

Please submit all items on this checklist through the City of Santee's online permitting and licensing portal (santeeportal.gov) or by visiting cityofsanteeca.gov and clicking *Permitting & Licensing Portal*. Initial review of the items will not begin until all fees are paid. Within 30 days of submittal, the City will provide a written notice deeming the project submittal incomplete or complete. If any items are missing from the checklist below, the application will be deemed incomplete and the City will provide an exhaustive list of the items that were determined to be missing based on the checklist below. Any resubmittal for an application found incomplete will begin a new 30-day review period. Once all the items listed in the submittal checklist have been submitted, the City will provide a deemed complete letter and the items will be reviewed for consistency with City standards.

1. FORMS

- A. Master Planning Application completed and signed by Applicant, Owner, and Applicant's Representative. Must include a full project scope and summary including lot size, zoning, and land use.
- B. Environmental Information Form
- C. Hazardous Waste Statement
- D. Ownership Disclosure Statement
- E. Applicant Statement of Justification
- F. Traffic Analysis Intake Form
- G. Storm Water Intake Form
<https://www.cityofsanteeca.gov/documents/engineering/storm-water/development-planning/storm-water-intake-form.pdf>
- H. Sewer & Water Availability Forms (signed by Padre Dam Municipal Water District)
<https://www.padredam.org/242/Development-Services>
- I. Sustainable Santee Consistency Checklist. Located in Appendix D of the Santee Sustainable Plan on the City's website or here:
<https://www.cityofsanteeca.gov/documents/planning-building/sustainable-santee-plan.pdf>
- J. Title Report (Not more than six months old). The title report shall include a copy of each lien, easement, deed restriction, or other encumbrance on the property, along with complete legal descriptions. Copies shall be clear, legible, and numbered in accordance with all items identified in the title report. Digital links will not be accepted.
- K. Grant Deed matching information of current owner(s).
- L. Current site photos in color and a map identifying location of each photo.
- M. Private and common open space calculation (Districts R-7 through R-30)

2. PLANS

Clearly identify what exists, what is proposed, and what is being removed. In addition, plans must be dimensioned and must provide/show the following:

A. **Project Data/Title Sheet**

1. Site Address and Assessor Parcel Number(s) (APN)
2. Previous related project case numbers (i.e. Pre-Application or Initial Consultation).
3. Gross and net lot area in square feet, or in acres for larger lots. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet
4. General Plan designation
5. Zoning designation and zoning overlays
6. Scope of work statement that clearly/concisely describes the scope of project.
7. For subdivision, include density calculations
8. For subdivisions, show required and proposed lot widths and depths
9. Existing and proposed land use
10. Lot Coverage Calculations (based upon gross lot area)
11. Floor areas (sf) of existing structures, proposed structures, and structures to remain
12. Required and proposed building setbacks, arranged in a table
13. Required and proposed off-street parking calculation based on use
14. Fire Hazard Severity Zone (when located within the Moderate, High and Very High Severity Zones)
15. Project contact information consisting of the name, address, and telephone number of the following people:
 - a. Property owner(s)
 - b. All persons/firms that prepared any portion of the project plans
 - c. Project representative
16. Vicinity map showing location of subject property
17. Sheet index listing all sheets of the project plans and title of each sheet.

B. **Site Plan**

1. North arrow
2. Scale of plans both graphic and written
3. Legend of symbols, lines, abbreviations, etc.
4. Site boundary and dimensioned property lines
5. Topographic survey

6. Location and dimensions of existing and proposed public rights-of-way, dedications, and private access easements
7. Location and dimensions of all driveways to meet the 150-foot hose pull requirement
8. Location of existing structures, proposed structures, and structures to remain
9. Building separation distances
10. Indicate vertical and horizontal dimensions of all proposed architectural projections in any required setback
11. Location of mechanical equipment and proposed screening
12. Existing natural features including waterways, flood plains, wetlands and significant topographical features and any required buffer setback from the feature edge
13. Location of existing and proposed fences & retaining walls
14. Location and dimension of all walkways, driveways, and curb cuts with the proposed construction material
15. Location and dimensions of existing easements
16. Location of exterior light fixtures
17. Off-site structures, uses, and driveways within 100 feet of the subject property when applicable
18. Location, dimension, and number off-street parking and loading spaces
19. Landscaped areas
20. Required setback lines
21. Location of mailboxes (mixed-use, multi-family, & subdivisions) with letter from the Postmaster verifying ability to service
22. Location of trash receptacles or any trash enclosure(s) with a letter from Waste Management verifying ability to service
23. Locations and dimensions of proposed trails or walkways and indication of construction materials
24. Airport Safety Zones - required when property is split within two Safety Zones of the Gillespie Field Airport Land Use Compatibility Plan
25. Location, use, and dimension of private and common open space areas

