



**CONSISTENCY DETERMINATION  
SUBMITTAL PROCEDURES  
AND APPLICATION  
P-16**

[Development Services](#)

**Planning Division**  
1635 Faraday Avenue  
(442) 339-2610  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

***What you need to give us:***

- Application form (**signed by the owner(s) of the property unless applicant has sufficient legal interest in the property.**)
- Fee (See current fee schedule for cost)
- Detailed written description of the proposed revision(s)
- Two (2) sets of your site plan **folded to 8 ½ x 11**
- Revised site plans and/or elevations and floor plans
- Exhibits/plans/tables, which provide a comparable analysis of the existing project and proposed revised project

***WHEN and WHERE to submit:***

Your application may be submitted at the Planning Division counter at 1635 Faraday Avenue. The consistency determination application must be submitted by appointment\*. Please call 442-339-2600 to make an appointment.

***HOW your application is processed:***

After a submittal is made, the project planner and project engineer will be assigned the project.

Written responses to your submittal will be mailed following the Planning and Land Development Engineering review (and other divisions/departments as applicable) and should be received by you within thirty days after the review date. Please keep in mind that additional information may be requested in order to make a consistency determination and project issues of concern.

Upon approval of a Consistency Determination, the City Planner will request the project applicant to submit two (2) blue-line copies (24"x36") of all Consistency Determination exhibits to be stamped "Consistency Determination." Also, you may need to provide the City with a reproducible 24"x36" mylar copy of an amended Site Plan which must be stamped "Consistency Determination" to obtain the City Planner's signature.

Please review [Policy 35](#) (attached) to determine if your project qualifies for a Consistency Determination.

