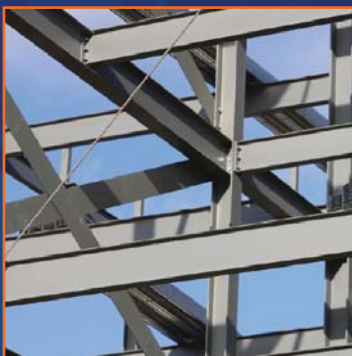


# CITY OF VISTA

COMMUNITY DEVELOPMENT GUIDEBOOK





**VISTA CITY COUNCIL**

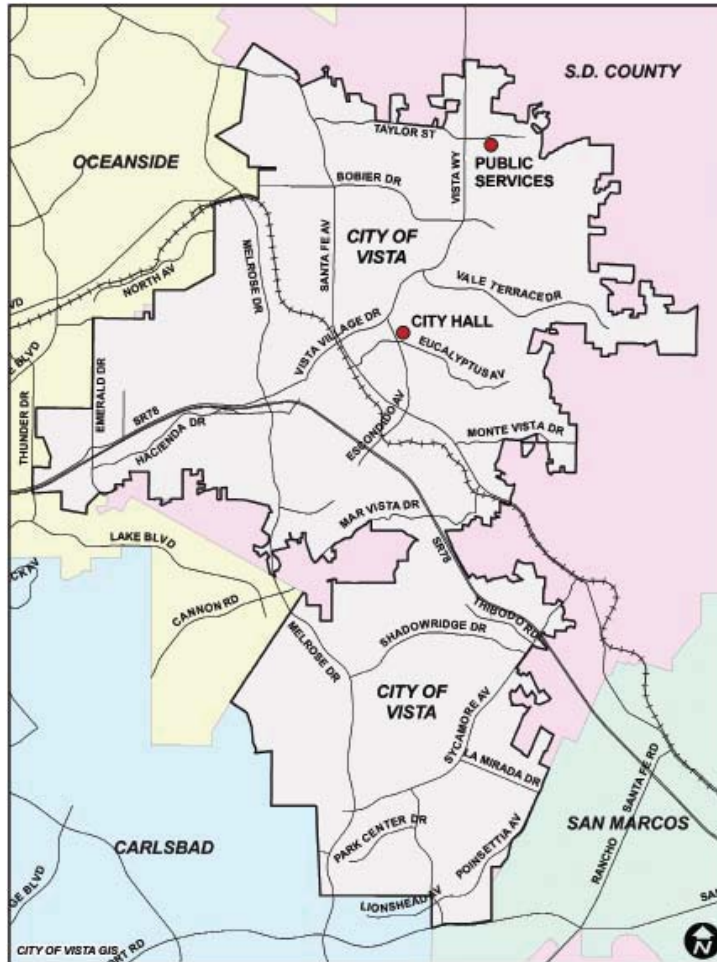
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Welcome to the City of Vista,

We are pleased you are doing business in our City. This permitting and development guide should assist you through the development process. The guide provides you with quick answers to your questions on “where to go” and “who to see” on matters relating to construction, development, zoning, public hearings, environmental issues, code enforcement and land use planning in the City of Vista.

The following pages will provide you with an explanation of various development procedures. You will also find phone numbers for many of the other agencies involved in the permitting process.

This guide provides information only for the City of Vista. Other cities in San Diego County have their own permitting processes and should be consulted for information in their areas.

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### ACCESSORY STRUCTURES

Permits for accessory structures are issued at the Development Services Center at City Hall. Accessory structures include residential and commercial structures that are accessory to, or secondary to, a primary use.

#### **Examples include:**

- Sheds or storage buildings
- Garages or carports
- Pools or spas
- Gazebos
- Barns or greenhouses

Any detached accessory structure exceeding 120 square feet in size requires a building permit. Any attached accessory structure or any structure containing plumbing or electrical, regardless of size, requires a building permit. Accessory structures must be constructed simultaneously with, or following the construction of, the primary structure (an accessory structure will not be permitted unless a primary structure exists or is concurrently permitted). Questions regarding setbacks for accessory structures can be directed to the Planning Division at (760) 639-6100. Questions regarding building permits for accessory structures can be directed to the Building Division at (760) 639-6105.

### ALCOHOLIC BEVERAGE LICENSES

Licensing for the sale of alcoholic beverages is handled by the California State Department of Alcoholic Beverage Control (ABC). The nearest office is located at 334 Via Vera Cruz, Suite 204, San Marcos, CA, 92078, and can be contacted at (760) 471-4237 or online at [abc.ca.gov](http://abc.ca.gov).

The city reviews all requests for ABC licenses and issues standard conditions for the establishment of new licenses, subject to administrative approval. Information regarding City review of new ABC licenses or application materials can be obtained from the City Manager's office at (760) 639-6131 or at [cityofvista.com](http://cityofvista.com).

In addition to ABC licenses, the sale of alcohol for off-site consumption and any facility classified as a bar or cocktail lounge (see "Bar and/or Cocktail Lounge"), also requires approval of a discretionary permit (Special Use Permit; defined in this guidebook) from the Planning Division, which includes submittal of an application and payment of fees. To obtain the permit requirements and application materials for off-site alcohol sales or a bar, contact the Planning Division at (760) 639-6100.

### AMENDMENTS TO DEVELOPMENT PERMITS

If you are planning on any improvements to a multi-family, commercial, or industrial property, it will require conformance with prior development permits approved for the subject property and compliance with current building codes. Any proposed deviations from the approved development permits will require amendments to those permits prior to the issuance of any building permits. To obtain information related to prior development permits on a specific property, or to discuss the process for amendments to prior development permits, contact the Planning Division: (760) 639-6100.

## ANNEXATIONS

Annexation is the process of incorporating a property that is adjacent to the city or special district into the city or special district. In order to be eligible for annexation into the City of Vista, the subject property must be adjacent to the City boundary. The City Council's policy on annexations, City Council Policy 300-10, is available at [cityofvista.com](http://cityofvista.com). Go to *Public Records* and search *City Council Policies*.

The annexation request/process requires a preliminary approval by the City Council, after which the approved request is forwarded to the Local Agency Formation Commission (LAFCO) which has final approval authority.

Annexation requests require an application to be filed with the Planning Division and payment of a non-refundable application fee. The application may be obtained at the Development Services Center at City Hall. Assuming a timely response from the applicant to comments and questions from Staff, annexation requests typically take approximately six to eight months to process through the City, and an additional three to four months to process through LAFCO. Questions regarding annexation or incorporation into the City should be directed to the Planning Division at (760) 639-6100.

Information regarding annexation into the Buena Sanitation District should be directed to the Engineering Department at (760) 639-6111.



## ARCHAEOLOGICAL RESOURCES

Due to evidence of pre-historic occupation of lands within the City, archaeological resources may exist on the site of a proposed grading or development project. Project applications that involve excavation and/or grading are reviewed by the City's Environmental Planner to determine if archaeological resources could be impacted by a project. If potential impacts could result from project implementation, the City requires the preparation of a site-specific archaeological resources report by its on-call archeological consultant.

Applicants considering a new development should attend a pre-application meeting, which provides an opportunity to discuss these issues with City staff prior to submittal of a formal application. If a property is known to have a greater propensity for archaeological resources, the City may require that an archaeological monitor be on-site during all grading operations. For more information and assistance concerning the preservation of archaeological resources, contact the Environment Planner in the Planning Division at (760) 639-6100. Review by the local tribal representatives of the San Luis Rey Band of Mission Indians may be coordinated through Cami Mojado at (760) 724-8505.

## BAR AND/OR COCKTAIL LOUNGE

A bar and/or cocktail lounge is defined in Section 18.02.125 of the Development Code as any premises wherein alcoholic beverages are sold at retail for consumption on the premises and where minors are excluded from the premises. It shall not mean premises where such beverages are sold in conjunction with the sale of food for consumption on the premises and the sale of such beverages comprises less than 25 percent of the gross receipts. Any new bar and/or cocktail lounge, or any use re-classified as such, requires approval of a discretionary permit (Special Use Permit) by the Planning Division. To obtain permit requirements and application materials necessary to operate a bar and/or cocktail lounge, please contact the Planning Division at (760) 639-6100.

### **BARBECUE PITS, BUILT-IN BARBECUES, OUTDOOR FIREPLACES AND FIRE PITS**

The above are considered accessory structures and must maintain setbacks that are required for accessory structures, regardless of size. If installing natural gas or propane, a Plumbing Permit is required. If the accessory structure is over 6 feet in height, building plans must be submitted and a building permit issued. To obtain setback information, please contact the Planning Division at (760) 639-6100. To obtain permit information, contact Development Services at (760) 639.6108.



If using charcoal or wood (the only fuel sources allowed in addition to natural gas or propane) a Recreational or Ceremonial Fire Permit is required. Please contact the Vista Fire Department/Development Services at (760) 643.5351, for information on this type of permit.

### **BIOLOGICAL RESOURCES**

Biological resources include all natural habitats, plants and animals found throughout the City. Project applications that involve excavation and/or grading are reviewed by the Environmental Planner to determine if sensitive biological resources (e.g., rare, threatened, or endangered species) could be impacted by the project. If potential impacts could result from project implementation, the City requires the preparation of a site-specific biological resources report by its on-call biological consultant. Applicants considering a new development should attend a complimentary pre-application meeting, which provides an opportunity to discuss these issues with City staff prior to submittal of a formal application.

