



HABITAT MANAGEMENT PLAN PERMIT - MINOR P-17

Development Services

Planning Division
1635 Faraday Avenue
442-339-2610
www.carlsbadca.gov



REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

The following development application types are covered by this form:

- **Habitat Management Plan Permit - Minor**

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 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 H. 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 Hazardous Waste Statement ([Form P-1\(C\)](#))
- A.5 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.6 Time Limits on Discretionary Permits Acknowledgement ([Form P-1\(E\)](#)).
- A.7 Financially Responsible Party Statement ([Form P-1\(J\)](#)).
- A.8 Certificate of Accuracy ([Form P-37](#)).
- A.9 Two copies of the Preliminary Title Report (current within the last six months).
- A.10 Proof of payment of fees: See the Master Fee Schedule for the applicable fee(s).
- A.11 Photographic Survey that contains photographs of the project site. Where required, the following guidelines apply:
 - (1) Photographs shall be taken from the project boundaries at four or more locations, with onsite and off-site views. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site. The photo survey shall include and be used to document site constraints such as views for evaluating factors such as the need for brush management, vegetation, or environmental adjacency issues.
 - (2) Include a key map indicating the location and direction from which each photograph was taken.
 - (3) Provide photos in a digital format. The photos shall be saved in JPG format and named and numbered consistent with the key map legend.
- A.12 Project plans and drawings required (see STEP 2; Part C through Part E).
 - (1) When submitting as a hardcopy, **five 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.13 Biological Resources Technical Report (see STEP 2; Part H)
- A.14 Two copies of a completed and signed "Storm Water Standards Questionnaire" ([Form E-34](#)).
- A.15 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.16 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 H) 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 H will be required for every development permit application.

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	Five copies of a conceptual landscape planting plan is usually required with the application package submitted to the Planning Division, in accordance with Section 3 of the City Landscape Manual .	<input type="checkbox"/>	<input type="checkbox"/>
B.2	For projects larger than 1-acre, a Preliminary Hydrology Study including map and calculations to demonstrate capacity/sizing of proposed and existing storm drain infrastructure. Show before and after discharges to each included drainage basin. Depending upon the complexity of the project, a Preliminary Hydrology Study may be required on any project.	<input type="checkbox"/>	<input type="checkbox"/>
B.3	Two copies of the preliminary Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version, the city's SWQMP template (Form E-35) and must include the following: <ul style="list-style-type: none"> (1) Fully detailed DMA and hydromodification exhibits (24" x 36") (2) Water quality calculations/worksheets consistent with BMP details and plans (3) Hydromodification narrative and calculations consistent with BMP details and plans, if applicable (4) Determination of critical course sediment yield area applicability and analysis, if applicable (5) Infiltration Feasibility Analysis, if applicable (6) Table D.1.1 form completed by the geotechnical engineer (7) Location and size of BMP in the report to match grading plan (8) Trash capture BMP calculations, model and locations, if applicable 	<input type="checkbox"/>	<input type="checkbox"/>

		Required	Received
	(9) Unrestricted access to BMP(s) for city inspection.		
B.4	Two copies preliminary Trash Capture Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version. Refer to the city's Trash Capture SWQMP template (Form E-35A). (1) Trash capture BMP calculations, model and locations. (2) Fully detailed DMA exhibit (24" x 36").	<input type="checkbox"/>	<input type="checkbox"/>
B.5	Two copies of a completed and signed "Standard Project Requirement Checklist" (Form E-36) in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version.	<input type="checkbox"/>	<input type="checkbox"/>
B.6	Two copies of the preliminary soils/geologic report, prepared in accordance with the city's Technical Guidelines for Geotechnical Reports available on the city's website, for all projects with cut or fill depths exceeding 4 feet, deep foundation systems such as drilled piers, shoring, or in areas of significant geologic hazards.	<input type="checkbox"/>	<input type="checkbox"/>

PART C. 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. 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 land use designation and zoning.
 - (4) Existing and proposed land use activities or classification of lots as to intended residential, commercial, industrial or other uses.
- D.9 Provide a landscaping and open space summary table of the following items as applicable:
- (1) Total acreage or square footage and percent of land to be preserved as open space.
 - (2) Total acreage or square footage and percent of land to be improved or common open space areas.
 - (3) Total acreage or square footage of the rehabilitated landscaping area.
 - (4) Total acreage or square footage of the new landscaping area.
 - (5) Percentage of shade tree planting canopy area over the new parking areas, percentage over the new hardscape areas, and percentage over the new landscaping areas.
 - (6) Quantification of existing and proposed hardline areas and percentage of site area (net and gross).
 - (7) Quantification of specific preserve related information including the acreage of each habitat type and quality of habitat and percentage of area (net and gross).
- D.10 Provide a site conditions summary table of the following, items as applicable:
- (1) Grading quantities (cut, fill, import, export, and remedial) and the total area of land disturbance in square feet.
 - (2) Existing and proposed drainage discharge (CFS).

