



LEGISLATIVE PERMITS P-3

Development Services

Planning Division

1635 Faraday Avenue

442-339-2610

www.carlsbadca.gov



REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

The Legislative Permits Application (Form P-3) is the primary means by which the Planning Division collects information necessary to process requests that relate to amendments (changes) to standards, policies, and/or programs. Use the information in this form to put together and complete your legislative permit application. All requested forms and information listed in Part A is required to apply. An overview of the specific items required to complete the city review process is provided in Part B through Part F.

The following development application types are covered by this form:

- **General Plan Amendments (Map and/or Text Amendments)**
- **Local Coastal Plan Amendments (Major and Minor)**
- **Master Plans (including Amendments)**
- **Specific Plans (including Amendments)**
- **Zone Changes (Zoning District Map Amendments)**
- **Zone Code Amendments (Chapter 21 Text Amendments)**

NOTE: If your project requires multiple permit application types, this can be submitted under one Land Use Review Application package, with the permits processed concurrently. Submit the largest number of document sets required from each category and cover the scope of the full package application.

Getting started:

STEP 1 – Complete all requested forms and information listed in Part A of this form. Each legislative permit application submitted to the Planning Division must meet the “Minimum Submittal Intake Requirements” and all processing fees paid before it will be accepted for processing. Project review will not begin unless a duly filed application has been accepted by the Planning Division. Submittals may be rejected if the submittal package is incomplete or current forms are not used.

STEP 2 – Supplement your application and provide detailed information about the proposed project. After an application is cleared for submittal and accepted for processing, the application package will be routed to the appropriate city departments and outside agencies for review and comment and to determine completeness. To complete the city review process, the application package must contain the requested information listed in the “Completeness Determination Requirements Checklist(s)” in Part B through Part F. If you are unsure whether you are required to provide the information listed in the checklist(s), staff will identify which items are necessary for your project as part of the first city review letter, following initial review of the permit application.

If you have any questions regarding a specific requirement or whether all requirements are necessary for your application please call (442) 339-2600 or email planning@carlsbadca.gov.



STEP 1: MINIMUM SUBMITTAL INTAKE REQUIREMENTS

PART A. Submittal Requirements Checklist

NOTE: Each application submitted to the Planning Division must have the Minimum Submittal Intake Requirements (required forms and information included in the application packet) before it will be accepted for intake processing. Ensure all required documents are included in the initial submittal. Planning Division staff may reject submittal of a Land Use Review Application if the application submittal fails to include all the appropriate items listed in this checklist (Part A).

- A.1 Land Use Review Application ([Form P-1](#)).
- A.2 Authorization, Consent, and Disclosure Statement ([Form P-1\(A\)](#)). A dedication or letter of permission to grade or construct other improvements offsite (if applicable) is required to demonstrate consent and authorization.
- A.3 Project Description Statement ([Form P-1\(B\)](#)).
- A.4 Environmental Impact Assessment ([Form P-1\(D\)](#)). The clarity and accuracy of the information you provide is critical for purposes of determining the specific environmental effects of your project. After the application is deemed complete, the city will formally initiate an environmental review and determine whether the project is subject to CEQA. Certain environmental studies might be necessary to make an environmental determination.
- A.5 Financially Responsible Party Statement ([Form P-1\(J\)](#)).
- A.6 Climate Action Plan Consistency Checklist ([Form P-30](#)). If the project triggers requirements per the checklist, include two copies of a project-specific Greenhouse Gas (GHG) Analysis that includes measures to address project impacts. See ([Form P-31](#)) for guidance.
- A.7 Proof of payment of fees: See the Master Fee Schedule for the applicable fee(s).
- A.8 For map amendments (changes): Project plans and drawings required (Part C through Part E).
 - (1) When submitting as a hardcopy, **seven sets** of collated drawings must be submitted with the initial application for each project. Additional plan sets may be required prior to scheduling the project for a public hearing/meeting.
 - (2) All plans must be drawn on **24" x 36"** sheets. When required, electronic plans must be provided in PDF format.
 - (3) When submitting hardcopy plans, all required drawings shall be **collated and stapled** along the left margin and folded to a size no greater than **9" x 12"** or the smallest scale possible when submitted (with the lower right-hand corner of plan visible).
- A.9 For text amendments (changes): Proposed language required (Part F).
- A.10 Public Involvement Package ([Form P-21](#)). Notice of permit application and package fee may be required. A notice of permit application certifying posting may be required along with a legible photo of the posted sign. A public notice package fee may be required at time of application submittal in accordance with the latest Master Fee Schedule. Postage and mailing fees may also be required.
- A.11 Electronic files are required via OneDrive or flash drive for all project submittals. All application materials and completed forms are to be submitted in a digital format at the time of submittal. (Refer to the [Land Use Review Application – Form P-1](#) and the departments' [electronic submission standards](#) for instructions.) Digital storage devices submitted will not be returned to the applicant.



