



PLANNING DEPARTMENT
 3232 MAIN STREET
 LEMON GROVE, CA 91945
 (619) 825-3805

Permit Application Requirements

	Amendment General Plan, Specific Plan)	Annexation	Boundary Adjustment ¹	Certificate of Compliance ¹	Code Amendment	Conditional Use Permit ¹	Interpretation	Initiation Request	Landscape Review ¹	Minor Use Permit ¹	Planned Development Permit ¹	Pre-Application Review	Specific Plan	Substantial Conformance	Tentative Parcel Map ¹	Tentative Map ¹	Time Extension	Variance	Zoning Map Change	Zoning Clearance ¹	
Pre-application Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Application	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Storm Water BMP "1" Forms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Environmental Assessment Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Grant Deed & Preliminary Title Report	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Site Photos	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Site Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Architectural Elevations & Floor Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Landscape & Irrigation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Grading & Drainage Plan (Prelim.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Plat Map	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tentative Map	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Impact Letters or Technical Studies	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Digital Files (USB Drive)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fees	See fee list on reverse side																				

X = Required
 *Additional documentation may be requested by staff. Appeals only require fee payment and description of request. Modifications submittals vary by request.
¹Applications for cannabis, wireless facilities, alcoholic beverages, and Tentative Maps, Landscaping, etc. require additional information (see separate handouts).

PLANNING FEES (partial)

	Processing Fee Minimum	Initial Deposit Amount
DEVELOPMENT		
Annexation		
Amendment & Initiation, General Plan	None	\$ 3,000
Amendment & Initiation, Specific Plan	None	3000
Conditional Use Permit Application	None	\$ 1,500
Modification	None	\$ 785
Time Extension (Staff Review)	None	\$ 250
Time Extension (PC/CC Hearing Review)	None	\$ 500
Landscape Plan Review	None	\$ 150
Minor Use Permit Application	None	\$ 500
Modification	None	\$ 300
Time Extension (Staff Review)	None	\$ 100
Time Extension (PC/CC Hearing Review)	None	\$ 500
Planned Development Permit Application	None	\$ 2,000
Modification	None	\$ 1,000
Time Extension (Staff Review)	None	\$ 250
Time Extension (PC/CC Hearing Review)	None	\$ 500
Substantial Conformance Review	None	\$ 350
Pre-Application Review / Meeting	None	\$ 500
Variance	None	\$ 750
Minor Modification	None	\$ 100
Time Extension	None	\$ 350
Zoning Clearance	None	\$ 350
Zoning Clearance, Cannabis	None	\$ 2,000
Zoning Reclassification / Amendment	None	\$ 1,000
SUBDIVISION		
Boundary Adjustment / Lot Merger	\$ 150	\$ 1,650
Certificate of Compliance	None	\$ 350
Tentative Map, Application	\$ 750	\$ 3,750
Additional Per (5-25) Lots	\$ 125	
Additional Per (26-50) Lots	\$ 100	
Additional Per (51+) Lots	\$ 75	
Revised Map	\$ 150	
Time Extension	None	\$ 350
Tentative Parcel Map, Application	\$ 150	\$ 2,550
Additional Per Lot	\$ 150	
Revised Map	\$ 150	\$ 1,550
Time Extension	None	\$ 350
MISCELLANEOUS		
Appeal, Project Processing (non- refundable)	None	\$ 150
Appeal, Cannabis Processing Fee (non- refundable)	None	\$ 1,000
Document Review / Preparation	None	\$ 500

___ 1. PRE-APPLICATION MEETING

The applicant shall contact the Planning Department staff to schedule an appointment for a pre-application meeting before applying. Appointments can be made by calling (619) 825-3805.

___ 2. APPLICATION

One copy of the completed application form must be completed.

___ 3. STORM WATER BMP REQUIREMENTS APPLICABILITY FORM

- a) A Storm Water BMP Requirements Applicability "I Form #1" (attached) must be submitted with all applications to determine if a Storm Water Quality Management Plan (SWQMP) and Hydrology Study/Drainage Analysis must be prepared. Additional "I Forms #2 & #3" may be required based on answers to the first form.
- b) If required by above (a), submit a Water Quality Technical Report and Hydrology Study with this application package.