PART E. Site Plan Information - Completeness Determination Requirements Checklist

- E.1 Show and label all exterior site boundaries scaled and dimensioned.
- E.2 Show location, dimensions, and layout of all open space areas.
 - (1) Show proposed lot configuration, proposed streets, proposed grading design, and proposed open space areas.
 - (2) Show existing groundcover, shrubs, and trees. Major vegetation, showing size and type, both within the project and offsite for a distance of 100 feet. Existing onsite and street trees; those to be removed and those to be saved. Proposed removal of street trees will require approval per CMC Section 11.12.090 before project can be deemed complete.
 - (3) Number and label each proposed preserved open space area.
 - (4) Indicate natural open space or improved open space, as an open space lot or with "Open Space – Restricted Use Area" delineation.
 - (5) Show and describe the type of improved open space within each improved open space area.
- E.3 Show location and dimensions of significant waterways, flood plains, and/or other topographical features.
- E.4 Show location and dimensions of railroads.
- E.5 Show location and dimensions of all easements (open space, water, sewer, etc.)
- E.6 Provide legal description of the exterior boundaries of the subdivision (approximate bearings, distances and curve data).
- E.7 Show approximate location and dimensions of existing and proposed buildings, walls, fences, and permanent structures onsite and within 100 feet of site. Indicate extensions of rooflines beyond building walls. Where an addition is proposed to a remodeling or alteration project, the plan must indicate the relationship of the improvement to the existing development with hatching or shading to identify the area

of addition.

- E.8 Identify each lot or parcel as developable or non-developable. Each lot on a tentative subdivision map must be numbered with Arabic numerals commencing with "1." Each lot on a tentative parcel map must be designed by consecutive letters of the alphabet commencing with "A."
- E.9 Identify the proposed gross and net lot area for each proposed lot.
- E.10 Plot the setback dimensions for the required front, rear and side yard setbacks for all structures. Indicate with a dashed line the building envelope created by the setback lines.
- E.11 Plot the distance between buildings and/or structures.
- E.12 Show and label the top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.
- E.13 For projects within a Proposed Hardline Preserve Area, the following additional information shall be provided:
 - (1) A map showing the precise boundary of the proposed development area and the proposed preserve area.
 - (2) For those projects within a Proposed Hardline Area where the proposed area of preservation does not match the proposed hardline area, provide a map showing the boundaries of the existing and proposed hardline areas. Also provide a biological analysis demonstrating the equivalency of the proposed hardline preserve area to the existing, approved hardline, in terms of acreage of each habitat type and quality of habitat.
- E.14 For projects within a Standards Preserve Area, the following additional information shall be provided:
 - (1) An analysis detailing how the project complies with the standards and conditions contained in the Habitat Management Plan (HMP), Multiple Habitat Conservation Plan (MHCP), the Implementing Agreement (IA), and any applicable conditions in the State Natural Communities Conservation Plan (NCCP) permit and Federal Section 10(a)1(B) permit.
 - (2) A map showing the resulting hardline preserve boundaries at a minimum scale of 1" = 400'.
 - (3) A discussion, with accompanying graphics if needed, detailing how the project development is located in the least biologically sensitive portion of the project site.
- E.15 For projects that impact Narrow Endemic Species, the following additional information shall be provided:
 - (1) A graphic depiction of all Narrow Endemic Species located on the project site.
 - (2) A written biological description of the status of the Narrow Endemic Species.
 - (3) Quantification of both the proposed preservation and impact to the Narrow Endemic Species associated with the project, including direct and indirect effects on an area and individual plant basis.
 - (4) A written report of the feasibility or infeasibility of total avoidance of Narrow Endemic Species population(s).
 - (5) A written description of project design features that reduce indirect effects such as edge treatments, landscaping, elevation differences, minimization and/or compensation through restoration or enhancement and consistency with the HMP adjacency standards.
- E.16 For projects that impact wetlands, the following additional information shall be provided:
 - (1) A graphic depiction of all wetlands located in the property where the development project is located.
 - (2) A written biological description of the status of the wetlands.
 - (3) Quantification of the proposed impacts to the wetlands associated with the project.
 - (4) Written analysis of the inability to avoid impacts to the wetlands, including an analysis of alternative development features and locations, in accordance with MHCP guidelines.
 - (5) Written description of project design features that minimize impacts to wetlands including buffers as described in Section 7-11 of the HMP.