STEP 2: COMPLETENESS DETERMINATION REQUIREMENTS

NOTE: This section of the application form (Part B through Part F) supplements the Minimum Submittal Intake Requirements (Part A) by providing more detailed information about the plan set criteria and other information which the city will apply to complete the city review process. This level of detail is necessary to determine completeness and to evaluate whether the details of the request are consistent with codes and policies. However, not all items listed in Part B through Part F will be required for every development permit application. Part C through Part E will be required for map changes. Part F applies to text changes. A new master plan or specific plan application that proposed map and text amendments will need to complete all sections.

If you are unsure whether you are required to provide the information listed in the checklist(s), staff will identify which items are necessary for your project as part of the first city review letter, following initial review of the permit application. Additional information and/or corrections may be requested by city staff in order to complete review of the application. Failure to provide all the required information listed in this form or as otherwise requested may cause delay or denial of the application.

Before determining an application to be complete, the case planner should be satisfied that the description of the proposed legislative application can be verified and all the plans and supporting documentation are accurate.

PART B. Supplemental Application Forms/Requirements (Based on Details of the Request) - Completeness Determination Requirements Checklist

NOTE: Depending on the nature of the project, the following studies, reports, and exhibits may be required. The need for additional studies, reports, and exhibits may also be determined for the project after the first review cycle. In such cases, the city's review letter will clearly specify that the additional information is necessary for case processing and analysis.

		Required	Received
B.1	Two copies of the Preliminary Title Report (current within the last six months).	<input type="checkbox"/>	<input type="checkbox"/>
B.2	Hazardous Waste Statement (Form P-1(C)).	<input type="checkbox"/>	<input type="checkbox"/>
B.3	Transportation Analysis Need Statement (Form P-42) and the identified studies and/or information requested to complete review of the application (TDM Plan and/or LMA requirements).	<input type="checkbox"/>	<input type="checkbox"/>
B.4	Project Facility Availability Forms from all applicable utilities and agencies and the identified studies and/or information requested to complete review of the application. (1) Project Facility Availability - Fire (Form P-99F) (2) Project Facility Availability - Waste Water (Form P-99S) (3) Project Facility Availability - Water (Form P-99W)	<input type="checkbox"/>	<input type="checkbox"/>
B.5	Habitat Management Plan (HMP) Permit (Form P-18) or Minor HMP	<input type="checkbox"/>	<input type="checkbox"/>

		Required	Received
	Permit (Form P-17) – Required if directly or indirectly impacting natural habitat.		
B.6	Noise study consistent with City of Carlsbad Noise Guidelines Manual. Depending on the size, scope and features of the project and the project site, the city may require additional documentation or analysis to provide substantial evidence supporting a determination that of General Plan consistency, which may include but is not limited to, the preparation of a Noise Study by a qualified consultant.	<input type="checkbox"/>	<input type="checkbox"/>
B.7	For Local Coastal Program Amendments: <ol style="list-style-type: none"> (1) Provide a discussion of the proposed amendment’s relationship to and effect on other sections of the previously certified LCP. (2) List the measures that will implement the LCPA. (3) Identify public access areas and the effect on public access (only for area between first public road and the coast). (4) An analysis of potentially significant adverse cumulative impacts on coastal resources. 	<input type="checkbox"/>	<input type="checkbox"/>