For more information and assistance concerning biological resources, contact the Environmental Planner in the Planning Division at (760) 639-6100.

### **BLASTING PERMITS**

A Blasting Permit is required from the Vista Fire Department which may be obtained at the Development Services Center at City Hall. The Contractor receiving the permit must be licensed as an Explosion Technician by the State of California. Please call (760) 639.6108, for special inspections and conditions of use.

### **BLOCK PARTIES**

A Special Event Permit is required for any event requesting closure of a public street or an event that affects access within the public right-of-way. Requests for these events are accepted through the City Manager's office and are reviewed on a case by case basis. Any alcohol sales must be approved by the California State Department of Alcoholic Beverage Control (ABC). Please contact the City Manager's office at (760) 639-6131 for application materials and questions regarding Special Event Permits. For information on block parties on private streets, please contact the Planning Division at (760) 639-6100 to ensure that emergency access will be maintained.

### **BOUNDARY ADJUSTMENTS**

A boundary adjustment (also referred to as a Lot Line Adjustment), is required to adjust a lot line on a parcel or parcels of land. The boundary adjustment process involves submittal of an application and associated fees to the Planning Division. The application shall be accompanied by a plat and legal description of the proposed lot configurations. In order to be eligible for a boundary adjustment, the resultant lots must meet all applicable zoning



provisions including setbacks, lot size, and land use. Application materials for a boundary adjustment are available at the Development Services Center at City Hall. Questions regarding boundary adjustments should be directed to the Planning Division at (760) 639-6100.

### **BUENA SANITATION DISTRICT**

The Buena Sanitation District was formed in 1960 as a sewer agency within the County of San Diego. The District's territory includes portions of the unincorporated area of the County of San Diego and areas within the southern portion of the City. Management and operation of the Buena Sanitation District was officially passed from the County to the City of Vista in 1998. The City of Vista now operates the Buena Sanitation District and is in charge of all permitting, connections, and service fees in support of the District's operations.

Additional information regarding the Buena Sanitation District, including a searchable map of sewer line and facility locations, is available online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Engineering, and Sanitation Engineering*. Questions regarding the Buena Sanitation District may be directed to the Development Services Center at City Hall or to the Sanitation Division at (760) 639-6111.



### **BUILDING INSPECTIONS**

Inspections are required for all issued permits. These inspections occur throughout the project at various stages of construction. You may request an inspection by calling the inspection line (760) 639-6106 by 3:30 PM the business day prior to the requested inspection date or you may request an inspection in person by visiting the Development Services Center at City Hall. You may request either a morning or afternoon inspection and while we can not guarantee the time, every effort is made to accommodate these requests. Please be aware of weekends, and closed Friday schedules (City Hall is closed every other Friday) when scheduling your inspections for the following week. You will need the basic

permit information (e.g., address and Permit number) when requesting an inspection. Please have your permit on-hand when requesting an inspection by phone.

All construction must be inspected after completion, but prior to covering or concealing the work. The permit inspection card must be displayed at the job site and all approved plans available for the inspector at the time of inspection. If corrections are required a notice will be left at the job site, otherwise the inspection card will be signed by the inspector in the area approving the inspection and allowing construction progress to continue. It is the responsibility of permit holder to obtain all inspections including those that may be required by outside agencies such as Vista Irrigation District, San Diego County Department of Health, or other City Divisions such as Land Development, Sanitation, or Planning. The names of other Division contacts and their phone numbers can be provided by your building inspector.

Once all inspections are completed and approvals from all other agencies or departments have been received, a Certificate of Occupancy will be issued for all projects except single family residences.

### **BUILDING PERMITS**

Building permits are processed through the Development Services Center at City Hall.

Miscellaneous permits for repairs and permits for certain minor structures such as carports and retaining walls can often be obtained “over-the-counter”. More complex projects require construction plans and must be submitted for City review, also called “Plan Check”. It may take up to 10 business days to complete the first review. Subsequent reviews will normally be completed within five business days. A “plan check” fee is required at the time of plan submittal.

***A building permit is not required for the following:***

- Single-story detached accessory structures such as tool and storage sheds, playhouses and other similar structures with a floor area not to exceed 120 square feet.
- Fences six feet or less and block walls 42-inches or less in height. (A “no fee” fence permit is still required from the Planning Division – see Fencing and Gates herein).
- Retaining walls that are less than four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (e.g. upslope soil, fencing, or buildings). (A “no fee” fence permit is still required as noted above).
- Sidewalks and driveways not more than 30 inches above adjacent grade, provided they are not over any basement or story below and are not a part of a disabled accessible path of travel.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5000 gallons and are installed entirely above ground.
- Swings and other playground equipment accessory to a detached one and two family dwelling.
- Portable heating, ventilating, and cooling equipment.
- The clearing of stoppages or repairing of leaks in pipes, valves or fixtures. The removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures within the wall.



If in doubt, or if you need more information regarding building permits, contact the Development Services Center at (760) 639-6100.

## **BUSINESS LICENSES**

Business Licenses are processed through the Finance Department Business License Division, located at City Hall. Business licenses applications can be obtained at the Business License office or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Finance, and Business License*. This website also offers a number of helpful recommendations for new businesses.

The completed application must be submitted to the Business License office at City Hall, after which zoning approval is required. The Planning Division issues zoning approval by reviewing the zone where the subject property is located in, and determining if the proposed business constitutes a permitted use in that zone. For applications submitted

in person, the Business License Division will direct the applicant to the Development Services Center for zoning clearance. Applications submitted via mail will be routed to the Development Services Center for zoning review. Zoning reviews are typically provided over the counter unless the subject business is located within the Downtown Specific Plan (Specific Plan No. 26) or if further questions exist regarding the potential use. Business license requests in downtown area are forwarded to the Vista Village Business Association (VVBA) for review. A determination is usually made within two business days.

Following zoning approval, fees are collected by the Finance Department and licenses are mailed to the business's address within seven to ten business days. Business licenses must be issued to a physical street address; post office boxes may be used as a mailing address but cannot be used as a business location.

Questions regarding business license fees should be directed to the Business License Office at (760) 639-6174; questions regarding zoning approval for business licenses should be directed to the Planning Division at (760) 639-6100.

### **CERTIFICATE OF COMPLETION**

A Certificate of Completion is automatically issued upon passing a final inspection for a shell building. No Certificate of Occupancy is issued at this time, as nobody is yet occupying the space.



### **CERTIFICATE OF OCCUPANCY**

Certificates of Occupancy are automatically issued upon passing a final inspection for a tenant improvement. Additionally, a Certificate of Occupancy can be applied for at the Development Services Center for businesses who occupy previously improved spaces. To apply for a Certificate of Occupancy, a floor plan and a completed San Diego Regional Hazardous Materials Questionnaire form must be submitted.

### **CERTIFICATES OF COMPLIANCE**

Certificates of Compliance determine whether a parcel conforms to the requirements of the Subdivision Map Act and local ordinances. Certificates of Compliance are required after any lot-line adjustment, as well as when it is not clear if a lot was legally created. A Certificate of Compliance is typically recorded with a legal description and plat map to certify the creation of a legal lot. Application and fees for a Certificate of Compliance can be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.

### **CODE ENFORCEMENT COMPLAINTS/VIOLATIONS**

Code Enforcement is responsible for enforcing various Titles of the Municipal and Development Codes. Code Enforcement's scope includes, but is not limited to, land use regulations, property maintenance standards, public nuisance abatement, private property graffiti abatement, illegal street vending, and unpermitted signs. Complaints regarding these issues and other Code issues may be filed at the Code Enforcement counter at City Hall or by phone at (760) 639-6141.

### CONTRACTOR LICENSING

All persons contracting to construct, alter, improve or repair any structure, must be certified by the State of California Contractor's License Board (CSLB). The CSLB can be reached at (800) 321-2752. All contractors must maintain Workers Compensation Insurance and, if working in the City of Vista right-of-way, liability insurance with the City of Vista as Certificate Holder and additional insured. A City of Vista Business License is required in order to do work within the City. The Business License Office can be reached at (760) 639.6174. For exceptions and other requirements, please contact the Development Services Center at (760) 639.6108.

### CONDOMINIUM CONVERSION

A condominium conversion is required to convert existing apartment units to condominium units. Condominium conversions are governed by Sections 18.60.040 and 18.60.050 of the Vista Development Code. Condominium conversions are not encouraged as they deplete the City's inventory of low-income rental housing.

### CONDOMINIUM HOUSING PERMIT

A Condominium Housing Permit is required for any multi-family housing development proposing to create condominium units on a single parcel or lot. A Condominium Housing Permit must accompany a Site Development Plan and Tentative Subdivision Map submittal. The applications required to process a condominium housing project may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.

