

- **Habitat Management Plan Permit – Major**

**NOTE: A proposed project requiring application submittal must be submitted by appointment*.
Please call 442-339-2600 to make an appointment.
*SAME DAY APPOINTMENTS ARE NOT AVAILABLE**

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

The following materials shall be submitted for each major habitat management plan permit application.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call 442-339-2610.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

A. SITE PLAN – Seven (7) copies on 24" x 36" sheet(s). Each site plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Name and address of owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- ☐ b. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ c. North arrow and scale.
- ☐ d. Vicinity map showing major cross streets.
- ☐ e. Date of preparation/revisions.
- ☐ f. Project Name and application types submitted.
- ☐ g. All facilities labeled as "existing" or "proposed."
- ☐ h. A summary table of the following:
 - ☐ (1) Street address and assessor's parcel number.
 - ☐ (2) Site acreage.
 - ☐ (3) Existing Land Use Designation and Zoning.
 - ☐ (4) Existing and Proposed land use.
 - ☐ (5) Classification of lots as to intended residential, commercial, industrial or other uses.
 - ☐ (6) Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state on the plans.

2. SITE INFORMATION

a. GENERAL

- ☐ (1) Approximate location of existing and proposed building and permanent structures onsite and within 100 feet of site.

- ☐ (2) Location of all major vegetation, showing size and type, both within the project and offsite for a distance of 150 feet. Existing onsite trees; those to be removed and those to be saved.
- ☐ (3) Lot lines and approximate dimensions and number of each lot.
- ☐ (4) Setback dimensions for the required front, rear and side yard setbacks for all structures.
- ☐ (5) Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.

b. GRADING AND DRAINAGE

- ☐ (1) Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ (2) Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ (3) Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.
- ☐ (4) Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- ☐ (5) Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.
- ☐ (6) Indicate proposed elevation in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)]
- ☐ (7) In FEMA Zone AO or VO show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. [For Floodplain Special Use Permit (SUP)]
- ☐ (8) Show proposed elevation in relation to mean sea level to which any structure will be floodproofed. [For Floodplain Special Use Permit (SUP)]

B. LANDSCAPE PLAN – Four (4) copies prepared on 24" x 36" sheet(s) at the same scale as the project plans. The preliminary landscape plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Typical plant species, quantity and size of each species, and their location. Identify the location of all proposed invasive species, as listed in Appendix C of the City of Carlsbad Open Space Management Plan.
- ☐ b. Landscape maintenance responsibility (private, common, or conversation entity) for all areas.
- ☐ c. All applicable Fire Suppression Zones, as required by the City's Landscape Manual, are minimums. Additional requirements may apply.

C. CONSTRAINTS MAP - One (1) 24" x 36" sheet **folded** to 9" x 12" shall include the following information: **(NOTE: This information is not required for previously graded sites and the conversion of existing structures.)** If the constraint does not apply to the property, list it on the map as not applicable. Constraint map should be the same scale as other exhibits, i.e. Site Plan, etc.

1. GENERAL INFORMATION

- ☐ a. Major ridge lines.
- ☐ b. Riparian or woodlands.
- ☐ c. Intermittent drainage course.
- ☐ d. 25 - 40% slopes.
- ☐ e. Greater than 40% slopes.
- ☐ f. Major rock outcroppings.
- ☐ g. Floodplains.
- ☐ h. Biological Habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.)
- ☐ i. Beaches.
- ☐ j. Permanent bodies of water.
- ☐ k. Wetlands.
- ☐ l. Easements, including land subject to major power transmission easements.