___ 4. ENVIRONMENTAL ASSESSMENT FORM

An Environmental Assessment Form shall be submitted for all discretionary projects to determine the potential environmental impacts of the proposed project. If it is determined that the proposal may have a significant impact, an Initial Study will be required. The Initial Study helps determine if an Environmental Impact Report (EIR) or Negative Declaration/Mitigated Negative Declaration would be required.

___ 5. GRANT DEED AND TITLE REPORT

The application shall include one (1) copy of the grant deed and preliminary title report for the property.

___ 6. SITE PHOTOS

Provide photos of the project site and surrounding area to document existing site conditions.

___ 7. SITE PLAN

The applicant shall submit a site plan drawn to city standards and to scale in the following quantities and sizes.

- (1) One set of full size D Sheets (folded and stapled to 8½" x 11")
- (1) One set of 11" x 17" sheets (folded and stapled to 8½" x 11")
- (1) One 8½" x 11" reduced set. Plans must be legible, drawn to scale, and accurately show what is proposed.

___ 8. ARCHITECTURAL PLANS (ELEVATIONS) AND FLOOR PLANS

The applicant shall submit architectural plans and floor plans. Architectural plans may be substituted by photos for existing developments when no exterior construction is proposed.

___ 10. GRADING AND DRAINAGE PLAN

The application shall include one (1) copy of a conceptual grading and drainage plan for all new construction accurately drawn to scale and prepared by a registered civil engineer or licensed architect. If a grading plan is not required, provide a letter from a registered civil engineer.

___ 11. CONCEPTUAL LANDSCAPE PLAN

The application shall include one (1) copy of a conceptual landscape and irrigation plan. The plan should indicate a plant palette. A final landscape and irrigation plan will be required as a separate landscape submittal to be processed concurrently with building permit plans. For further information on landscaping requirements, please consult City Guidelines for On-Site Landscaping.

___ 12. TENTATIVE MAP / PLAT MAP

Tentative maps are representations of tracts of land prepared by a licensed surveyor or registered civil engineer. Tentative maps are required when creating a new lot or adjusting/merging five or more lots. Plat maps are necessary with Certificates of Compliance or when adjusting/merging four or fewer existing lots.

___ 13. IMPACT LETTERS or TECHNICAL STUDIES

Each project for a proposed development requiring discretionary review must submit either a traffic impact letter or study depending on the size and potential impacts of the request. Additional studies including acoustical, cultural, historical, biological, geotechnical, hydrology/drainage, etc. may be required based on potential project impacts.

___ 14. DIGITAL FILES

All applications shall include a USB (thumb) drive with PDFs of all application documents submitted to the Planning Department. All files must be equally sized at 8½" x 11" and include JPEG copies of all photos. Please note, thumb drives will not be returned.



PLANNING DEPARTMENT
 3232 MAIN STREET
 LEMON GROVE, CA 91945
 (619) 825-3805

STAFF ONLY	
Case Number	_____
Filing Fee \$	_____ Receipt No. _____
Date Received	_____ By _____
Zoning Designation	_____
New or Modification	_____
Related Cases	_____

PLANNING PERMIT APPLICATION

(Mark multiple permit types if project involves more than one permit type)

- | | |
|--|---|
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Planned Development Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Pre-Application Review |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> Boundary Adjustment | <input type="checkbox"/> Substantial Conformance |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Tentative Map |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Interpretation | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Initiation | <input type="checkbox"/> Zoning Map Change |
| <input type="checkbox"/> Landscape Review | <input type="checkbox"/> Zoning Clearance |
| <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Other _____ |

SUBJECT PROPERTY ADDRESS:

Address: _____ APN: _____

This application being signed under penalty of perjury and does not require notarization.

