



# CITY OF VISTA

## Special/Minor Use Permit Submittal

### Requirements

(Revised 6/16/2010)

#### 1. Submittal Checklist:

- a. Completed Special/Minor Use Permit application form.
- b. Letter explaining the request for the Special/Minor Use Permit and details regarding the proposed operation.
- c. Completed disclosure forms.
- d. Mailing list.
- e. Two (2) sets of colored Elevations (11" x 17"- all elevations of all building required) and one (1) Material Sample board (8½" x 11").
- f. Authorization letter allowing applicant to submit application on behalf of owner. Authorization letter must be notarized.
- g. Two (2) copies of current title report dated six months or less from date of submittal.
- h. Assessor's plat sheet with subject property outlined.
- i. Two (2) copies of public notice/location maps and mailing labels.
- j. Any additional supporting data, such as pictures, construction plans, etc.
- k. Eighteen (18) copies of Special/Minor Use Permit drawing(s), conceptual landscape plans, floor plans, and elevations. These plans must be collated, stapled, and folded into 9" x 12" packages with title block showing. Plans for a use on a developed site need only show information necessary to specify proposed changes to the existing site.
- l. Reduced 8½" x 11" of all drawings.
- m. Two (2) copies of a Stormwater Management Plan.
- n. Two (2) copies of a Hydrology Study, prepared by a civil engineer registered in California.
- o. Two (2) copies of a Preliminary Soils Report, prepared by a civil engineer registered in California, and based upon adequate test borings.
- p. Payment of fee(s) in accordance with current fee schedule.

*Note: A compact disc containing electronic copies (Word format) of each of the three studies listed above (items m, n, and o) and drawings/plans (JPEG or similar format), will be required following initial review and determination of completeness by the project planner.*

Information required to be shown on Special/Minor Use Permit drawing will vary with the type of use being requested. Required items shall include, but are not necessarily limited to, the following:

- a. Public Rights-of-Way:
  - Street widths
  - Intersections
  - Alley widths
  - Existing easements
- b. Private Property Development Plan:

- Proposed and existing building(s) with accurate dimensions and setbacks
  - Parking lot layout and dimensions
  - Service and trash areas
  - Proposed landscaping (per Chapter 18.56 of the Vista Development Code Landscaping Design Development and Maintenance Standards)
  - All parking spaces must be numbered
- c. Location Map including surrounding streets with subject property cross-hatched or shaded, and the distance to the center line of the nearest intersection indicated.
- d. Legal description of the property
- e. North arrow: orient drawing so North points to the top of the page.
- f. Scale of drawing (engineering scale only).
- g. Signature, address and phone number of architect, engineer, or others responsible for preparation of the drawings.



# CITY OF VISTA

## Special/Minor Use Permit Application (Revised 11-20-07)

I (we) \_\_\_\_\_  
request that a Special/Minor Use Permit be granted on the following described property, to be used as requested below.

Address: \_\_\_\_\_  
APN: \_\_\_\_\_

The following is a complete and accurate legal description of the property involved:  
(Attach separate sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Located on the \_\_\_\_\_ side of \_\_\_\_\_ Street,  
between \_\_\_\_\_ Street and \_\_\_\_\_ Street.

Proposed Use: Describe use in detail and whether use is new or expansion of an existing use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) \_\_\_\_\_  
am (are) the owner(s) of the above-described property. I (we) realize that this application will be evaluated based on the data I (we) are submitting.

\_\_\_\_\_  
\_\_\_\_\_

Applicant's mailing address

\_\_\_\_\_  
\_\_\_\_\_

Owner's mailing address

\_\_\_\_\_

Applicant's telephone number

\_\_\_\_\_

Owner's signature

\_\_\_\_\_

Applicant's Fax number

\_\_\_\_\_

Owner's telephone number

\_\_\_\_\_

Applicant's e-mail address

\_\_\_\_\_

Owner's Fax number

\_\_\_\_\_

Owner's e-mail address



## CITY OF VISTA

### APPLICATION DISCLOSURE FORM (Revised September 9, 2008)

Campaign contributions totaling more than \$250 to any Planning Commissioner must be disclosed for any application that could be potentially reviewed by the Planning Commission. As of July 1, 2008, the Planning Commissioners are:

Bill Martin, Chairman  
John Aguilera  
Debra Cramer  
Adam Bow  
Steve Harrington  
Stephanie Jackel  
David Hill

I and/or my agent(s) and/or majority investor(s) have **not** made any campaign contributions a described in Government Code §84308 totaling more than \$250 to any of the above listed Planning Commissioners.

