

VARIANCE AND MINOR EXCEPTION APPLICATION PACKET



- VARIANCE
- MINOR EXCEPTION

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

THIS PACKET PROVIDES AN OVERVIEW OF THE VARIANCE AND MINOR EXCEPTION PERMIT PROCESS AND THE REQUIRED APPLICATION FORMS.

PURPOSE:

The purpose of a **variance** is to provide flexibility from the strict application of development standards when special circumstances pertaining to the property such as size, shape, topography, or location deprives such property of privileges enjoyed by other property in the vicinity and in the same district, consistent with the objectives of the development code. Any variance granted shall be subject to such conditions where the adjustment authorized does not grant special privileges inconsistent with the limitations upon other properties in the vicinity and district in which such property is situated.

The purpose of a **minor exception** is to provide flexibility necessary to achieve the objectives of the development code. Selected site development regulations and applicable off-street parking requirements are subject to administrative review and adjustment in those circumstances where such adjustment will be compatible with adjoining uses or is necessary to provide reasonable accommodation for persons with disabilities, and consistent with state or federal law, and consistent with the goals and objectives of the general plan and the intent of the code.

PROJECTS SUBJECT TO A VARIANCE OR MINOR EXCEPTION

A summary of development standard adjustments requiring a variance or a minor exception are listed below. Requests that exceed the adjustments listed under minor exception require a variance.

Variance (SMC Section 17.06.040)

Fence/wall heights	Loading facilities
Setbacks	Screening
Lot coverage	Usable open space
Building height	Hedges
Landscaping	Site area
On-street parking	Off-street parking

Minor Exception (SMC Section 17.06.050)

Fence/wall height maximum 2' increase
Setback decrease by no more than 25%
Lot coverage maximum increase 10%
Building height maximum increase 10%
Paved surface increase by no more than 25%
On-site parking maximum reduction 25%
25% of required parking may be located off-site

PROCESS FOR VARIANCE OR MINOR EXCEPTION:

Filing of the Application

1. Contact the Department of Development Services prior to submitting an application to discuss the feasibility of the proposed request.
2. Complete the Variance/Minor Exception Application, submit the required materials listed on page iii, and any other materials requested by staff to the Department of Development Services.

NOTE: Detach the information pages prior to submitting the application

Staff Review

3. The project planner will review your application materials and contact you within 30 days of the application submittal and inform you of additional information that is needed to process your request.
4. After all the required information has been provided to the project planner, a public hearing date will be scheduled with the Director of Development Services for a variance request or a Director's decision date will be scheduled with the Director of Development Services for a minor exception request.

Public Notification and Public Hearing for **Variance ***

5. At least 10 days prior to the public hearing, property owners within 300 feet of the project site will be notified by mail of the forthcoming public hearing. The notice will describe the variance request and identify the time, date, and place of the public hearing.
6. Staff will make a recommendation to the Director of Development Services to approve, deny, or continue the application. Based on the required findings for a variance listed on page 3, the Director may approve the request with or without conditions, deny the request, or continue the public hearing to a later date.

Public Notification and Director's Decision for **Minor Exception ***

7. The applicant and contiguous property owners will be notified 10 days prior to the Director's decision. The notice will describe the minor exception request and will state the project address, decision date, and the name of the Director of Development Services and contact information.
8. The Director may approve the request with or without conditions, deny the request, or continue the decision to a later date based on the required findings for a minor exception listed on page 3.

Appeal

9. The decision of the Director of Development Services may be appealed within 10 days of the decision. If no appeal is filed within 10 days, the decision of the Director becomes effective.

* If the request for a variance or minor exception is associated with a project that requires review by the City Council (i.e. Development Review Permit, Conditional Use Permit, Tentative Map, etc.), the City Council will be the reviewing authority on the variance or minor exception.