PART C. Map Changes. Preparation Information - Completeness Determination Requirements Checklist

- C.1 All site plans (engineering and architectural) legible and drawn to a scale, not to exceed **1" = 40' or 1/8" = 1"**. An engineering scale must be used for the site plan and the architectural scale for floor plans and elevations.
- C.2 A one-sheet master plan is required when the detailed site plan cannot contain the entire project on one sheet. The index must list all sheets of the proposed project plans in the order presented.
- C.3 All plans must be labeled with sheet title. Sheet title blocks must remain consistent on each page of the plan set including sub disciplines. Reserve a location on each plan sheet for city stamps. The size must be a minimum of 3" x 2" and be in the same location on every sheet.

PART D. Map Changes. Application and Project Information - Completeness Determination Requirements Checklist

- D.1 Provide name and address of the owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- D.2 Provide name, address, and phone number of the registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- D.3 Provide vicinity map showing major cross streets.
- D.4 Provide date of preparation/revisions.
- D.5 Provide project name and application types submitted.
- D.6 Provide planning case number or numbers in the upper right-hand corner (the city will provide the numbers at time of application).
- D.7 Indicate the scale used and north arrow must be included on the plans. The north direction should be towards the top of the sheet unless infeasible.
- D.8 Provide a land use summary table of the following items as applicable:

- (1) Street address, assessor's parcel number(s), and legal description.
- (2) Site acreage (net and gross calculations). Include the total number developable and undevelopable lots proposed. Include the area of the site and acreages that is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state so on the plans.
- (3) Existing and proposed land use designation and zoning.

PART E. Map Changes. Constraints Plan - Completeness Determination Requirements Checklist

- E.1 Identify and show major ridge lines.
- E.2 Identify and show riparian or woodlands.
- E.3 Identify and show intermittent drainage course.
- E.4 Identify and show 25 - 40% slopes.
- E.5 Identify and show greater than 40% slopes.
- E.6 Identify and show major rock outcroppings.
- E.7 Identify and show easements.
- E.8 Identify and show floodways.
- E.9 Identify and show archaeological sites. (Do not identify location. List in map legend if present.)
- E.10 Identify and show special planning areas - Type of special planning area.
- E.11 Identify and show biological habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.)
- E.12 Identify and show beaches.
- E.13 Identify and show permanent bodies of water.
- E.14 Identify and show wetlands.
- E.15 Identify and show land subject to major power transmission easements.
- E.16 Identify and show railroad track beds.
- E.17 Identify and show sensitive species and habitats on project site and within 100 feet of the project site. Show biological buffers and fire suppression areas/fuel modification zones.

PART F. Text Changes. Project Information - Completeness Determination Requirements Checklist

- F.1 Provide current text citation and language.
- F.2 Provide proposed text citation and language signified as replacements, additions, or revisions to existing text. Revisions to existing text must be shown in order by section number, with ~~strikeout~~ typeface (i.e. ~~strikeout~~) illustrating deletions and underline typeface (i.e. underline) illustrating new text.
- F.3 Provide a clean-copy of the proposed changes (text citation and language).
- F.4 Explain why the text change is needed and provide a rationale for the request. Also note special circumstances that establishes need and whether the change would provide additional use rights or privileges permitted. For example, explain how the proposed text change benefits the use of a specific property and in the zone in which the subject property is located.

NOTE: When the application is tentatively scheduled to be heard by the decision-making body, the project planner will contact the applicant and advise him to submit the public hearing notice package including the **radius map, two sets of the property owners list including the applicable Homeowners Association (HOA) and labels.** The applicant shall sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will not go forward without public noticing.