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Campaign contributions totaling more than \$250 requires the completion of the reverse side of this form.



## Location Map Requirements

Each application shall be accompanied by a location map unless specifically exempted. The map must be prepared in accordance with the following instructions and format, and submitted with each application made to the City Planner.

1. Instructions:
  - a. Sheet size must be 8½" x 11".
  - b. Lettering must be legible.
  - c. The location map should be oriented with North to the top of the sheet.
  - d. The subject property/project site must be identified with a cross hatch or dot pattern and identified as such on the Location Map.
  - e. PC No. (Planning Case Number) will be assigned and inserted by the Planning Division.
  - f. A margin of not less than ½" shall be maintained on the sides of sheet 1, location map.



**VICINITY**

Planning Case No. \_\_\_\_\_



**LOCATION MAP**  
Community Development Planning Division  
City of Vista, 200 Civic Center Drive, Vista, CA 92084 760-639-6100

## Mailing List Requirements

All applications shall be accompanied by a Mailing List, unless otherwise specified, of all property owners (and occupants when it is not an owner-occupied property) within 500 feet of the exterior boundary of the project site (property).

The Mailing List shall be compiled by a Title Company. Three copies shall be printed on Avery Laser 5960 white mailing labels, 1" x 2 <sup>5</sup>/<sub>8</sub>", 30 labels per sheet (Avery 5160 software layout).

The three copies of mailing labels shall be accompanied by an Assessor's Map indicating the subject property and all properties within 500 feet.

SIGNATURES CONSTITUTE THAT ALL PLANS, SPECIFICATIONS, GUARANTEES, AND OTHER REQUIREMENTS NECESSARY FOR ISSUANCE OF A BUILDING PERMIT CONFORMING TO THIS SITE DEVELOPMENT PLAN HAVE BEEN COMPLETED AND APPROVED BY THE APPROPRIATE DEPARTMENT

PLANNING DEPARTMENT

DATE

ENGINEERING DEPARTMENT

DATE

FIRE DEPARTMENT

DATE

PUBLIC WORKS DEPARTMENT

DATE

SHEET 1		<b>CITY OF VISTA</b>				SHEET 1	
<b>Special Use Permit/ Plot Plan/ Site Development Plan: PC ####</b>							
OWNER:				PHONE:			
ADDRESS:							
ARCHITECT ENGR. OR DESIGNER:				PHONE:			
ADDRESS:							
TYPE OF DEVELOPMENT:							
ZONE:				ASSESSOR'S PARCEL NO(S):			
SITE DATA				DWELLING	UNITS	OPEN SPACE DATA	
AREA (SQ FT.)		COVERAGE %		STUDIO		COMMON	PRIVATE
LOT:		100%		1 BDRM			
BUILDING:				2 BDRM			
PARKING:				3 BDRM			
LOADING:							
LANDSCAPING:				TOTAL UNITS			
PARKING	ORD. REQ.			DRIVE WAY (SIZE AND SLOPE)	SETBACKS		
GARAGE	LOADING		REC. VEH. STORAGE SPACES:	ONE WAY	FRONT	REAR	
COVERED	HANDICAP			TWO WAY	L. SIDE	SPECIAL	
OPEN	TOTAL			SLOPE	R. SIDE	ACCES. BLDG	



**MYLAR SIGNITURE BLOCK EXAMPLE FOR  
Special Use Permit/Plot Plan/Site Development Plan**



Project ID:

# CHECKLIST FOR NEW DEVELOPMENT AND SIGNIFICANT REDEVELOPMENT

Project Address: \_\_\_\_\_

## INSTRUCTIONS:

*This questionnaire must be completed by applicant in advance of submitting for a development application (subdivision and land use planning approvals and construction permits). The results of the questionnaire determine the level of storm water pollution prevention standards applied to a proposed development or redevelopment project. Many aspects of project site design are dependent upon the storm water pollution protection standards applied to a project.*

