner)