



NONCONFORMING CONSTRUCTION PERMIT P-28

Development Services

Planning Division
1635 Faraday Avenue
(442) 339-2610
www.carlsbadca.gov

**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**

The following materials shall be submitted for each Nonconforming Construction 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 – Four (4) copies for a Nonconforming Construction Permit on 24" x 36" sheet(s). Each site plan shall contain the following information:

1. GENERAL INFORMATION

- a. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- b. Location, size and use of all easements.
- c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
- d. Distance between buildings and/or structures.
- e. Building setbacks (front, rear and sides).
- f. Location, height and materials of walls and fences.
- g. Dimensions/location of signs.
- h. A summary table of the following (if applicable to the application):
 - (1) Street address and assessor's parcel number.
 - (2) Site acreage.
 - (3) Existing Zone and Land Use Designation.
 - (4) Proposed land use.
 - (5) Total building coverage (in square feet and as a percent).
 - (6) Percent of site to be landscaped.
 - (7) Number of parking spaces required/provided.
 - (8) Square Footage of open or recreational space (if applicable).
 - (9) Cubic footage of storage space (if applicable).
- i. All applicable Fire Suppression Zones as required by the City's Landscape Manual.

B. GRADING AND DRAINAGE PLANS: Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the Planning Division and Land Development Engineering Division representatives for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:

- 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. Earthwork volumes: cut, fill, import and export.
- 3. Spot elevations at the corners of each pad.
- 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- 5. 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.
- 6. 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.

C. BUILDING ELEVATIONS AND FLOOR PLANS – Four (4) copies for a Nonconforming Construction Permit prepared on 24" x 36" sheet(s). Each building elevation and floor plan shall include the following information:

- 1. Location and size of storage areas.
- 2. All buildings, structures, wall and/or fences, signs and exterior lights.
- 3. Existing and proposed construction.
- 4. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
- 5. Building Heights of all structures (top of roof and top of roof projections)

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- A. A completed Land Use Review Application Form.
- B. Completed Nonconforming Construction Permit Application.
- C. Biological resource, cultural resource, and/or other environmental studies that are necessary to make an environmental determination (i.e. Exemption or Negative Declaration).
- D. Disclosure Statement.
- E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- F. Completed "Project Description/Explanation" sheet.
- G. 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).
- H. 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.
- I. 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).
- J. Property Owner's List and Addressed Labels:
 1. A typewritten list of the names and addresses of all property owners within a 300' radius of the subject property (including the applicant and/or owner) and the applicable Homeowners Association (HOA). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
 2. Two (2) separate sets of mailing labels of the property owners within a 300' radius of the subject property and the applicable HOA. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single-family residence, an apartment, suite or building number must be included **on a separate line**. **DO NOT** include

it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY.** Acceptable fonts are:

Arial 10, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt. #3
Carlsbad, CA 92008

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave.
Apt. #3
Carlsbad, CA 92008

ACCEPTABLE

MRS. JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

3. **300' Radius Map:** A map to scale not less than 1"=200' showing each lot within 300' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the City Planner if the required scale is impractical.

Note: When the application is deemed complete and is ready to be noticed, the project planner will contact the applicant and advise him to submit 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.