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐ A. Completed Land Use Review Application Form.
- ☐ B. Disclosure Statement.
- ☐ C. Completed "Project Description/Explanation" sheet.
- ☐ D. Environmental Impact Assessment Form
- ☐ E. Photographs of the property from the north, south, east and west.
- ☐ F. A biological survey, prepared pursuant to the City of Carlsbad Guidelines for Biological Studies (TAIC, 2008 and as amended). The survey shall be prepared by a certified biologist, indicating the location and quantities of all habitat and vegetation on the property (including any off-site work areas). The survey shall also identify any HMP covered species, the location of any off-site wetlands, riparian habitat, oak woodland, nesting raptors or narrow endemic species located within 100 feet. The survey must be conducted at an appropriate time of year to identify all potential biological resources, including narrow endemic species.
- ☐ G. An analysis of how the development project complies with the requirements and standards of the HMP including, but not limited to:
 - ☐ 1. An analysis, and graphics if necessary, detailing how the project complies with the mitigation requirements contained in Table 11 of the HMP.
 - ☐ 2. An analysis of how the development complies with the additional preservation conditions contained in Section 21.210.040D of the Zoning Ordinance.
 - ☐ 3. A description of proposed additional mitigation consistent with Sections 21.210.040.C and E of the Zoning Ordinance.
 - ☐ 4. The appropriate materials and information described below, depending on the preserve status and habitat or species types located on the project site.
- ☐ H. Two copies of a completed and signed "[Storm Water Standards Questionnaire](#)" (form E-34). This form can be found on the city's website: (Distribute copy to Land Development Engineering).
- ☐ I. If, when completing the Storm Water Standards Questionnaire, the project is subject to "**Standard Project**," requirements, submit a completed and signed "[Standard Project Requirement Checklist](#)" (form E-36) in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version.
- ☐ J. If, when completing the Storm Water Standards Questionnaire, the project is defined as a "**Priority Development Project**," submit a preliminary Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version. Refer to the city's [SWQMP template](#) (form E-35).

For projects within the Coastal Zone, the following additional information shall be provided:

- ☐ A. An analysis of how the development complies with the additional conservation standards for Coastal Zone properties, contained in Section D.7-1 through D.7-14 of the HMP.

III. SPECIFIC PRESERVE RELATED INFORMATION

For projects within a Proposed Hardline Preserve Area, the following additional information shall be provided:

- ☐ A. A map showing the precise boundary of the proposed development area and the proposed preserve area.
- ☐ B. For those projects within a Proposed Hardline Area where the proposed area of preservation does not match the proposed hardline area:
- ☐ 1. A map showing the boundaries of the existing and proposed hardline areas.
 - ☐ 2. A biological analysis demonstrating the equivalency of the proposed hardline preserve area to the existing, approved hardline, in terms of acreage of each habitat type and quality of habitat.

For projects within a Standards Preserve Area, the following additional information shall be provided:

- ☐ A. An analysis detailing how the project complies with the standards and conditions contained in the Habitat Management Plan (HMP), Multiple Species Conservation Plan (MHCP), the Implementing Agreement (IA), and any applicable conditions in the State Natural Communities Conservation Plan (NCCP) permit and Federal Section 10(a)(1)(B) permit.
- ☐ B. A map showing the resulting hardline preserve boundaries at a minimum scale of 1" = 400'.
- ☐ C. A discussion, with accompanying graphics if needed, detailing how the project development is located in the least biologically sensitive portion of the project site.

For projects that impact Narrow Endemic Species, the following additional information shall be provided:

- ☐ A. A graphic depiction of all Narrow Endemic Species located on the project site.
- ☐ B. A written biological description of the status of the Narrow Endemic Species.
- ☐ C. Quantification of both the proposed preservation and impact to the Narrow Endemic Species associated with the project, including direct and indirect effects on an area and individual plant basis.
- ☐ D. A written report of the feasibility or infeasibility of total avoidance of Narrow Endemic Species population(s).
- ☐ E. A written description of project design features that reduce indirect effects such as edge treatments, landscaping, elevation differences, minimization and/or compensation through restoration or enhancement and consistency with the MHCP adjacency standards.

For projects that impact wetlands, the following additional information shall be provided:

- ☐ A. A graphic depiction of all wetlands located in the property where the development project is located.
- ☐ B. A written biological description of the status of the wetlands.
- ☐ C. Quantification of the proposed impacts to the wetlands associated with the project.
- ☐ D. Written analysis of the inability to avoid impacts to the wetlands, including an analysis of alternative development features and locations, in accordance with MHCP guidelines.
- ☐ E. Written description of project design features that minimize impacts to wetlands including buffers as described in Section 7-11 of the HMP.

NOTE: When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the public hearing notice package including the **radius map, two sets of the property owners list and labels.** The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will not go forward until this information is received.