C. Colored Building Elevations (primary and accessory structures)

1. Exterior elevations of all sides labeled North, South, East, and West
2. Label materials, architectural details/ features (i.e. shutters, planting boxes, window trim, cornices, signs, railing, wood siding, stucco, stone veneer, concrete tile roof, etc.)
3. Height measured from the finished floor to the top of the building
4. Proposed fence and wall elevations including material and height
5. Any exterior mechanical equipment along with any proposed screening

6. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
7. Vertical and horizontal dimensions of all architectural projections (i.e., roof eaves, bay window, chimney, etc.)
8. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials, and colors
9. Cross sections of building(s) with height labeled (determined by staff)

D. Roof plan

1. Locations of ridges, hips, valleys, crickets, parapets, etc.
2. Roof materials
3. Roof equipment
4. Dimensioned eaves
5. Existing and proposed roof pitch
6. Roof decks
7. Direction of drainage flow
8. Area for installation of solar energy systems

E. Floor Plans

1. North arrow
2. Scale of plans both graphic and written
3. Dimension and identify the use of each room/area including garages
4. Wall legend including new walls, existing walls to remain, and walls to be removed
5. Show all locations of doorways, stairways and landings, windows, permanent fixtures, and major mechanical equipment
6. Any subterranean or basement area
7. Outline and dimension of storage space for residential units (required for R-22 and R-30 zones)

F. Preliminary Landscape and Irrigation Plan

1. Plant legend identifying the botanical and common name of all plants and trees as well as the size of each proposed and existing, to be retained, including any street trees. Group plant by type: trees, shrubs, ground cover. Tree Preservation information shall be included.
2. Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, street names, driveways, Utility Transformers, walkways, trails, other paved areas, the footprint of existing and proposed structures including trash enclosures, water features, fences, freestanding walls and retaining walls.

3. Schematic Irrigation Plan. Approximate location of all irrigation lines, valves, and heads.
4. Fuel Modified Defensible Space (Zone 1 and 2) and any planting within either zone.
5. Exterior dimensions and area in square feet for each landscape area proposed.
6. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping and number of trees within parking lot area.
7. Perimeter landscaped strip where any unenclosed facility adjoins a side property line.
8. Indicate whether the project is within the Fire Hazard Severity Zone or not.
9. Water Efficient Landscape Worksheet located in Appendix C of the Water Efficient Landscape Ordinance located here:
<https://www.cityofsanteeca.gov/documents/planning-building/water-efficient-landscape-ordinance.pdf>

G. Preliminary Grading and Improvement Plans

1. Depiction of existing site contours and all proposed grading
2. Total area of land disturbance in square feet
3. Preliminary earthwork quantities, including all cut and fill areas, cut depth, fill height, import, export, and remedial grading
4. Sight distance triangle for driveways, and intersections
5. Show the pad elevations
6. Show slope heights
7. Show location of all retaining walls
8. Area of total existing, total of proposed, and net increase/decrease impervious surfaces in square feet
9. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and/or removed and replaced impervious surfaces
10. Depiction of existing and proposed drainage facilities
11. Depiction of existing and proposed public safety sanitary sewer and sewer laterals. If applicable, show location of existing and proposed septic system and the relation of all aspects of the system to the existing and proposed structures. Label "to remain" or "to be removed."
12. Depiction of existing and proposed water mains, laterals, and meters and indication of size and type. Plans shall indicate fire flow
13. Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) or underground