SUBMITTAL CHECKLIST

1. APPLICATION

- a. _____ Completed and signed Variance/Minor Exception Application
- b. _____ Environmental Information Form
- c. _____ Sewer & Water Availability Forms (signed by Padre Dam Municipal Water District) Print forms at <http://www.padredam.org/242/Development-Services>
- d. _____ Hazardous Waste Statement
- e. _____ Ownership Disclosure Statement
- f. _____ Project Applicability, Low Impact Development, and Source Control Checklist
- g. _____ Applicants Statement of Justification for Required Findings (page 3)

2. PLANS (Collated, stapled, and folded in sets to 8 1/2" x 11" size)

- a. _____ Eight (8) copies of the site plan
- b. _____ Eight (8) copies of elevation plans / sections
- c. _____ Eight (8) copies of the floor plans
- d. _____ Other plans requested by Development Services

3. TITLE REPORT

- a. _____ Two (2) copies of current (not more than six months old) Preliminary Title Report and Grant Deed. The Preliminary Title Report shall have a copy of each easement referenced in the report.

4. PUBLIC NOTICE PACKAGE required for VARIANCE

- a. _____ One (1) set of San Diego County Assessor's map(s), prepared by a Title Company, marked-up showing the entire property outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in-part with the 300 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale and not reduced.
- b. _____ One (1) copy of the mailing list prepared by the Title Company. A typed list of all affected property owner's parcels highlighted in yellow as above; by Assessor's Parcel Number with names and address. The addresses must be the property owner and not the leaser or renter. In addition, the mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request.
- c. _____ Two (2) sets of stamped (current postage, no postage meter allowed), and addressed (typed) plain (no letterhead) No.10 business envelopes for each property owner on the list (the City will provide the return address). If a property owner has several parcels, you need only submit one envelope.

5. PUBLIC NOTICE PACKAGE required for MINOR EXCEPTION

- a. _____ The Development Services Department will notify contiguous property owners by mail. The applicant is responsible for postage fees and associated mailing fees.

6. FEES

- a. _____ Variance/Minor Exception



VARIANCE

MINOR EXCEPTION APPLICATION

FOR DEPARTMENT USE ONLY

Department of Development Services
 10601 Magnolia Avenue, Santee, CA 92071-1222
 (619) 258-4100, Extension 167

Site Location: _____

Assessor Parcel Number(s): _____

<p>1. Applicant</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p>2. Property Owner</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>(Authorizing Applicant to Submit Application)</p> <p>Print Name: _____</p>
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<p>3. Applicant Representative</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p>4. Designer/Engineer</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>
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6. Parcel Size (Acres): _____ 7. Building Size (sq. ft.): _____
8. Existing Land Use: _____
9. General Plan Land Use Designation: _____ 10. Zone Designation: _____

11. Variance Request:

	<u>Required</u>	<u>Requested</u>
Setback		
front	_____	_____
rear	_____	_____
side	_____	_____
Height	_____	_____
Lot Size	_____	_____
Other	_____	

NOTICE TO CONTIGUOUS PROPERTY OWNERS OF MINOR EXCEPTION

We, the undersigned owners of property adjoining and across the street from the building site, certify that we have been provided notice of the Variance(s) requested.

Property Owner Name _____ Assessor's Parcel Number _____

I hereby certify that the above signatures are the owners of all of the property adjoining and across the street from the building site described above.

Signature

Date

APPLICANT'S STATEMENTS OF JUSTIFICATION

Findings: Before approving a discretionary permit, the City shall make certain findings that the circumstances prescribed below do apply. **On a separate sheet of paper, explain how your project meets the findings for the specific permit requested:**

VARIANCE FINDINGS:

Before granting a variance, the Director shall make the following findings that the circumstances prescribed below do apply:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code;
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties in the same zone;
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone;
4. That the granting of the variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

MINOR EXCEPTION FINDINGS:

The Director shall make the following findings when approving an application for a minor exception:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the general plan and intent of the development code.
 2. That there are exceptional circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties in the same district.
 3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by other property owners in the same district.
 4. That the granting of the minor exception will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same district, and will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
-

I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Signed: _____
(applicant)

Please Print Name: _____

CITY OF SANTEE
ENVIRONMENTAL INFORMATION FORM

Permit Application: _____
Date Submitted: _____

- 1. **Project Title:** _____
- 2. **Proposed Use of the Site:** _____
- 3. **Project Location:** _____
- 4. **Project APN(s):** _____

5. Applicant	Property Owner
Name: _____	Name: _____
Address: _____	Address: _____
City, State, ZIP: _____	City, State, ZIP: _____
Telephone: _____	Telephone: _____

- 6. **Description of Project:** Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheet(s) if necessary. **Attach a site plan and vicinity map in 8 1/2" X 11" format.**