APPLICANT:

Name: _____ Signature: _____
 (Please type or print) Date: _____

Address: _____

Phone No. _____ Fax No. _____ Email: _____

PROPERTY OWNER(S) I/We, the property owner, consent to the filing of this application and authorize City representatives to enter upon my property for inspections.

Name: _____ Signature: _____
 (Please type or print) Date: _____

Address: _____

Phone No. _____ Fax No. _____ Email: _____

***A separate sheet may be attached if more than one owner.**

***Properties owned by a legal entity must provide creation documents showing ownership.**

PROJECT OPERATIONS:			
Number Daily Vehicle Trips Generated:			
Number of Vehicle Miles Traveled (VMT):			
Average Trip Length (miles):		Service Area Radius (miles)	
Facility to be Open Weekdays from:		AM	PM
Facility to be Open Weekends from:		AM	PM
Number of Clients / Customers / Users per Weekday:			
Number of Clients / Customers / Users per Weekend day:			
Total # of Employees:		# of Employees per Shift:	
Total # of Shifts per day:			

CONSTRUCTION / IMPLEMENTATION SCHEDULE:		
Beginning Date of Construction / Implementation :		
Completion Date of Construction / Implementation :		
Is Construction to be Completed in Phases? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list project phases below:		
Phase	Commencement	Completion

PROJECT SITE USE:	
The Most Recent Use of the Project Site:	
Proposed Use of the Project Site:	

ENVIRONMENTAL SETTING:				
<i>GEOLOGIC AND SOIL CONDITIONS</i>				
Have any geologic or soils studies been prepared?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please attach a copy.				
<i>TOPOGRAPHY AND GRADING</i>				
What percentage of the site has been previously graded:				
Existing Elevations	Min. Ft.	MSL	Max. Ft.	MSL
Existing Gradients	Min. %		Max. %	
Slope Classifications:				
Gradient	Existing Topography		After Grading	
0 – 10%	%		%	
11 – 25%	%		%	
< 25%	%		%	
Total	100%		100%	

Area to Be Graded (Sq. Ft.):	
Volume of Fill (Cu. Yds.):	Volume of Cut (Cu. Yds.):
<i>HYDROLOGIC CONDITIONS AND WATER QUALITY</i>	
Is the Site located in a 100-year Flood Plain?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Site subject to inundation by the 100-year storm?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe any existing and proposed natural water courses/flood control/ drainage facilities:	

Industrial Waste discharged:	Existing:
	Proposed:

ARCHAEOLOGICAL RESOURCES

Are there any archaeological or fossil sites? Yes No

If Yes, please explain:

Proposed preservation measures:

BIOLOGICAL RESOURCES

Is there any riparian habitat or other sensitive natural community on the project site? Yes No

If Yes, please describe:

Are there sensitive animal species present on the project site? Yes No

If Yes, please describe:

Please attach any biological studies that have been prepared for the project site.

HISTORICAL RESOURCES

Approximate construction year of Existing Structures:

Structure	Year	Determination Method	Demolished

NOISE GENERATION

Would the project generate any noise? Yes No

If Yes please explain:

Describe any natural or man-made features that would shield adjacent properties from the noise source:

Feature	Description

Nearest distance of noise source to Existing building(s): Ft.

Nearest distance of noise source to Proposed building(s): Ft.

AIR QUALITY

Any discharge of air emissions? Yes No

If Yes, please explain (i.e., chemicals, dust, smoke, etc.):

Project distance from air emissions: Ft. Elev. Below/above

HAZARDS AND HAZARDOUS MATERIALS

Any emission of any substance or energy? Yes No

If Yes, please explain (i.e. odor, vibration, glare, or electrical disturbance):

Any storage of hazardous materials? Yes No

If yes, list all dangerous substances and hazardous materials:

SUBSTANCE	USE

UTILITY DEMAND AND CONSERVATION MEASURES

UTILITIES

Electricity Use	Existing	Kwh
	Proposed	Kwh
Natural Gas	Existing	Cu. Ft./Month
	Proposed	Cu. Ft. /Month
Water	Existing	Cu. Ft. /Month
	Proposed	Cu. Ft. /Month