### DAY CARE

Day care is permitted in both residential and commercial zones within the City, subject to certain standards. Potential day care operators are encouraged to carefully consider the surrounding neighborhood in order to avoid potential future complaints regarding noise, parking, and traffic. For the purpose of permitting, daycare is generally broken into three categories: small family day care homes, large family day care homes, and commercial day care facilities. Each of these categories is regulated under the State of California Health and Safety Code, and is described below:



- **Small Family Day Care Homes** – are defined as single-family homes providing family day care for eight or fewer children, including children under the age of ten years who reside at the home as defined in Section 1597.44 of the California Health and Safety Code. Small family day care homes are permitted in all residential zones within the City subject to licensing approval by the California State Department of Social Services Community Care Licensing Division. The State of California has dictated to local jurisdictions that small family day care homes are permitted by right (in other words, the City of Vista has no land use discretion on small family day care homes). Information on small family day care licensing can be obtained from the state local office of the Community Care Licensing Division at (619) 767-2300.
- **Large Family Day Care Homes** – are defined as single-family homes providing family day care for nine to fourteen children, including children under the age of ten years who reside at the home as defined in Section 1597.465 of the California Health and Safety Code. Large family day care homes are subject to permit approval from the City of Vista prior to licensing approval by the State Department of Social Services Community Care Licensing Division. Large family day care home regulations and permit requirements are included in Chapter 18.88 of the

Vista Development Code. Additional information and application materials may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100. State requirements can be obtained from the Department of Social Services Community Care Licensing Division at (619) 767-2300 or at [cclid.ca.gov](http://cclid.ca.gov)

- **Commercial Day Care Facilities** – include any day care facilities located in a commercial or industrial zone. Day care facilities in commercial or industrial zones are subject to permitting requirements specific to the zone in which the use is located and must obtain approval from the City of Vista prior to licensing approval by the State Department of Social Services Community Care Licensing Division. Day care facilities in most commercial zones require approval of a minor use permit. Additional information and application materials may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100. State requirements can be obtained from the Department of Social Services Community Care Licensing Division at (619) 767-2300 or at [cclid.ca.gov](http://cclid.ca.gov)



#### DESIGN GUIDELINES

The City of Vista's Design Guidelines are a comprehensive list of guidelines, standards, and recommendations intended to increase the level of design quality for new development and redevelopment projects within the City of Vista. The Design Guidelines cover site planning, architecture, lighting and signage, and should be consulted during the planning phase of any new residential, commercial, or industrial development, or any redevelopment project. The Design Guidelines are available at the Development Services Center at City Hall or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Community Development, and Online Resources*.

#### DEVELOPING A COMMERCIAL OR INDUSTRIAL SITE

A new commercial or industrial development requires approval of a site development plan or a plot plan review depending on the size (floor area) of the project, and may require additional approvals depending on the zoning of the property, the proposed use, and the potential for natural resources on the site. City staff recommends that all applicants interested in developing a commercial or industrial site submit a conceptual site plan for a complimentary Pre-Application meeting. Please see Pre-Application Meeting section herein. For additional information, contact the Planning Division at (760) 639-6100.

#### DEVELOPMENT CODE

The Development Code consists of Chapters 15 through 19 of the City's codes and includes the majority of development requirements. By title, the Development Code includes:

- Title 15: Environment
- Title 16: Building and Construction
- Title 17: Subdivisions
- Title 18: Zoning
- Title 19: Streets and Sidewalks

The Development Code is available at the Development Services Center at City Hall or can be searched online at [cityofvista.com](http://cityofvista.com) by going to *Public Records, City Clerk, and Municipal/Development Code*.

### DEVELOPMENT IMPACT FEES

Development Impact Fees apply to all new development, as well as all additions and redevelopment projects where the value of the addition and/or improvements exceeds 75 percent of the value of the existing structure. These fees are collected at the time of building permit issuance and fund a range of City services and operations. Development Impact Fees include fees for sewer service, drainage facilities, transportation facilities, fire protection, parks, and public facilities. A list of Development Impact Fees is included in the City of Vista fees informational packet (starting on Page 9), which is available at the Development Services Center or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Community Development, and Online Resources*. A fee estimate, including the applicable Development Impact Fees, can be prepared for a specific project following a complimentary Pre-Application meeting by inquiring at the Development Services Center at City Hall or by phone at (760) 639.6108.

### DEVELOPMENT SERVICES CENTER

Development Services provides one-stop permitting for development customers. The Development Service Center is the initial point of contact for information pertaining to development issues, permit applications and development fees. It is also the final contact for issuance of all permits. This office maintains files of all city maps. The Development Services Center is located within City Hall at 600 Eucalyptus Avenue and may be contacted at (760) 639-6100.

### DRIVEWAYS

Construction and/or installation of driveways serving individual lots require the approval of a right-of-way permit from the Land Development Engineer and Traffic Engineer prior to construction. City staff reviews all driveway locations to ensure proper spacing, sight distance and safety requirements are met, as well as construction standards and permitting requirements. Application materials and driveway standards are available at the Development Services Center at City Hall or by contacting (760) 639.6108.



### EASEMENTS

An easement is an agreement between two parties to use a piece of land for a specified purpose. Easements are typically granted to public agencies or utilities for the purpose of providing services or access, or preserving an area as open space. Easements may also be granted between private property owners for access across private lots. Current easement information for a specific property is best obtained from a title company. The City maintains copies of most final maps and parcel maps in the Development Services Center, which also include some easement information. Final maps and parcel maps will not have information on easements placed on a property after the map has been recorded. Questions regarding easements should be directed to the Development Services Center at City Hall or by contacting the Land Development Division at (760) 639-6108.

### ENCROACHMENT PERMITS

An Encroachment Permit is required when a structure, such as a wall or drainage facility, is constructed in the City's right-of-way area. All Encroachment Permits must be approved by the City Engineer. The signatures on the permit must be notarized and the document must be recorded with the County of San Diego Recorder's Office. For additional information, including permit requirements and procedures, please contact the Development Services Center at (760) 639.6108.

## ENVIRONMENTAL REVIEW

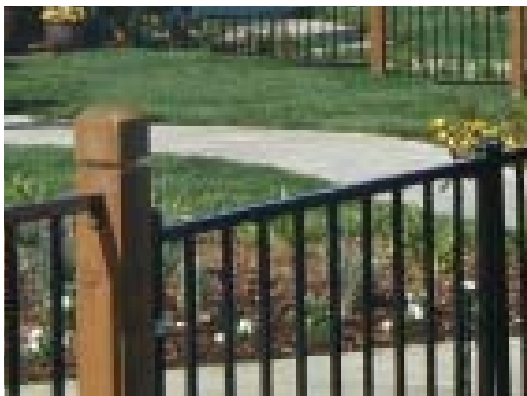
As part of the discretionary permitting process, proposed projects are reviewed for conformance with the California Environmental Quality Act (CEQA).

Proposed projects that may require a CEQA review include any application for a site development plan, plot plan, special or minor use permit, subdivision, or other new development project. The environmental review process involves an initial determination regarding whether a project may or may not be subject to CEQA. If a project is exempt from CEQA, a Notice of Exemption (NOE) is prepared. If a project is subject to CEQA, the City will prepare an Initial Study. The Initial Study involves an analysis of the potential environmental impacts of constructing a project. Areas of concern include, but are not limited to, air quality, biological resources, historic resources, water quality, and traffic. The analysis of these topics may include the preparation of site-specific technical reports by the City's on-call consultants.

If the Initial Study shows that the project will not have a significant effect on the environment, the City will prepare and circulate a Negative Declaration (ND) for public review, generally for 30 days. If the Initial Study shows that there could be potential significant effects, but the project is modified such that these effects are rendered insignificant, the City will prepare and circulate a Mitigated Negative Declaration (MND) for public review, generally for 30 days. In this document, mitigation measures are identified to offset the potential impacts of the project. If, on the other hand, the Initial Study shows that the project may have one or more significant effects on the environment which cannot be mitigated, the City will prepare an Environmental Impact Report (EIR). Preparing and circulating EIRs for public review is a longer process than either the ND or the MND. Prior to commencing work on an EIR, a preliminary Notice of Preparation is circulated for a 30-day public review. Once the document is prepared, a 45-day public review period is required. Please contact the City's Environmental Planner at (760) 639-6100 for additional information on the environmental review process.

## EXCAVATION

Excavation is the removal of soil or rock for use either on or off the site. A Grading Permit is required for any excavations with the exception of excavations of less than 50 cubic yards which do not create a cut slope greater than 5 feet and steeper than two to one (2:1), do not alter a drainage course, will not be used for any separately permitted structure, do not occur in a riparian area, and do not exceed 11,000 square feet in area. Any proposed earthwork exceeding these limits requires a Grading Permit and must submit an application and fees to the Land Development Division for approval. Grading information and application materials can be obtained at the Development Services Center at City Hall or by contacting the Land Development Division at (760) 639-6108. Also see sections on Grading Permit and Haul Route Permit.



## FENCING, WALLS, AND GATES

Any new or replacement fencing requires a fence permit issued at the Development Services Center. The height and building materials of the proposed fence/wall will determine if the fence permit has a fee associated with it. Masonry block walls exceeding 42-inches in height (measured from finished grade to top of wall), fences exceeding 6-feet in height (measured from finished grade to top of fence), and retaining walls greater than 4-feet in height (measured from the bottom of footing to top of wall) or supporting a sloping back-fill or other surcharge require

a fence permit that has a fee associated with it. If walls/fences do not exceed the limitations listed above, a no-fee fence permit is typically required. Fence permits require a plot plan depicting the location and type of fencing proposed on the property. Fence regulations are included in Vista Development Code Section 18.58.370. Fence permit applications may be obtained at the Development Services Center or by contacting the Planning Division at (760) 639-6100.