*Applicant responses to the questionnaire represent an initial assessment of the proposed project conditions and impacts. City staff has responsibility for making the final assessment after submission of the development application. A staff determination that the development application is subject to more stringent storm water standards, than initially assessed by the applicant, will result in the return of the development application as incomplete.*

*If applicants are unsure about the meaning of a question or need help in determining how to respond to one or more of the questions, they are advised to seek assistance from Engineering Department Development Services staff.*

*A separate completed and signed questionnaire must be submitted for each new development application submission. Only one completed and signed questionnaire is required when multiple development applications for the same project are submitted concurrently. In addition to this questionnaire, applicants for construction permits must also complete, sign and submit a Construction Activity Storm Water Standards Questionnaire.*

*To address pollutants that may be generated from new development, the City requires that new development and significant redevelopment priority projects incorporate Permanent Storm Water Best Management Practices (BMPs) into the project design, which are described in the City's Standard Urban Storm Water Mitigation Plan (SUSMP). This checklist should be used to categorize new development and significant redevelopment projects as priority or non-priority, to determine if a project is subject to SUSMP requirements.*

### 1. Is your project a **significant redevelopment**?

*Definition:*  
**Significant redevelopment** is defined as the creation or addition of at least 5,000 square feet of impervious surface on an already developed site.

**Significant redevelopment** includes, but is not limited to: the expansion of a building footprint; addition to or replacement of a structure; structural development including an increase in gross floor area and/or exterior construction remodeling; replacement of an impervious surface that is not part of a routine maintenance activity; and land disturbing activities related with structural or impervious surfaces. Replacement of impervious surfaces includes any activity that is not part of a routine maintenance activity where impervious material(s) are removed, exposing underlying soil during construction.

Note: If the Significant Redevelopment results in an increase of less than fifty percent of the impervious surfaces of a previously existing development, and the existing development was not subject to SUSMP requirements, the numeric sizing criteria discussed in Section F.1.b. (2)(c) applies only to the addition, and not to the entire development.

### 2. If your project **IS** considered significant redevelopment, then please skip Section 1 and proceed with Section 2.

### 3. If your project **IS NOT** considered significant redevelopment, then please proceed to Section 1.

**SECTION 1**

**NEW DEVELOPMENT**

<b>PRIORITY PROJECT TYPE</b> <b>Does your project meet one or more of the following criteria:</b>	<b>YES</b>	<b>NO</b>
1. <u>Home subdivision of 100 units or more.</u> Includes SFD, MFD, Condominium and Apartments		
2. <u>Residential development of 10 units or more.</u> Includes SFD, MFD, Condominium and Apartments		
3. <u>Commercial and industrial development greater than 100,000 square feet including parking areas.</u> Any development on private land that is not for heavy industrial or residential uses. Example: Hospitals, Hotels, Recreational Facilities, Shopping Malls, etc.		
4. <u>Heavy Industrial / Industry greater than 1 acre (NEED SIC CODES FOR PERMIT BUSINESS TYPES)</u> SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539		
5. <u>Automotive repair shop.</u> SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539		
6. <u>A New Restaurant where the land area of development is 5,000 square feet or more including parking areas.</u> SIC code 5812		
7. <u>Hillside development</u> (1) greater than 5,000 square feet of impervious surface area and (2) development will grade on any natural slope that is 25% or greater		
8. <u>Environmentally Sensitive Area (ESA).</u> Impervious surface of 2,500 square feet or more located within, "directly adjacent" <sup>2</sup> to (within 200 feet), or "discharging directly to" <sup>3</sup> receiving water within the ESA <sup>1</sup>		
9. <u>Parking lot.</u> Area of 5,000 square feet or more, or with 15 or more parking spaces, and potentially exposed to urban runoff		
10. <u>Retail Gasoline Outlets – serving more than 100 vehicles per day</u> Serving more than 100 vehicles per day and greater than 5,000 square feet		
11. <u>Streets, roads, highways, and freeways.</u> Project would create a new paved surface that is 5,000 square feet or greater.		