List specific measures that have or will be incorporated into the project to conserve energy and water resources:

WASTE GENERATION

Solid Waste	Cu.Ft.	Disposed of by EDCO Disposal Corp.
Sewage	Cu.Ft.	Disposed of by Lemon Grove Sanitation District

(Information not required for TPM Applications)

List specific measures that have or will be incorporated into the project to minimize solid waste and sewage generation (i.e., recycling, low-flow toilets, etc.):

SERVICES

Fire and Police

Lemon Grove Fire Department response time:

San Diego County Sheriff's Department response time:

Schools

How many school age children are anticipated from the project?

SPECIALIZED ENVIRONMENTAL STUDIES

In order to determine whether the proposed project will have a significant effect on the environment, it may be necessary for the City to obtain additional information. The environmental review process of your project will be expedited if you submit appropriate technical studies at the time of the application submittal. If it is determined that a potential for significant effect exists in any particular area(s), preparation of one or more technical reports may be required (e.g. traffic, noise, etc.). If the City determines that the project will not have a significant environmental impact, a Categorical Exemption or Negative Declaration will be prepared. If the preparation of an Environmental Impact Report (EIR) is required, the EIR shall be prepared consistent with Chapter 18.32 of the Lemon Grove Municipal Code and CEQA Guidelines.

PREPARATION:

All persons consulted in preparation of technical studies and environmental assessment:

<i>Name</i>	<i>Organization</i>	<i>Position</i>	<i>Telephone #</i>

Application completed by:

Name

Signature *Date*

License(s) and Qualification(s) (if any):

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements (Stormwater Intake Form for all Development Permit Applications)		Form I-1	
Project Information			
Project Address/Location:			
Brief Description of Work Proposed:			
Determination of Requirements			
Answer each step below. Upon reaching a Stop, do not complete further Steps beyond the Stop. If additional forms are required, complete those additional forms and submit them along with this form as a complete set.			
Step	Answer	Progression	
Step 1: Does the project consist exclusively of one or both of the activity types below? <ul style="list-style-type: none"> • Project with no soil disturbance or change to building general exterior dimensions or structural framing. <i>Examples:</i> interior remodeling, electrical work, HVAC work, plumbing, etc. • Routine maintenance. <i>Examples:</i> roof repairs, pavement grinding, resurfacing existing roadways, routine replacement of damaged pavement (e.g., pothole repair), resurfacing or repairing existing sidewalks or pedestrian ramps, trenching and resurfacing associated with utility work, or rebuilding a structure to its original design after a fire or natural disaster. 	<input type="checkbox"/> Yes	Stop. No permanent storm water BMP plan is required. Review and sign the Stormwater Certification Statement.	
	<input type="checkbox"/> No	Complete and attach Form I-2	
Certification			
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.			
Name of Person Completing this Form			Date Completed
Role of Person Completing this Form	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____		
Signature			

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Stormwater Certification Statement

The following stormwater quality protection measures are required by Lemon Grove Municipal Code Chapter 8.48 and the City's Jurisdictional Runoff Management Program.

1. All applicable construction BMPs and non-stormwater discharge BMPs shall be implemented in accordance with the City of Lemon Grove minimum BMP requirements included in the City of Lemon Grove Municipal Code and the City of Lemon Grove Jurisdictional Runoff Management Program (JRMP). All stormwater BMPs shall be maintained for the duration of the project.
2. Erosion control BMPs shall be implemented for all portions of the project area in which no work has been done or is planned to be done over a period of 14 or more days. All onsite drainage pathways that convey concentrated flows shall be stabilized to prevent erosion.
3. Run-on from areas outside the project area shall be diverted around work areas to the extent feasible. Run-on that cannot be diverted shall be managed using appropriate erosion and sediment control BMPs.
4. Sediment control BMPs shall be implemented, including providing fiber rolls, gravel bags, or other equally effective BMPs around the perimeter of the project to prevent transport of soil and sediment offsite. Any sediment tracked onto offsite paved areas shall be removed via sweeping at least daily. All BMPs shall be installed and maintained in accordance with the applicable CASQA fact sheets.
5. Trash and other construction wastes shall be placed in a designated area at least daily and shall be disposed of in accordance with applicable requirements.
6. Materials shall be stored to avoid being transported in storm water runoff and non-storm water discharges. Concrete washout shall be directed to a washout area designed in accordance with CASQA standards; concrete shall not be washed out to the ground.
7. Stockpiles and other sources of pollutants shall be covered when the chance of rain within the next 48 hours is at least 50%.