Vehicular gates require approval of a gate permit. A gate permit application requires a plot plan depicting the location of the gate on the property, the design of the gate, and the operational details of the gate. Gate permits are reviewed by Traffic Engineering, Fire, and Planning prior to issuance. Gate permits require approximately three to five days to review and must be submitted at the Development Services Center at City Hall. Pedestrian gates require no special approval and are handled through issuance of a fence permit as described above. Additional questions should be directed to the Planning Division at (760) 639-6100.

### FEES

Fees are required for the majority of permits issued by the City. These may take the form of application fees paid upon the time of application for a planning project, grading permit, or building permit, or may include development impact fees paid at the time of permit issuance. Application fees are generally intended to compensate for staff time spent reviewing the project, while development impact fees generally compensate for future improvements to city streets, parks, sewers, and other public facilities. The amount of fees varies based upon the type of application being submitted. Fee estimates for new applications may be obtained at the Development Services Center following a Pre-Application Meeting.

### FIRE PERMITS

Plans for fire sprinklers, hoods, underground fire suppression systems, liquid storage tanks and commercial fire alarm systems must be submitted to the Development Services Center for review by the Vista Fire Department. Questions regarding permit requirements or application materials may be directed to the Development Services Center at City Hall or by phone to (760) 639.6108.

For information on County of San Diego submittals within the Vista Fire Protection District annual fire permits and other fire related issues, please call Fire Department's Development Services section at (760) 726-1340, ext. 2046.

### FLOOD HAZARD ZONES / FLOOD ELEVATION INFORMATION

Flood Hazard Zones include areas mapped by the Federal Emergency Management Agency (FEMA) as prone to flooding. Maps depicting the areas affected by Flood Hazard Zones are available from FEMA, known as Flood Insurance Rate Maps. Flood Insurance Rate Maps depict flood areas, depth of flooding, and flood elevation information. Flood Insurance Rate Maps for the areas within the City of Vista are available for review online at [fema.gov](https://www.fema.gov) or at [cityofvista.com](https://www.cityofvista.com) by clicking on "Departments and Services," "Engineering," and "Floodplain Administration". These maps may also be reviewed at the Development Services Center. Please note that the City does not make floodplain determinations; you should consult a licensed land surveyor or civil engineer for assistance in making this determination. Questions should be directed to the City Engineer at (760) 639-6111.

### GARAGE AND YARD SALES

City permits are *not* required for garage sales or yard sales. Events are limited to four times per year per property address and only personal items are allowed to be sold.



The intent of the City's regulations is to accommodate the sale of used household items, not business ventures. Off-site signage is *not allowed* in conjunction with a yard or garage sale and is subject to removal by the City if posted off site.

For more information on garage sales and/or yard sales, please contact the Code Enforcement Division at (760) 639-6141.



### GENERAL PLAN

The City of Vista General Plan is the blueprint for future development within the City. The General Plan includes goals and policies intended to promote logical and harmonious growth throughout the City. There are seven elements in the Vista General Plan: Land Use and Community Identity; Circulation; Housing; Public Safety, Facilities and Services; Resource Conservation and Sustainability; and Healthy Vista. Each element includes a summary or inventory of the existing resources and policies specific to the growth of the City. The General Plan is available at the Development Services Center at City Hall or by contacting Planning at (760) 639-6100, or can be searched

online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Community Development, and Online Resources*.

### GENERAL PLAN AMENDMENT

A General Plan Amendment is required to change the land use designation of a property as reflected on the current General Plan Land Use Map. Such action is legislative and requires the approval of the City Council. General Plan Amendments are typically accompanied by a site development plan or special use permit depicting the proposed development plan for the property being considered. Anyone interested in proposing a General Plan amendment should contact the Planning Division at (760) 639-6100 and make an appointment to discuss such matter with the City Planner prior to filing a formal application at City Hall. A pre-application meeting may also be helpful. Application forms may be obtained at the Development Services Center. A non-refundable fee is required at the time the formal application is submitted.

### GRADING PERMITS

Grading Permits are generally required for any discretionary projects approved by the Planning Division, new or redeveloped single-family homes, second units, excavations exceeding 50 cubic yards, or grading within sensitive areas, such as steep slopes or riparian areas. A grading permit requires the submittal of a grading plan and technical reports prepared by a licensed civil engineer, as well as applicable fees. Grading and excavations are regulated under Chapter 17.56 of the Development Code. Application materials and information can be obtained from the Development Services Center at City Hall or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Community Development, and Online Resources*. Questions regarding grading permits should be directed to the Land Development Division at (760) 639-6108. Please also see Excavation section herein.

### GRANNY FLAT

See *Second Dwelling Unit*.

### GUEST HOUSES

Guest houses are classified as accessory structures for the purpose of housing guests of the main dwelling unit or people employed on the premises (i.e., health care providers, nannies, maids, etc.). A guest house can include living

areas and bathrooms but cannot have a kitchen. Guest houses are limited to 700 square feet in size and may not be rented or otherwise used as separate dwelling unit. Guest houses are permitted by right in the A-1 and E-1 zones and require a minor use permit in the R-1 Zone. Guest houses are not permitted in the R-1-B or R-M zones. Information on setbacks, building permits and planning approval for guest houses may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100. Please note: If a kitchen is requested, the application is considered a second dwelling unit and is regulated differently than a guest house. Please see “second dwelling unit” requirements in this Guidebook.

### HAUL ROUTE PERMIT

A Haul Route Permit is required for all grading permits where dirt is imported to or exported from a site. All export fill material must be transported to approved sites. Application materials and procedures may be obtained at the Development Services Center or by contacting (760) 639.6108.

### HISTORIC PRESERVATION

The origins of the City of Vista began as part of the 1,185-acre Rancho Buena Vista in approximately 1854. Although the City has become much more urbanized since its early days as a farming community, it currently has 22 buildings that are on the Historic Resource Survey list.

Project applications that involve any alterations to a building on this list, or involve any excavation, grading and/or building immediately adjacent to such a structure, or within the property boundaries, are reviewed by the City’s Environmental Planner. In addition, if any project applications involve the demolition of a building that is 50 years or older, the Environmental Planner must review the proposed project in compliance with CEQA (see *section on Environmental Review*) to determine if historic resources could be impacted by the project.

Applicants considering a new development should attend a pre-application meeting, which provides an opportunity to discuss these issues with City staff prior to submittal of a formal application. The Historic Resources List is available for review at the Development Services Center at City Hall. Please contact the Environmental Planner for additional information on historic resources at (760) 639-6100.

### HOLIDAY USE PERMITS

A Holiday Use Permit is required for outdoor sale of large seasonal products, such as Christmas trees or pumpkins, directly related to a specific holiday. A *Certificate of Liability* insurance is required with the City of Vista listed as certificate holder and additional insured. Zoning Administrator approval of the location, parking, and site plan is required. Application materials may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100. Additional permits may be required by Vista Fire Department who can be reached at (760) 643.2801, for additional information.



## HOME OCCUPATION PERMIT

A Home Occupation Permit is required for any business operating from a residential property except for licensed residential care facilities and child care facilities. A Home Occupation Permit is required even if the home is used only as a mailing address for a business that is conducted off-site.

A Home Occupation Permit is processed concurrently with a business license for any home-based business, subject to applicable zoning requirements. The proposed home occupation must have no impacts on surrounding residential properties. Zoning requirements for a Home Occupation Permit can be found in Section 18.58.480 of the Development Code. Home Occupation Permits require a one-time fee to be paid in addition to the City business license fee at the time of application for a business license. City business license fees are collected annually thereafter.

Application materials and additional information on Home Occupation Permits may be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.



## LANDSCAPE ORDINANCE AND GUIDELINES

The City's Landscape Guidelines and accompanying Landscape Ordinance (Development Code Chapter 18.56) are intended to provide a clear reference of the landscape standards and requirements for new development or redevelopment projects triggering a landscape plan review. Landscape plan applicability requirements are summarized in Development Code Section 18.56.020. The landscape guidelines are available at the Development Services Center or by contacting the Planning Division at (760) 639-6100. In accordance with current conservation

standards, the City recommends that any new landscaping be designed to maximize the use of drought tolerant landscape materials.

## LANDSCAPE PLAN CHECK AND INSPECTIONS

Landscape Plan Check is required as a part of most new development or redevelopment projects, dependent upon the type of development proposed. Landscape plan applicability requirements are summarized in Development Code Section 18.56.020. The landscape plan check and inspection process consists of the following steps:

- City review of a conceptual landscape plan
- Discretionary approval
- Submittal and City review/approval of a landscape construction plan (reflecting consistency with the approved concept plan)
- Construction
- Final field inspection

All landscape plan checks and inspections are routed to the Planning Division through the Development Services Center. Any questions regarding this process should be directed to the Planning Division at (760) 639-6100.

## LOT LINE ADJUSTMENTS

See *Boundary Adjustments*.