H. **Tentative Map (TM)**

1. The Engineering requirements for TMs are listed out in Santee Municipal Code (SMC) Section 12.08.010 which can be found at [here](#). These requirements will be all items A1 - A28 and B1-B10.
2. Provide a statement indicating whether the applicant prefers to dedicate land for park or recreation purposes, pay a fee in lieu of land, or both. If dedication of land is preferred, the applicant must specify the land proposed to be dedicated.
3. Provide a tabulation showing the number of dwelling units proposed to be constructed in each portion of development. The Director may waive the tabulation at their sole discretion.
4. Provide a statement requesting early subdivision grading be approved with the tentative map if early subdivision grading is desired by the applicant
5. Provide a waiver request for waivers of any design/development standards. Requests shall identify the standards to be waived and the reason for the request
6. All tentative maps must further conform to any rules and regulations for submittal or tentative maps as specified by the Director (Ord. 656 § 3, 2019)

I. **Signs**

1. Site plan showing locations of all signs to be added or removed
2. Site plan to show total linear footage of building frontage. If business has more than one frontage, label as such and provide secondary building frontage length
3. Site plan to show where the main entrance to the business
4. Provide all dimensions, elevations, color, lighting and materials of all proposed signage
5. Provide the total square footage of all proposed signage

3. TECHNICAL STUDIES AND REPORTS (AS DETERMINED BY STAFF)

All plans, reports, and technical studies shall be wet signed and sealed by the design professional, engineer of record, and/or owner as applicable. Studies and reports shall be prepared in accordance with the Santee Municipal Code, General Plan, and City of Santee Public Works Standards where applicable. Unless listed here or approved by the project planner, all technical studies and reports provided shall be no older than one year.

- A. Geotechnical Report
- B. Hydraulic Analysis
- C. Drainage Study
- D. Storm Water Quality Management Plan (SWQMP)
- E. Traffic Impact Study with Vehicle Miles Traveled (VMT) Analysis
- F. Traffic Study Level of Service (LOS) Analysis
- G. Fire Protection Plan (when located in a Fire Hazard Severity Zone)

- H. School Availability Letter
- I. Biology Study
- J. Air Quality
- K. Noise Study
- L. Cultural Resource Report (Archeological and/or Paleontological)
- M. Green House Gas Emission Study
- N. Phase I and II Environmental Assessment
- O. Photometric Study
- P. Basement Exhibit
- Q. Federal Aviation Administration (FAA) Determination of No Hazard to Air Navigation
 1. Projects within the Gillespie Field Airport influence area are required to comply with the Gillespie Field Airport Land Use Compatibility Plan (ALUCP). These projects are reviewed by the Airport Land Use Commission (ALUC) and require a FAA Determination of No Hazard
 2. Use the FAA Notice Criteria Tool below for further directions on noticing and filing.

<https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>
- R. Any other technical studies or documents not listed above as requested by the Planning & Building Department

4. **PUBLIC NOTICE PACKAGE**

- A. Using the San Diego County Assessor's map as the base, provide a radius map 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 within 300 feet shall have its Assessor's number highlighted in yellow. Assessor's maps must be 11" x 17" (full size) at true scale and not reduced.
- B. One digital set of mailing labels in the standard mailing address format (Avery Template 5360). The list of labels may require a Title Company. The typed list must include all affected property owner's parcels highlighted in yellow. A cover letter/statement of accuracy is to be included from the company or individual who completed the public notice package.
- C. Envelopes and stamps are not required for deposit-based projects. Costs associated with the required public mailing/noticing will be charged to the project deposit account. If the project is fee based, applicant will be asked to provide envelopes and stamps.
- D. If a mobile home park and/or a multi-family residential development are located within the 300-foot radius of the project site, an additional mailing label shall be provided for all the park/development occupants. The label shall be addressed to "Occupant" and shall include the Assessor's Parcel Number and address.



**DISCRETIONARY PLANNING APPLICATION
MASTER SUBMITTAL CHECKLIST**

Rev. 2/28/25

5. FEES

- A. Initial fees or deposits will be due prior to application completeness check and consistency check. The 30-day review period shall not begin until payment is received and will begin as soon as payment is received.
- B. Environmental fees.

6. OTHER SUPPLEMENTAL APPLICATIONS

The following applications require a separate application to supplement this checklist.

- A. Density Bonus Application
- B. Essential Housing Application
- C. SB-330 Application

7. OTHER DOCUMENTS AND FILES NOT LISTED

Please list below any other supplemental documents or files submitted that are not listed:

- A. _____
- B. _____
- C. _____