I certify that the stormwater quality protection measures listed above will be implemented at the project described on Form I-1. I understand that failure to implement these measures may result in monetary penalties or other enforcement actions. This certification is signed under penalty of perjury and does not require notarization.

Name: _____ Title: _____

Signature: _____ Date: ____/____/____

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard Development Projects		Form I-2	
Project Information			
Project Address/Location:			
Brief Description of Work Proposed:			
Determination of Requirements			
Answer each step below. Upon reaching a Stop, do not complete further Steps beyond the Stop. If additional forms are required, complete those additional forms and submit them along with this form as a complete set.			
Step	Answer	Progression	
Step 1: Does the project create or replace <u>less</u> than 5,000 square feet of impervious area (rooftop or pavement, including roads, sidewalks, parking lots, concrete patios, etc.) <u>AND</u> is also not an automotive repair shop or a retail gasoline outlet?	<input type="checkbox"/> Yes	Stop. Incorporate Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes onto site plan.	
	<input type="checkbox"/> No	Complete and attach Form I-3.	
Certification			
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.			
Name of Person Completing this Form		Date Completed	
Role of Person Completing this Form	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____		
Signature			

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes

The following construction BMP notes shall be added to the site plan:

Construction Stormwater BMP Notes

1. All applicable construction BMPs and non-stormwater discharge BMPs shall be implemented in accordance with the City of Lemon Grove minimum BMP requirements included in the City of Lemon Grove Municipal Code and the City of Lemon Grove Jurisdictional Runoff Management Program (JRMP). All stormwater BMPs shall be maintained for the duration of the project.
2. Erosion control BMPs shall be implemented for all portions of the project area in which no work has been done or is planned to be done over a period of 14 or more days. All onsite drainage pathways that convey concentrated flows shall be paved, protected by laying aggregate over exposed soil, fully covered by established vegetation, or otherwise stabilized to prevent erosion.
3. Run-on from areas outside the project area shall be diverted around work areas to the extent feasible. Run-on that cannot be diverted shall be managed using appropriate erosion and sediment control BMPs in accordance with applicable CASQA fact sheets.
4. Sediment control BMPs shall be implemented, including providing fiber rolls, gravel bags, or other equally effective BMPs around the perimeter of the project to prevent transport of soil and sediment offsite. Any sediment tracked onto offsite paved areas shall be removed via sweeping at least daily. All BMPs shall be installed and maintained in accordance with the applicable CASQA fact sheets.
5. Trash and other construction wastes shall be placed in a designated area at least daily and shall be disposed of in accordance with applicable requirements.
6. Materials shall be stored to avoid being transported in storm water runoff and non-storm water discharges. Concrete washout shall be directed to a washout area designed in accordance with CASQA standards; concrete shall not be washed out to the ground.
7. Stockpiles and other sources of pollutants shall be covered when the chance of rain within the next 48 hours is at least 50%.

The following permanent (post-construction) BMP notes listed shall be added to the site plan, except where not applicable and feasible as determined by the City of Lemon Grove.

Permanent (Post-Construction) Stormwater BMP Notes

1. Landscaped areas shall be designed in accordance with Lemon Grove Municipal Code Chapter 18.44 (Water Efficient Landscape Regulations).
2. Roof drainage shall be directed to landscaped areas or rain barrels (applies to new roofs only).