### LOW TO MODERATE INCOME HOUSING

Low to moderate income housing is also referred to as affordable housing and consists of housing units that cannot be rented or sold to anyone exceeding specified income amounts. The standards for rent and sales prices for such units are established and administered by the City's Redevelopment Department. All new multi-family housing projects (i.e., apartments or condominiums) are required to provide a minimum of six percent of the total number of housing units in the project as affordable housing units. Questions regarding the development of new low to moderate income housing should be directed to the Planning Division at (760) 639-6100.

### MINOR USE PERMITS

Minor Use Permits are required for a range of land uses that have the potential to affect surrounding properties and, therefore, are not allowed by right. Examples include private recreational facilities, residential guest houses, the keeping of certain animals, and private school facilities. A Minor Use Permit requires the submittal of an application and fees, and is processed through the Planning Division. Once the application is complete, a public hearing is held before the Zoning Administrator, and a decision on the Minor Use Permit is rendered, appealable to the Planning Commission. The Planning review process for a Minor Use Permit typically takes three to four months to complete depending upon the use, but can take longer. Application materials for a Minor Use Permit are available at the Development Services Center at City Hall.

Questions regarding Minor Use Permits should be directed to the Planning Division at (760) 639-6100.

### MOBILE HOME PARKS

All alterations to mobile homes must be approved and permitted by the State of California, Department of Housing and Community Development. The contact number is (909) 782-4420.

The City of Vista issues permits for mobile home set-ups, car ports, porches, awnings, cabanas, storage sheds, screen room enclosures and permanent foundations. State approved plans must be submitted or building construction plans provided. For further clarifications please see Barclays Official California Code of Regulations, Title 25, Housing and Community Development. Questions regarding mobile homes or mobile home parks should be directed to the Development Services Center at (760) 639.6108.



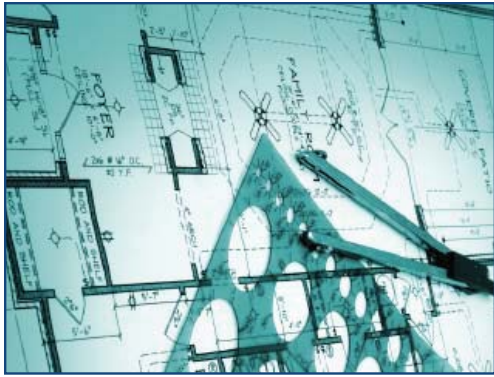
Mobile homes differ from manufactured homes in that they are subject to different building standards. Mobile homes are subject to less restrictive building standards under Title 25 of the California Code of Regulations. Manufactured homes, or factory built homes, are considered standard construction and are subject to the California Building Code.

### PARKING ENFORCEMENT

The Code Enforcement Division provides parking enforcement for the City, and processes the citations issued for parking violations. Parking citations (tickets) may be appealed or paid at the Code Enforcement Office at City Hall. Information regarding the appeal process is printed on the back of the citation. Additional information regarding parking citations may be obtained by contacting Code Enforcement at (760) 639-6141.

## PARKING STANDARDS

Off-Street parking requirements are summarized in Chapter 18.54 of the Development Code. Parking standards for various developments and land uses are included in a table referenced in Development Code Section 18.54.050. These code sections are available as handouts at the Development Services Center at City Hall or can be searched online at [cityofvista.com](http://cityofvista.com) by going to *Public Records, City Clerk, and Municipal/Development Code*. Questions regarding parking requirements should be directed to the Planning Division at (760) 639-6100.



## PLANNED RESIDENTIAL DEVELOPMENT

A planned residential development allows for the clustering of residential units in an area of the site (allowing for smaller lot sizes than that established by the zoning) in exchange for the preservation of a unique or valuable natural feature on the site, such as an area with steep slopes or a natural creek. A planned residential development requires a permit that must accompany a site development plan and tentative subdivision map application for the project. Requirements for a planned residential development are identified in Chapter

18.24 of the Development Code. Application materials are available at the Development Services Center at City Hall. Anyone interested in processing an application for a planned residential development is encouraged to contact the Planning Division at (760) 639-6100 and to attend a pre-application meeting.

## PLOT PLAN

A plot plan review is similar to a site development plan, but is limited to smaller projects with less perceived impact. The following types of projects can be processed through a plot plan review:

- Multi-family projects that create or add a maximum of 4 units on the project site
- Multi-family projects that add up to 50 percent of existing square footage, but no new units
- Commercial additions of less than 25 percent of gross floor area (before the addition or alteration) or 2,500 square feet, whichever is less
- Industrial additions of less than 25 percent of gross floor area (before the addition or alteration) or 5,000 square feet, whichever is less
- All industrial projects within the Vista Business Park Specific Plan
- Second units

All new development proposals exceeding the thresholds identified above require submittal of a site development plan or special use permit application. Submittal requirements for a plot plan are included in the Site Development Plan application packet (Page 2), which can be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.

## PRE-APPLICATION MEETING

A pre-application meeting is a complimentary 30-minute meeting with City staff representatives from various departments prior to submitting a formal application for a development project with the City. Staffs from Planning, Building, Engineering, Fire, Sheriff's Department, Sanitation, Traffic, and Vista Irrigation District typically attend this meeting to provide project feedback and answer questions from the applicant. This is an opportunity for the applicant to obtain City comments early in the design phase of the project and address any major concerns.

All applications for a site development plan, special or minor use permit, General Plan amendment, zone change, tentative subdivision map, or tentative parcel map are recommended to attend a pre-application meeting. Pre-application meeting submittal requirements may be obtained at the Development Services Center at City Hall or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Community Development, and Online Resources*.

### PROPERTY LINES

The property line describes the legal boundary of a parcel of land. Property lines must be identified on most development applications. It is the property owner's responsibility to verify the correct location of a property line, which may require that the property be surveyed by a licensed land surveyor. City staff may assist in this process by providing maps of record, assessor's maps, and other pertinent information.

Please contact the Land Development Division at (760) 639-6108 for more information.



### RECREATIONAL VEHICLES

Oversized recreational vehicles or recreational vehicles exceeding 24 feet in length; 11 feet in height; or 9 feet in width; or any vehicle over a gross vehicle weight of 10,000 pounds are not permitted to be parked on any residential street. Exceptions include oversized recreational vehicles in the process of loading or unloading for a period not to exceed 48 consecutive hours on residential street and 4 consecutive hours on non-residential streets. Permits for recreational vehicles to be parked on the street for a maximum of 72 hours may be applied for at the Code Enforcement Office. Information regarding parking and screening requirements for recreational vehicles on private property may be obtained by contacting the Code Enforcement Division at (760) 639-6141.

### REDEVELOPMENT

The Redevelopment and Housing Department is primarily responsible for the revitalization of commercial and residential neighborhoods in the City's Redevelopment Project Area. The Department is comprised of four main units: Redevelopment; Housing; Community Development Block Grant (CDBG); and Community Improvement. More information on the services the Redevelopment and Housing Department provides may be obtained at (760) 639-6191 or online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services and Redevelopment and Housing*.

### RIGHT-OF-WAY PERMITS

Permits are required for all work in the City of Vista right-of-way. Only "A" licensed Contractors or specialty "C" Contractors are allowed to obtain a Right-of-Way Permit. A traffic control plan and liability insurance with the City of Vista as certificate holder and additional insured endorsements are required. Please contact the Development Services Center at ((760) 639.6108 for requirements.

### ROOM ADDITIONS

A room addition of any size requires a building permit. Setback requirements must be met depending on specific zoning classifications. Three sets each of plot plans, floor plans, and construction details must be submitted along with two sets of supporting documents. Please contact the Development Services Center at (760) 639.6108 for more

detailed information and other requirements.

### SECOND DWELLING UNIT

A second dwelling unit is defined as a separate dwelling unit inclusive of living area, bathrooms, and a kitchen. Second units are permitted on lots zoned for single family use (R-1, E-1, A-1 and O-R) subject to approval of a plot plan. The maximum size of the unit is dependent upon the zoning and ranges from 650 square feet to 1,000 square feet. In order to submit an application for a second dwelling unit, there must be no outstanding zoning code violations on the subject property and no more than one existing single family unit on the site. The second unit cannot be sold separately from the main dwelling, but it may be rented out, and it may be either attached or detached from the main dwelling. The applicant is also required to enter into an agreement with the City that restricts occupancy of the second unit to a lower income household for a ten year period. This period may be deferred if the resident of either unit is a caretaker for the resident(s) of the other unit. Second dwelling unit requirements are included in Chapter 18.31 of the Development Code. Additional information on second dwelling units may be obtained at the Development Services Center or by contacting the Planning Division at (760) 639-6100.



### SEWER PERMITS

Sewer permits are required for any new sewer connection or relocation/replacement of a sewer lateral connecting to the public sewer systems under the jurisdiction of the Vista Sanitation District or the Buena Sanitation District. Sewer permits require submittal of an improvement plan prepared by a licensed civil engineer and payment of applicable fees. Additional information regarding permits and sewer standards, including a searchable map of sewer line and facility locations, is

available online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Engineering, and Sanitation Engineering*.

Questions regarding sewer permits, ability to serve, or sanitation facilities should be directed to the Sanitation Division at (760) 639-6111.

### SEPTIC TANK PERMITS

Septic Tank Permits, where allowed, are considered and permitted by San Diego County Health Department. The County Health Department is located at 141 E. Carmel Street, San Marcos, CA 92069, or may be contacted at (760) 471-0730.