- 7. **Existing General Plan Designation:** _____
- 8. **Existing Zoning:** _____

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

Paved Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sewer Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Septic System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electric Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

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

- 1
- 2
- Not Applicable

Overflight Zone (Exhibit III-4):

- Yes
- No

Safety Zone (Exhibit III-2):

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

Noise Contour (Exhibit III-1):

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

Avigation Easement Area (Exhibit III-6):

- Yes
- No

FAA Height Notification Boundary (Exhibit III-3):

- Yes
- No

The entire Gillespie Field plan can be download from:
<http://www.san.org/Airport-Projects/Land-Use-Compatibility#118076-alucps>

12. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement, including those required by local regional, state, and federal agencies):

13. **TOPOGRAPHY:** Describe the existing topography of the site.

14. **WILL GRADING BE REQUIRED?** Yes No

CUT (CU/YDS): _____ FILL(CU/YDS): _____ PERCENT OF LOT GRADED: _____

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

Date: _____

Applicant Signature

For (Name of the Property Owner)

ATTACHMENT

ATTACH ADDITIONAL SHEETS, AS NEEDED, TO FULLY EXPLAIN ANY OF THE ANSWERS TO THE FOLLOWING QUESTIONS

SUMMARY OF ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist below.

- | | | |
|---|---|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture/Forestry Resources | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Geology / Soils |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology / Water Quality |
| <input type="checkbox"/> Land Use / Planning | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Population / Housing | <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation / Traffic | <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Mandatory Findings of Significance |

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Issues:				
I. AESTHETICS -- Would the project:				
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
<p>II. AGRICULTURE AND FOREST RESOURCES -- In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest protocols adopted by the California Air Resources Board. -- Would the project:</p>				
<p>a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>d) Result in the loss of forest land or conversion of forest land to non-forest use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>III. AIR QUALITY -- Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:</p>				
<p>a) Conflict with or obstruct implementation of the applicable air quality plan?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is nonattainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. BIOLOGICAL RESOURCES -- Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
V. CULTURAL RESOURCES -- Would the project:				
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. GEOLOGY AND SOILS -- Would the project:				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18 1 B of the Uniform Building Code, creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
VII. GREENHOUSE GAS EMISSIONS -- Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emission of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIII. HAZARDS AND HAZARDOUS MATERIALS -- Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
IX. HYDROLOGY AND WATER QUALITY -- Would the project:				
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Expose people or structures to inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. LAND USE AND PLANNING -- Would the project:				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XI. MINERAL RESOURCES -- Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XII. NOISE -- Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XIII. POPULATION AND HOUSING -- Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of road or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XIV. PUBLIC SERVICES -- Would the project:				
a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XV. RECREATION -- Would the project:				
a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XVI. TRANSPORTATION / TRAFFIC -- Would the project:				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation n including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to, level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XVII. UTILITIES AND SERVICE SYSTEMS -- Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed? In making this determination, the Lead Agency shall consider whether the project is subject to the water supply assessment requirements of Water Code Section 10910, et. seq. (SB 610), and the requirements of Government Code Section 664737 (SB 221).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE --

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project have the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current project, and the effects of probable future projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**HAZARDOUS WASTE STATEMENT
CITY OF SANTEE**

Application Number:

Section 65962.5(f) of the State of California Government Code requires that prior to the City of Santee accepting a development application; the applicant shall submit a signed statement indicating whether or not the project site has been identified as a hazardous waste or cleanup site.

Check the following sites for information:

- 1) California Department of Toxic Substance Control (DTSC):
<http://www.envirostor.dtsc.ca.gov/public/>
- 2) State Water Resources Control Board, Groundwater Ambient Monitoring and Assessment (GAMA):
<http://geotracker.waterboards.ca.gov/gama/>
- 3) State Water Resources Control Board (SWRCB), Water Data Library (WDL):
<http://www.water.ca.gov/waterdatalibrary/>