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

3. Driveway and walkways shall be designed to drain to adjacent landscaped or natural areas or constructed using permeable materials (applies only to driveways and walkways created or replaced as part of the proposed project).
4. Streets, sidewalks, and parking lot aisles shall be constructed to the minimum width necessary, provided public safety is not compromised.
5. Existing trees and natural areas, including but not limited to natural water bodies and natural storage reservoirs or drainage corridors (e.g., topographic depressions, natural swales, and areas of naturally permeable soils), shall be conserved and protected to the extent feasible.
6. The impervious footprint, including roofed areas and paved areas, of the project shall be minimized to the extent applicable and feasible.
7. Dumpsters, other trash receptacles, and waste cooking oil containers shall be stored inside buildings or in four-sided enclosures with a structural overhead canopy designed to prevent precipitation from contacting materials stored in the enclosure.
8. Onsite storm drains shall be stenciled or otherwise permanently labeled with “No Dumping, Drains to Ocean” or other equivalent language approved by the City.
9. Outdoor material storage areas and outdoor work areas shall be protected from rainfall, runoff, and wind dispersal.
10. Planning inspection required prior to final.

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Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects (PDP)	Form I-3
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Project Information

Project Name:

Brief Description of Work Proposed:

The project is (select one): New Development (on undeveloped land)
 Redevelopment (on land that has existing improvements; defined below)
Redevelopment is the creation and/or replacement of impervious surface on an already developed site. Examples include the expansion of a building footprint, road widening, the addition to or replacement of a structure. Replacement of impervious surfaces includes any activity where impervious material(s) are removed, exposing underlying soil during construction. Redevelopment does not include routine maintenance activities, such as trenching and resurfacing associated with utility work; pavement grinding; resurfacing existing roadways, sidewalks, pedestrian ramps, or bike lanes on existing roads; and routine replacement of damaged pavement, such as pothole repair.

Project total disturbed area: _____ ft² (Note: 1 acre = 43,560 ft²)

Total proposed newly created or replaced impervious area: _____ ft²
(Impervious area includes rooftops and impermeable pavement, such as concrete or asphalt).

Step 1. Identify Applicable Project Categories

Mark each of the following "Yes" or "No" as it relates to your project.

This is a new development project that creates 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is a redevelopment project that creates and/or replaces 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site with 10,000 square feet or more of impervious surface).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is a new development or redevelopment project that creates and/or replaces 5,000 square feet or more of impervious surface (collectively over the entire project site), and includes one or more of the following uses or characteristics: (i) Restaurants (Standard Industrial Classification (SIC) code 5812). (ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater. (iii) Parking lots (land area or facility for the temporary parking or storage of motor vehicles). (iv) Streets, roads, highways, freeways, and driveways (any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles). <i>Note that this does not include routine maintenance projects as noted on Form I-1 and defined in more detail in Chapter 1 of the BMP Design Manual.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects (PDP)		Form I-3	
<p>This is a new development project (of any size) or redevelopment project (that creates and/or replaces 5,000 square feet or more of impervious surface), that includes one or more of the following uses or characteristics:</p> <ul style="list-style-type: none"> (i) Automotive repair shops (a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539). (ii) Retail gasoline outlets (RGOs) of at least 5,000 square feet or more (total project footprint, including both pervious and impervious area) or with a projected Average Daily Traffic (ADT) of 100 or more vehicles per day. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>This is a new development or redevelopment project that results in the disturbance of one or more acres of land and is expected to generate pollutants after the completion of construction.</p> <p><i>Note: Most projects are expected to generate pollutants after the completion of construction. If your project is at least one acre but you believe it will not generate pollutants after the completion of construction, include an explanation below. See BMP Design Manual Section 1.4.2 for additional guidance.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Explanation, if marked "No" and project is at least one acre :</p>			
<p>Are any of the categories above marked as "Yes"?</p> <p><input type="checkbox"/> Yes – Complete Step 2 below.</p> <p><input type="checkbox"/> No – The project is <u>not</u> a Priority Development Project (PDP). Incorporate Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes onto site plan.</p>			