PART F. Grading Plan - Completeness Determination Requirements Checklist

- F.1 Show and label limits of grading including limits of remedial grading, if required.
 - (1) Include limiting dimensions, elevations, and finish contours for all grading work, and proposed drainage channels and related construction.
 - (2) Location of top and toe of all cuts and fills.
 - (3) Location of all "daylight" lines.
 - (4) Legally enforceable authorization for off-site grading and/or improvements on adjacent private property.
- F.2 Vertical datum must be NGVD 29 for all elevations per City Engineering Standards.
- F.3 Show and label approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- F.4 Identify earthwork volumes: cut, fill, remedial, import and export.
- F.5 Provide spot elevations at the corners of each pad.
- F.6 Identify method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
 - (1) Show existing/proposed roof downspout locations.
- F.7 Show location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed project site; show flowline and top of grade elevations.
- F.8 Show and label the 100-year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- F.9 Provide detail, location, and size of all post-development Best Management Practices (BMPs) to be used. Show unrestricted access for city staff to all BMPs.
- F.10 Identify and label the proposed elevation (vertical datum NAVD 88) in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)].
- F.11 In FEMA Zone AO or VO show the elevation (vertical datum NAVD 88) of the highest adjacent grade and proposed elevation of the lowest floor of all structures. (For Floodplain Special Use Permit (SUP).)
- F.12 Identify and label the proposed elevation (vertical datum NAVD 88) in relation to the mean sea level to which any structure will be flood proofed. (For Floodplain Special Use Permit (SUP).)

PART G. Constraints Plan - Completeness Determination Requirements Checklist

- G.1 Identify and show major ridge lines.
- G.2 Identify and show riparian or woodlands.
- G.3 Identify and show intermittent drainage course.
- G.4 Identify and show 25 - 40% slopes.
- G.5 Identify and show greater than 40% slopes.
- G.6 Identify and show major rock outcroppings.
- G.7 Identify and show easements.
- G.8 Identify and show floodways.
- G.9 Identify and show archaeological sites. (Do not identify location. List in map legend if present.)
- G.10 Identify and show special planning areas - Type of special planning area.
- G.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.)
- G.12 Identify and show beaches.
- G.13 Identify and show permanent bodies of water.

- G.14 Identify and show wetlands.
- G.15 Identify and show land subject to major power transmission easements.
- G.16 Identify and show railroad track beds.
- G.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 H. Biological Resources Technical Report - Completeness Determination Requirements Checklist

- H.1 The biological resources technical report shall be prepared by a qualified biologist and meet the City of Carlsbad Guidelines for Biological Studies (TAIC, 2008 as amended).
- H.2 Indicate the location and quantities of all habitat and vegetation on the property (including any off-site work areas). The biological report shall also identify any HMP covered species, the location of any off-site wetlands, riparian habitat, oak woodland, nesting raptors or narrow endemic species located within 100 feet. All biological surveys and vegetation mapping must be conducted at an appropriate time of year to identify all potential biological resources, including narrow endemic species.
- H.3 Show area related preserve mapping:
 - (1) Preserve area and impact area. If changes are proposed to hardline boundary map, map must show current and proposed boundary and demonstrate equivalency.
 - (2) Analysis showing compliance with the HMP, map showing boundary of HMP hardline, demonstration that impact is in least environmentally sensitive.
 - (3) Narrow Endemic Species – analysis, maps, and compliance with Narrow Endemic Policy.
 - (4) Wetland habitat – analysis, maps, etc. Demonstrate that analysis was done to avoid as much as feasible (show alternative design features and locations, buffers, etc.).
- H.4 Show location of biological buffers (wetlands, riparian, uplands, species-specific, etc.).
- H.5 Show location and dimensions of all existing and proposed easements (open space, water, sewer, etc.) and fire suppression areas/fuel modification zones.
- H.6 Provide a photometric study to identify location and intensity of light spill in biological buffers.
- H.7 Provide an impact analysis showing permanent impacts to wetlands, riparian, uplands, species-specific, etc. and how the impact is minimized/avoided to the greatest extent possible.
- H.8 Provide an impact analysis showing temporary impacts to wetlands, riparian, uplands, species-specific, etc., from staging access, areas to be revegetated, etc.) and how the temporary impact is minimized/avoided to the greatest extent possible. Acreage tables should show these temporary impacts separately (1:1 ratio vs. > 1:1 ratio).
- H.9 Provide an analysis of how the development project complies with the requirements and standards of the HMP including, but not limited to:
 - (1) An analysis, and graphics if necessary, detailing how the project complies with the mitigation requirements contained in Table 11 and the coastal standards of the HMP.
 - (2) An analysis of how the development complies with the additional preservation conditions contained in Section 21.210.040D of the Zoning Ordinance.
 - (3) A description of proposed additional mitigation consistent with Sections 21.210.040.C and E of the Zoning Ordinance.
 - (4) The appropriate materials and information described below, depending on the preserve status and habitat or species types located on the project site.

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.