PROJECT SITE INFORMATION	
PROJECT ADDRESS:	ASSESSOR'S PARCEL NUMBER (APN):
<p>IS THE PROJECT SITE AS A HAZARDOUS WASTE OR CLEAN UP SITE:</p> <p>DTSC : <input type="checkbox"/> YES <input type="checkbox"/> NO CASE FILE: _____ DATE OF LIST: _____</p> <p>GAMA: <input type="checkbox"/> YES <input type="checkbox"/> NO CASE FILE: _____ DATE OF LIST: _____</p> <p>SWQCB WDL: <input type="checkbox"/> YES <input type="checkbox"/> NO CASE FILE: _____ DATE OF LIST: _____</p>	
APPLICANT'S NAME/ADRESS:	PROPERTY OWNER'S NAME ADDRESS:
APPPLICANT'S PHONE / EMAIL:	
APPLICANT'S SIGNATURE	DATE SIGNED:



City of Santee
Development Services Dept.
10601 Magnolia Avenue
Santee, CA 92071-1222
(619) 258-4100

OWNERSHIP DISCLOSURE STATEMENT

Project Title: _____

Project No. *For City Use Only* _____

Project Address: _____

Legal Status (please check):

- Corporation (Limited Liability –or- General) What State? _____
Corporate Identification No.: _____
- Partnership (list names below) Individual

(Type or Print Name of Partner)	(Type or Print Name of Partner)
(Type or Print Name of Partner)	(Type or Print Name of Partner)

Please list below the owner(s) and tenants(s) (if applicable) of the above referenced property. The list must include the names, titles and addresses of all persons who have an interest in the property, recorded or otherwise, and state the type of property interest (e.g., tenants, if known, who will benefit from the permit, all individuals, all corporate officers, and all partners in partnership who own the property).
Note: The applicant is responsible for notifying the Project Manager of any changes in ownership during the time the application is being processed or considered. Changes in ownership are to be given to the Project Manager at least thirty days prior to any public hearing on the subject property.

Name (type or print): _____

Title/Property Interest (type or print): _____

Street Address: _____

City/State/Zip: _____

Phone No.: _____ **Fax No.:** _____

Signature: _____

Name (type or print): _____

Title/Property Interest (type or print): _____

Street Address: _____

City/State Zip: _____

Phone No.: _____ **Fax No.:** _____

Signature: _____

FOR ADDITIONAL NAMES, PLEASE WRITE ON BACK OF THIS FORM – THANK YOU



CITY OF SANTEE
Department of Development Services
10601 Magnolia Avenue
Santee, CA 92071-1222

• **Project Applicability, Low Impact Development (LID) and Source Control Checklist**

Project Name: _____ Size: _____ acres/sq. ft.

Project Address: _____ APN: _____

Description of Project: _____

Description of Location: _____

Section 1 – Construction Requirements:

General Construction Permit

If your project disturbs at least one acre of land, you are subject to the State General Construction Permit. A Notice of Intent (NOI) must be filed with the State Water Resources Control Board (SWRCB) and a Storm Water Pollution Prevention Plan (SWPPP) must be prepared for your project.

Is this project subject to the General Construction Permit? Yes No

Section 2 – Development Requirements:

Does the project involve the disturbance of an area greater than an acre, and incorporate the addition of impervious surfaces or landscaping? Yes No

Is the project redevelopment that adds or creates 5,000 sq. feet of impervious surface¹? Yes No

Is the project new development that falls into one of the categories below? Yes No

Check if Applicable

1. Residential development of 10 or more units.
2. Commercial developments greater than one acre.
3. Heavy industry development greater than one acre.
4. Automotive repair shop.
5. Restaurant.
6. Hillside development greater than 5,000 sq. ft. (slope of 25% or more).
7. Project directly discharges to Environmentally Sensitive Area (ESA)(such as the San Diego River, Forester Creek, or Sycamore Creek) and creates at least 2,500 sq. ft. of impervious area or increases impervious area to 10% or more of its naturally occurring condition?
8. Parking lot 5,000 sq. ft. or 15 parking spaces or greater?
9. Streets and roads with 5,000 sq. ft. or greater of new impermeable area?
10. Retail gasoline outlets.

If any of the answers to Section 2 are “Yes,” your project is a “Priority Development Project” and a Stormwater Management Plan (SWMP) must be prepared in accordance with the City’s SUSMP.² **Skip to Section 4 of this form.**

If none of the answers to Section 2 are “Yes,” your project is not a “Priority Development Project” and does not require a Stormwater Management Plan (SWMP). **Complete all Sections of this form.**

Is this a PRIORITY PROJECT that requires a SWMP report? Yes No

¹ See the City’s SUSMP Ordinance for more detail on the definition of “significant redevelopment.”