### SIGN PERMITS

All proposed permanent signs must obtain a sign permit from the City. A submittal for a sign permit requires a completed sign permit application form and two sets of plans identifying the location, dimensions, lighting, structural design and colored renderings of the proposed signs.

Application materials are available at the Development Services Center at City Hall. Questions regarding signs should be directed to the Planning Division at (760) 639-6100. Temporary sign permit requirements are addressed under the “Temporary Sign Permits” section herein.

### SINGLE FAMILY HOME – PERMIT PROCESSING

Single-family homes are permitted in all residential zones as well as some Specific Plan areas, subject to the development standards of the zone. Building permits for single family homes are applied for and issued at the

Development Services Center at City Hall.

A handout for plan submittal requirements is available at the Development Services Center. Building plans may not be submitted without the approval of the Land Development Division. A grading and improvement plan for the property must be submitted before or simultaneously with the building plan submittal. Once submitted, building plans are reviewed for conformance with the most recent adopted Building Code. Plan check fees are due at the time of submittal for both grading and improvement plans and building plans. The building permit and any applicable development impact fees will be due at the time of building permit issuance.

For more information and building fee estimates, please contact the Development Services Center at (760) 639.6108. Please see “Building Inspections,” “Excavation,” and “Grading Permits” in this guidebook for further information.

### **SITE DEVELOPMENT PLAN**

A site development plan is required for a new proposed development or major redevelopment project. Site development plan requirements are included in Chapter 18.64 of the Development Code. The purpose and intent of a site development plan is to ensure that development complies with the provisions of the General Plan, Municipal and Development Codes, Design Guidelines, and any other applicable State laws or local ordinances. This review also allows new developments and/or additions to be evaluated in terms of their overall appearance and site design.

There are different thresholds for approval of a site development plan that can occur at the Zoning Administrator or Planning Commission levels. These thresholds can be found in the Site Development Plan / Plot Plan Submittal Requirements application packet, which is available at the Development Services Center at City Hall. A pre-application meeting is recommended for anyone interested in processing an application for a site development plan.

Questions regarding the site development plan process should be directed to the Planning Division at (760) 639-6100.

### **SPECIAL USE PERMITS**

A Special Use Permit is required for specific land uses listed under each of the zoning designations or in accordance with requirements found in the specific plan areas. Special Use Permit requirements are included in Chapter 18.74 of the Development Code. A Special Use Permit is required for land uses that have the potential to adversely impact surrounding properties or uses if not properly addressed and, therefore, require a higher level of review and consideration. A Special Use Permit requires the submittal of an application and fees, and is processed through the Planning Division for the Planning Commission’s consideration. Specific findings must be made in order to grant approval of a Special Use Permit (per Section 18.74.120 of the Development Code). The Special Use Permit application packet is available at the Development Services Center at City Hall. A Pre-Application Conference is recommended for anyone interested in processing an application for a Special Use Permit.

Questions regarding the Special Use Permit process should be directed to the Planning Division at (760) 639-6100.

### **SPECIFIC PLANS**

Specific plans provide applicable zoning and development regulations for certain areas of the City. Specific plans must be consistent with the General Plan and act as a planning tool for defined geographic areas in order to provide for the preservation of natural features, establish specific design elements in a particular area, and/or establish a method for financing needed public improvements. Specific plans combine land use information, zoning, development standards and unique land conditions into one document that is tailored to a specific area. The City currently has 33 adopted specific plans covering areas including, but not limited to, downtown Vista, the Shadowridge area, the Vista Business Park, and the Townsite area.



All specific plans are available at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.



### **SPEED BUMPS**

Speed bumps on public streets require approval of the City Engineer prior to installation. City Council policy 600-07 outlines the criteria and procedures for speed bumps on public streets. The review and approval process for speed bumps on private streets is included in Section 16.57.080 of the Development Code. Questions regarding the placement of speed bumps should be directed to the Land

Development Division at (760) 639-6108.

### **SPHERE OF INFLUENCE**

The City's sphere of influence encompasses properties that are outside the jurisdictional limits of the City. These areas may be affected by, or have effects upon, land use decisions made by the City. The City assigns General Plan designations to properties within its sphere of influence, which will guide land use decisions for these properties if and when owners of these properties seek to annex their properties into the City. Additional information on the City's sphere of influence can be obtained at the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100.

### **STORM WATER ENFORCEMENT**

The City of Vista is a party to the San Diego Municipal Storm Water Permit, which regulates the discharge of storm water runoff within the City. The permit requires that the City review all new development and qualifying applications to ensure projects are implementing storm water quality measures, and to monitor existing businesses and homeowners to ensure current storm water regulations are followed. Storm water requirements are included in Chapter 13.18 of the Municipal Code, and additional information is available online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services, Engineering, and Water Quality Protection Program*.

Questions regarding storm water permitting requirements for new development should be directed to the Land Development Division at (760) 639-6100; questions regarding storm water regulations for existing businesses and homeowners should be directed to the Storm Water Program Manager at (760) 639-6111.

### **STREET IMPROVEMENTS**

Street improvements are required prior to construction of any project which received discretionary approval through the Planning Division as well as prior to issuance of a building permit for a main dwelling unit or second dwelling unit. Street improvements typically require the construction of curb, gutter, and sidewalk; and, if necessary, the widening of the street from the center line on the project side of the street, in accordance with the current street classification found in the Circulation Element of the General Plan. Applicants responsible for street improvements along their property frontage may be allowed to pay a fee in-lieu of building improvements at the discretion of the Land Development Engineer. Street classification and improvement requirements can be obtained at the Development Services Center at City Hall or by contacting the Land Development Division at (760) 639-6100.

### **STREET NAMING AND ADDRESS NUMBERING**

Assignment of public and private street names and addresses numbers are processed through the Planning Division. Specific requirements are listed under Chapter 19.04 of the Development Code. Street addresses are assigned at the

time a planning or building permit application is submitted for a previously unaddressed lot.

New street names for newly created private streets are approved by Planning in consultation with the Fire Department and assigned as part of the Final Map or Parcel Map approval process. Questions regarding new street names should be directed to the Planning Division at (760) 639-6100. Changing existing private street names requires approval of the Fire Department and a formal hearing process that includes a recommendation from the Planning Commission and approval of the City Council. Changes to existing public street names may only be initiated by the City. Additional information on street names and address numbers can be obtained at the Development Services Center or by contacting the Planning Division at (760) 639-6100.

### SUBDIVISIONS

Subdivision means the division of a lot, tract, or parcel of land into two or more lots, sites, or other divisions of land for the purpose of sale or building development. Subdivision of a residential lot into four or fewer lots requires approval of a tentative parcel map, which is processed by the Planning Division and considered for approval by the Zoning Administrator. Subdivision into five or more residential lots requires a tentative subdivision map, which is reviewed by the Planning Division and considered for approval by the Planning Commission. Subdivision design requirements are included in Chapter 17.16 of the Development Code. Requirements for street width, lot size, setbacks, and other development requirements, as well as all application materials are available at the Development Services Center at City Hall, or by contacting the Planning Division at (760) 639-6100. A pre-application meeting is recommended for anyone interested in processing an application for a subdivision.

### TEMPORARY ON-SITE BANNER SIGN PERMITS

A temporary on-site banner sign permit is required for any temporary signage in a non-residential zone or in a residential zone with legally established commercial, institutional, industrial or manufacturing uses. Temporary signs are only permitted on the property on which the use is located; no off-site signs are permitted. Banners meeting specific size criteria are the only types of temporary signs permitted; balloons, pennants, animated signs, or other forms of temporary signage are not allowed. Information regarding Temporary Sign Permits and the review/approval process can be found under Section 18.52.160 of the Development Code.

Application materials are available at the Development Services Center at City Hall, or by contacting the Planning Division at (760) 639-6100.

### TEMPORARY USE PERMITS

Temporary use permits are required for sidewalk/parking lot sale events or other temporary activities. There are two levels of review for temporary use permits;

- An administrative temporary use permit is processed by the Planning Division for events that have little or no impact on surrounding properties, and can often be approved at the Development Services Center.
- A Zoning Administrator temporary use permit is required for larger temporary events such as carnivals, private fire-work shows, etc., which may have impacts on surrounding properties. This type of temporary use permit requires notification of surrounding properties and a public



hearing before the Zoning Administrator.

Major distinctions that define the level of approval are related to whether or not there will be any amplified noise or large crowds at the event. The temporary use permit requirements are included in Chapter 18.76 of the Development Code.

Application requirements are available at the Development Services Center at City Hall, or by contacting the Planning Division at (760) 639-6100.

### **TENANT IMPROVEMENT PERMITS**

Building permits for interior remodel work of commercial and industrial buildings, known as tenant improvements (TIs), are applied for at the Development Services Center at City Hall. The permit application and building plans shall include a completed Hazardous Materials Checklist along with all applicable calculations. The plans are reviewed by the Planning Division at in-take to determine if the plans propose a permitted use on the subject property. Plans for uses not permitted on the subject property will not be accepted. If the proposed use is approved the plans may be submitted for review by the Building Division and any other in house agency as necessary. Some uses require outside agency approval such as restaurants which require County Health Department approval. It is the responsibility of the applicant to obtain these approvals and provide approved plans to the City prior to building permit issuance. For more information contact the Development Services Center at (760) 639.6108.