1 Environmentally Sensitive Areas include but are not limited to all Clean Water Act Section 303(d) impaired water bodies; areas designated as Areas of Special Biological Significance by the State Water Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); water bodies designated with the RARE beneficial use by the State Water Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); areas designated as preserves or their equivalent under the Multi Species Conservation Program within the Cities and Count of San Diego; and any other equivalent environmentally sensitive areas which have been identified by the Copermittees.

2 "Directly adjacent" means situated within 200 feet of the environmentally sensitive area.

3 "Discharging directly to" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flow from adjacent lands.

If you answered **YES** to **ANY** of the questions above you are a **PRIORITY** project and **PRIORITY** project requirements **DO** apply. The Storm Water Management Plan must be submitted at time of application.

If you answered **NO** to **ALL** of the questions above, then you are a **NON-PRIORITY** project and **STANDARD** requirements apply.

**SECTION 2**

SIGNIFICANT REDEVELOPMENT:	YES	NO
1. Is the project an addition to an existing priority project type? (Priority projects are defined in Section 1)		
<p>If you answered YES, please proceed to question 2.</p> <p>If you answered NO, then you ARE NOT a significant redevelopment and you ARE NOT subject to PRIORITY project requirements, only STANDARD requirements. Please check the not significant redevelopment box below.</p>		
2. Is the project one of the following:		
a. Trenching and resurfacing associated with utility work?		
b. Resurfacing and reconfiguring surface parking lots?		
c. New sidewalk construction, pedestrian ramps, or bike land on public and/or private existing roads?		
d. Replacement of damaged pavement?		
<p>If you answered NO to ALL of the questions, then proceed to Question 3.</p> <p>If you answered YES to ONE OR MORE of the questions then you ARE NOT a significant redevelopment and you ARE NOT subject to PRIORITY project requirements, only STANDARD requirements. Please check the not significant box below.</p>		
3. Will the development create or add at least 5,000 square feet of impervious surfaces on an existing development?		
<p>If you answered YES, you ARE a significant redevelopment, and you ARE subject to PRIORITY project requirements. Please check the significant redevelopment box below.</p> <p>If you answered NO, you ARE NOT a significant redevelopment, and you ARE NOT subject to PRIORITY project requirements, only STANDARD requirements. Please check the not significant redevelopment box below.</p>		
<p><input type="checkbox"/> SIGNIFICANT REDEVELOPMENT AND PRIORITY REQUIREMENTS APPLY. A STORM WATER MANAGEMENT PLAN MUST BE SUBMITTED AT TIME OF APPLICATION.</p> <p><input type="checkbox"/> SIGNIFICANT REDEVELOPMENT AND PRIORITY REQUIREMENTS DO NOT APPLY, ONLY STANDARD REQUIREMENTS APPLY</p>		

**Applicant Information and Signature Box**

Address:	APN(s)
Applicant Name:	Applicant Title:
Applicant Signature:	Date:

**City use only**

Concur:	Yes	No
By:		
Date:		
Project ID:		



# CITY OF VISTA

## **Brief Overview of City Development Process**

(Rev. 3-27-08)

Pre-application meeting

Planning application submittal: Site Plan, Plot Plan, Special Use Permit, Minor Use Permit, Tentative Subdivision Map, Tentative Parcel Map

Letter of Incompleteness

Resubmittal of complete application

Environmental Review (if required)

Discretionary Decision – Conditions of Approval: City Planner, Zoning Administrator, Planning Commission, City Council

Engineering Plan, Landscape Plan and Planning final mylar submittal: Final Map, Grading Plans, Improvement Plans to Land Development Division, Landscape Plans and final mylar to Planning Division. NOTE: Water and utility plans should be submitted to service providers.

Engineering Plan, Landscape Plan and Planning final mylar check processes

Final Map approval, Improvement Plan approval, Grading Permit issued, Landscape Plan approval, Planning final mylar approval

Submittal of Building and Final Grading Plans

Building and Finish Grading Plans checked

Engineering inspections

Rough Grading approval

Building and Finish Grading Permits issued

Planning, Landscape, Engineering, Fire and Building Inspections

Fire Department Annual Permits

Building Final / Meter release / Certificate of Occupancy

Fire Inspections

Submittal and approval of As-Build Engineering Plans

Bond Release