² Limited exclusion: trenching and resurfacing work associated with utility projects are not considered priority projects. Parking lots, buildings and other structures associated with utility projects are priority projects if one or more of the criteria above are met.

Section 3 – Site Design LID and Source Control BMP Checklist

BMPs	N/A	Yes	No	Comments
"Yes" means incorporated and adequate; "No" means not incorporated or not adequate				
SITE DESIGN BMPS (This applies to all projects in Santee)				
1. Minimize Project's Impervious Footprint and Conserve Natural Areas				
Minimize project's impervious footprint				
Conserve natural areas				
Construct low traffic areas (walkways, trails, patios, parking lots, alleys, etc.) using porous surfaces				
Construct streets, sidewalks, and parking lot aisles to minimum widths				
Maximize canopy interception by preserving existing trees and shrubs				
Minimize use of impervious surfaces, such as decorative concrete, in landscape design				
Preserve natural drainage systems				
Other (list in comments box)				
2. Minimize Directly Connected Impervious Areas				
Drain rooftops into landscaping				
Drain sidewalks, walkways, trails, and patios into landscaping				
Other (list in comments box)				
3. Protect Slopes and Channels				
Convey runoff safely from the tops of slopes				
Vegetate slopes with native or drought-tolerant vegetation				
Control and treat flows in landscaping or other controls prior to reaching existing natural drainage systems				
Stabilize permanent channel crossings				
Install energy dissipators, such as riprap, at the outlets of new conveyances that discharge to unlined channels				
Other (list in comments box)				
SOURCE CONTROL BMPS (This applies to all projects in Santee)				
1. Provide Storm Drain System Stenciling and Signage				
Provide stenciling or labeling of all storm drain inlets and catch basins within the project area with prohibitive language (see City of Santee standard).				
Post signs and prohibitive language which prohibit illegal dumping at public access points along channels and creeks within the project area.				
Maintain legibility of stencils and signs				
2. Design Outdoor Material Storage Areas to Reduce Pollution Introduction				
Materials with the potential to contaminate urban runoff shall either be fully enclosed or protected by secondary				

Application for Variance or Minor Exception

BMPs	N/A	Yes	No	Comments
"Yes" means incorporated and adequate; "No" means not incorporated or not adequate				
containment structures such as berms, dikes or curbs.				
The storage area shall be paved and impervious.				
Storage area will have a roof or awning to minimize direct precipitation within the secondary containment area.				
3. Design Trash Storage Areas to Reduce Pollution Introduction (limited exclusion detached residences)				
Paved with impervious surface, designed not to allow run-on from adjoining areas.				
Screened or walled to prevent offsite transport of trash.				
Provide attached lids on all containers to exclude rain, or use roof or awning.				
4. Use Efficient Irrigation Systems & Landscape Design				
Employ rain shutoff to prevent irrigation after precipitation.				
Design system to each area's specific water requirements.				
Use flow reducers or shutoff valves triggered by a pressure drop to control water loss in the event of broken sprinkler heads or lines.				
Equally effective method to reduce irrigation water runoff.				

Section 4 – Operating Requirements

After your project is complete, certain water quality protection requirements may apply to the facility. The facility owner and operator should be made aware of these requirements.

All municipal, industrial, commercial, and residential sites in the City of Santee are required to implement storm water BMPs to reduce the amount of pollution discharged to the Maximum Extent Practicable (MEP). See Appendix C of the City's Jurisdictional Urban Runoff Management Plan (JURMP) for further details.

Some industrial facilities are also subject to the State General Industrial Permit for Storm Water Discharges (Industrial Permit). To find out if your project may be required to obtain coverage under the Industrial Permit after it begins operations, visit the State Water Resources Control Board web sites at <http://www.waterboards.ca.gov/stormwtr/industrial.html>.

Section 5 – Certification

Name & Title of Person completing form: _____

Telephone number: (____) ____-____ Fax number: (____) ____-____

Email Address: _____ (optional)

I understand that as a condition of my permit, I am required to prevent construction generated or related pollutants from discharging from the project site. All construction projects within the City of Santee are required to implement Best Management Practices (BMPs). I have received a copy of the Construction Factsheet.

Signature of responsible party: _____ Date: _____