### **TREES**

Trees located within the public right-of-way require City approval prior to removal. If interested in removing a tree near the roadway, it is advised that the property owner contact the Public Works Department to obtain approval prior to removal. Public Works can be contacted at (760) 639.6176. No City permits are required to remove trees located entirely on private property unless located within or adjacent to the banks of a natural drainage course.

### **UTILITIES**

Please contact the appropriate utility service provider directly with any questions regarding utility service. New utility connections, such as electrical or gas connections also require a permit from the Building Division prior to initiating services. Undergrounding of overhead utilities is typically triggered by issuance of a discretionary planning permit, such as a site development plan or tentative map. Any utility improvements requiring excavation or other work within the public right-of-way also requires approval of a Right-of-Way permit.

Questions regarding new utility connections, undergrounding requirements or improvements should be directed to the Development Services Center at City Hall or to the Land Development Division at (760) 639-6108. Questions regarding water service should be directed to VID at (760) 597-3100. Questions regarding electric and gas service should be directed to SDG&E at (800) 411-7343.

### **VACATION OF RIGHT-OF-WAY AND PUBLIC EASEMENTS**

Vacation of right-of-way refers to the process of the City abandoning responsibility for an area within the public right-of-way, such as a street or alley. In a typical vacation, ownership of the vacated property transfers to the fronting property, or is split between adjacent properties. Vacating a public easement refers to cancellation of the easement agreement between the City and any other parties. Both of these processes require the submittal of an application and fees, and are considered for approval by the City Council. Information and application materials are available at the Development

Services Center at City Hall, or may be obtained by contacting the Land Development Division at (760) 639-6108.

### VARIANCES

A variance is required to obtain a relief from certain development guidelines, such as setbacks, parking, loading, height of wall or fence requirements, or alteration of a nonconforming use. Variances are typically considered when practical difficulties or hardships (typically of natural cause and not as a result of anyone's doing) result from the strict interpretation of the City's codes. Variances are not, however, intended to grant a special privilege to a property not shared by other properties in the vicinity. Variance provisions are included in Chapter 18.74 of the Development Code. Questions regarding variances should be directed to the Planning Division at (760) 639-6100.

### VECTOR CONTROL

Vector Control, or the control of pests and vermin, is handled by the County Department of Environmental Health at (858) 694-2888.

### WALLS

Walls over 3.5 feet in height require a building permit. Specific requirements are listed in Section 18.58.370 of the Development Code. The permitting and design requirements for walls meeting the City's standard specifications are available at the Development Services Center at City Hall. Questions regarding the location and height limitations for walls should be directed to the Planning Division at (760) 639-6100; questions regarding building permits and structural requirements for walls should be directed to the Building Division at (760) 639-6105.



### WATER

Water is provided by the Vista Irrigation District (VID). The Vista Irrigation District is responsible for the provision of water to customers within its service area, development of new water supplies and facilities, and maintenance of their existing facilities. Any questions regarding water service, new connections, water meters, or water bills should be directed to VID at (760) 597-3100.

### WELL PERMITS

Well permits are handled by the County Department of Environmental Health who can be reached at (760) 471-0730. It is recommended that those interested in a well permit contact VID at (760) 597-3100 to determine if there are underlying water rights.

### WIDE LOAD PERMITS/OVERSIZED PERMITS

A Wide Load Permit is required when moving oversized or overweight vehicles on City streets. Approval of the permit is required by the Traffic Operations Manager. Liability Insurance with the City of Vista as Certificate Holder and additional insured is required. These permits can be processed in an expedited manner through facsimile transmission. Contact the Development Services Center at (760)



639.6108 for application materials and facsimile information.

### **ZONE CHANGE**

A Zone Change is required for any property proposing to change the zoning designation on the property as reflected on the City's current Zoning Map. Such actions are legislative and require the approval of the City Council. Zone Changes are typically accompanied by a site development plan or special use permit depicting the proposed development plan for the property being considered. Anyone interested in changing the zoning designation on their property should contact the Planning Division at (760) 639-6100 and make an appointment to discuss their proposed project with the City Planner prior to filing a formal application. A zone change application requires submittal of a non-refundable fee. Application forms may be obtained at the Development Services Center at City Hall.

### **ZONING INFORMATION**

Zoning information can be obtained in person by visiting the Development Services Center at City Hall or by contacting the Planning Division at (760) 639-6100. Title 18 of the City's Development Code includes all zoning regulations from specific zone requirements to different types of permits allowed in the City, and may be searched online at [cityofvista.com](http://cityofvista.com) by going on *Public Records, City Clerk, and Municipal/Development Code*. The Development Services Center also maintains a geographic information system (GIS) database and map that contains zoning information among other pertinent data useful for land development.

### **ZONING ADMINISTRATOR**

The Zoning Administrator is the Community Development Director or his/her authorized agent. The office of the Zoning Administrator was created to relieve the Planning Commission and City Council of certain routine functions necessary for the proper administration of the Development Code. The Zoning Administrator is responsible for making decisions on certain permit applications, such as temporary use permits, minor use permits, plot plans, and tentative parcel maps. Zoning Administrator hearings are held for consideration of minor use permits and temporary use permits (non-administrative type). Hearings take place on Thursdays at 1:30 p.m. at City Hall, on an as needed basis. Information regarding Zoning Administrator hearings may be obtained by contacting the Planning Division at (760) 639-6100. Approved Zoning Administrator minutes and resolutions are available online at [cityofvista.com](http://cityofvista.com) by going to *Departments and Services and Community Development*.

## COMMISSIONS AND ADVISORY BOARDS

### PLANNING COMMISSION

The Planning Commission is a seven-member panel of Vista residents appointed by the City Council to consider land use decisions on behalf of the City. The Planning Commission meets on the first and third Tuesdays of each month at 7:00 p.m. at City Hall. Decisions made by the Planning Commission are appealable to the City Council with submittal of an appeal request (including reasons for the appeal) and applicable fees. Information regarding Planning Commission agendas may be obtained by contacting the City Planning Division at (760) 639-6100 or online at [www.cityofvista.com](http://www.cityofvista.com). Go to *Departments and Services* and *Community Development*.

### TRAFFIC COMMISSION

The Traffic Commission is a seven-member panel of Vista residents appointed by the City Council to advise the City Council regarding a range of traffic safety issues. The Traffic Commission meets on the first Wednesday of each month at 8:30 a.m. at City Hall. Because the Traffic Commission is an advisory board to the City Council, all Traffic Commission recommendations are taken to the City Council for final approval. The Traffic Commission considers issues such as parking zones, stop signs or traffic signals, traffic sign requests, speed limit changes, street improvements, and a range of other traffic safety concerns. Information regarding Traffic Commission agendas may be obtained by contacting the Traffic Engineering Division at (760) 639-6116 or online at [cityofvista.com](http://cityofvista.com). Go to *Agendas and Minutes, Other City Commissions, and Traffic Commission*.

### PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission is a seven-member panel of Vista residents appointed by the City Council to advise the City Council on all matters concerning parks and recreation, and to assist in the coordination of all public agencies and civic organizations to provide sound parks and recreation planning and programming. The Parks and Recreation Commission meets on the fourth Monday of each month at 6:30 p.m. at the Brengle Terrace Community Center. Information regarding Parks and Recreation Commission agendas may be obtained by contacting the Recreation and Community Services Department at (760) 639-6151 or online at [cityofvista.com](http://cityofvista.com). Go to *Agendas and Minutes, Other City Commissions, and Parks and Recreation Commission*.

### PUBLIC ARTS COMMISSION

The Public Arts Commission is a seven-member panel of Vista residents appointed by the City Council to promote and support the public display and public appreciation of art in the City. The Public Arts Commission meets on the first Tuesday of each month at 6:00 p.m. at City Hall. Information regarding Public Arts Commission agendas may be obtained by contacting the Recreation and Community Services Department at (760) 639-6151 or online at [cityofvista.com](http://cityofvista.com). Go to *Agendas and Minutes, Other City Commissions, and Public Arts Commission*.

Any citizens interested in serving on one of the city's Commissions or Boards should contact the City Clerk at (760) 639-6125 for qualifications and application information.

**TELEPHONE NUMBERS*****Community Development***

Administration .....	(760) 639-6100
Building Inspection .....	(760) 639-6106
Code Enforcement .....	(760) 639-6141
Zoning Information.....	(760) 639-6100
Planning .....	(760) 639-6100
Development Services.....	(760) 639-6108
Land Development and Grading.....	(760) 639-6108
Engineering Inspection .....	(760) 639-6113

***Other City Departments***

Mayor and City Council.....	(760) 639-6130
City Manager.....	(760) 639-6131
City Attorney.....	(760) 639-6119
City Clerk .....	(760) 639-6125
Economic Development.....	(760) 639-6165
Engineering.....	(760) 639-6111
Finance.....	(760) 639-6170
Fire (non-emergency; call 911 in an emergency).....	(760) 639-2801
Graffiti Abatement.....	(760) 639-6176
Human Resources.....	(760) 639-6145
Public Services .....	(760) 639-6176
Recreation and Community Services .....	(760) 639-6151
Redevelopment & Housing .....	(760) 639-6191
Sheriff (non-emergency; call 911 in an emergency).....	(760) 940-4551

***Other Local Agencies***

Vista Unified School District.....	(760) 726-2170
San Marcos Unified School District .....	(760) 752-1299
Vista Irrigation District.....	(760) 597-3100
Vista Chamber of Commerce.....	(760) 726-1122
EDCO Disposal.....	(760) 727-1600
North County Transit District .....	(760) 966-6500

***County Agencies***

Assessor's Office (San Marcos Branch) .....	(760) 940-6868
County Zoning / Department of Planning and Land Use .....	(858) 694-3788
Department of Environmental Health.....	(619) 338-2222
County Courthouse .....	(760) 201-8600
Air Pollution Control District.....	(858) 694-3900

**Regional Agencies**

- San Diego Association of Governments (SANDAG)..... (800) 699-4811
- Regional Water Quality Control Board (Region 9)..... (858) 467-2952

**State Agencies**

- Governor’s Office of Planning and Research (OPR) ..... (916) 322-2318
- CA Department of Fish and Game (South Coast Region) ..... (858) 467-4201
- CA Department of Transportation (District 11) ..... (619) 688-6699
- Alcoholic Beverage Control Department (San Marcos Office) ..... (760) 471-4237

**Federal Agencies**

- US Army Corps of Engineers (Los Angeles District)..... (213) 452-3908
- US Fish and Wildlife Service (Carlsbad Field Office) ..... (760) 431-9440

**HOURS OF OPERATION**

**Vista City Hall** is open from 7:30 AM to 5:30 PM Monday through Thursday, except holidays and open alternate Fridays, 7:30 AM to 4:30 PM.

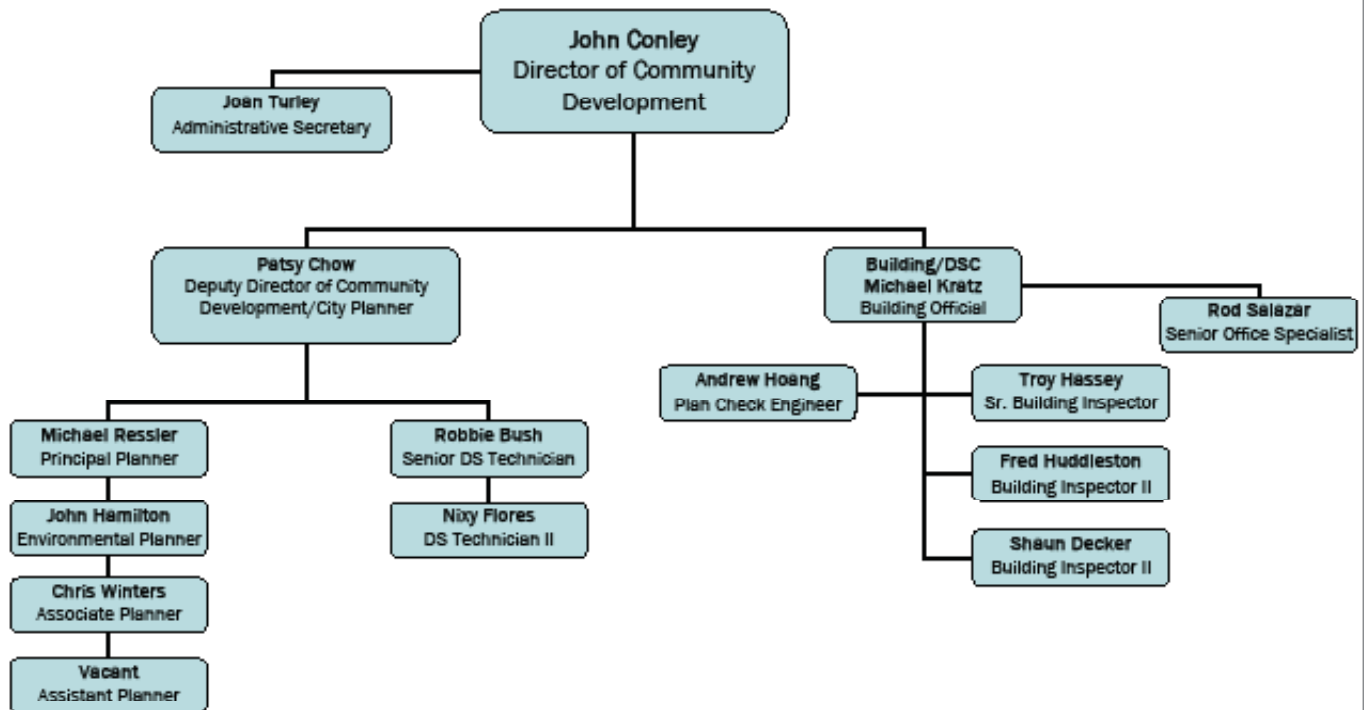
**Development Services Center** is open from 7:30 AM to 5:00 PM on the same days City Hall is open and until 4 pm on Fridays City Hall is open.

**Public Works:** For after hours Public Works needs, call (760) 825.3135



**COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART  
(AS OF AUGUST, 2016)**

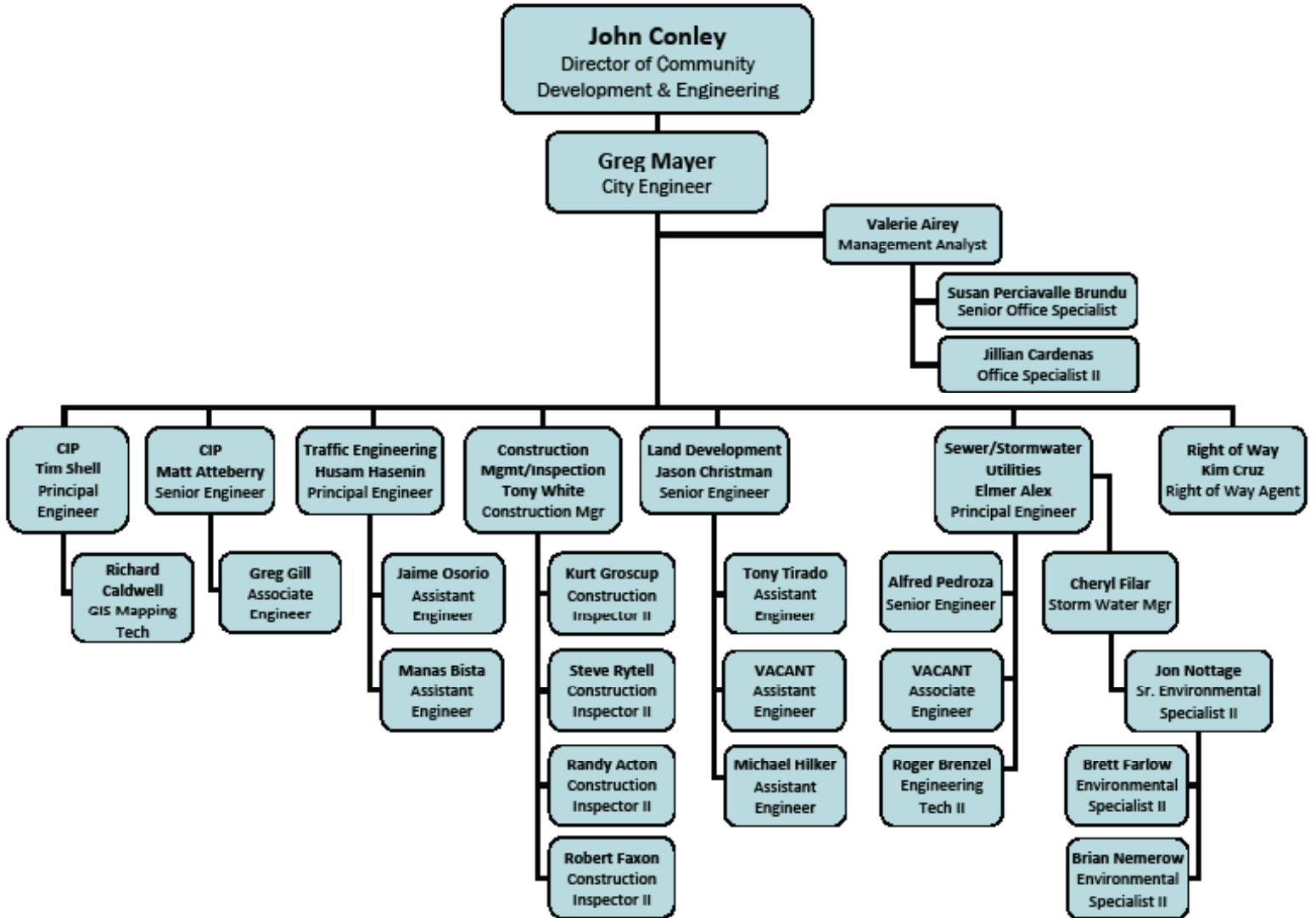
**COMMUNITY DEVELOPMENT DEPARTMENT**



UPDATED 08/08/2016

**ENGINEERING ORGANIZATIONAL CHART  
(AS OF JULY, 2016)**

**ENGINEERING DEPARTMENT**





City of Vista Community Development Department  
200 Civic Center Drive  
Vista, California 92084  
[cityofvista.com](http://cityofvista.com)