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects (PDP)		Form I-3
Step 2. Priority Development Project Exemptions		
<i>Does the project consist exclusively of either of the activity types below?</i>		
New or retrofit paved sidewalks, bicycle lanes, or trails that meet any of the following criteria: (i) Designed and constructed to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas (ii) Designed and constructed to be hydraulically disconnected from paved streets or roads (iii) Designed and constructed with permeable pavements or surfaces.	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP. Incorporate Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes onto site plan.	
	<input type="checkbox"/> No. Answer the question below.	
Retrofitting or redevelopment of existing paved alleys, streets or roads that are designed and constructed in accordance with the USEPA Green Streets guidance (see BMP Design Manual for details).	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP but must meet Green Streets standards. Contact Development Services Department Staff for details before proceeding with project design.	
	<input type="checkbox"/> No. The project is a PDP*. Go to Step 3.	
Step 3. Special Sizing for Redevelopment (Redevelopment Priority Development Projects only)		
Is the project a redevelopment project (defined on page 1)?	<input type="checkbox"/> Yes. Answer the question below.	
	<input type="checkbox"/> No. Go to Step 4.	
The area of existing (pre-project) impervious area at the project site is: _____ ft ² (A) The total proposed newly created or replaced impervious area is _____ ft ² (B) Percent impervious surface created or replaced: (B/A)*100 = _____ % (C)	<input type="checkbox"/> Check if "C" is less than or equal to 50%. Only created/replaced impervious areas are considered PDP*. Go to Step 4.	
	<input type="checkbox"/> Check if "C" is greater than 50%. The entire project site is a PDP*. Go to Step 4.	

* If the project does not require a grading permit, a "Construction BMP Plan for Priority Development Projects without Grading Permits" is required.

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects (PDP)		Form I-3
Step 4. Hydromodification Requirements (Priority Development Projects only)		
<p>Note: At this time, projects in the City of Lemon Grove are not eligible for any exemptions from hydromodification management. All projects must meet numeric sizing standards for pollutant control and for hydromodification (flow) control.</p>		
<p>Does protection of critical coarse sediment yield areas apply based on review of the Potential Critical Coarse Sediment Yield Area Map? See the map on the City’s Storm Water webpage or at the Development Services Counter.</p>	<input type="checkbox"/> Yes.	<p>Stop. The project is a PDP*. Prepare and submit an SWQMP**, including analysis of potential critical coarse sediment yield areas and associated management measures. See BMP Design Manual Section 6.2.</p>
	<input type="checkbox"/> No.	<p>No additional management measures required to protect critical coarse sediment yield areas. Stop. The project is a PDP*. Prepare and submit an SWQMP**.</p>

* If the project does not require a grading permit, a “Construction BMP Plan for Priority Development Projects without Grading Permits” is required.

** A Storm Water Quality Management Plan (SWQMP) template is available at <http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

For additional information and to review the BMP Design Manual, visit <http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Construction BMP Plan for Priority Development Projects without Grading Permits

Project Name or Address: _____ **Permit Application No.:** _____

Describe proposed BMPs below, and indicate where they will be used on the "Project Construction BMP Exhibit" on the next page.

BMP Category	BMP Description¹	Proposed? (Y/N/NA)	Description of How This BMP Will Be Used at the Project, or, if Not Applicable, Explain Why
Perimeter Protection	Install BMPs around the perimeter of the work area to prevent dirt from leaving. Common BMPs used include fiber rolls, gravel bags, and silt fence.		
Erosion Control	Divert run-on from surrounding areas from running through disturbed areas, e.g., by using gravel bags or fiber rolls. Stabilize disturbed drainage pathways that run through the site where applicable.		
Inlet Protection	Install gravel bags or equivalent around onsite storm drains. ²		
Waste Management	Collect and properly store trash and other waste materials at least daily. Regularly and properly dispose of wastes.		
Concrete Waste Management	Direct concrete washout to a designated washout area. ³ Discharge to the ground is not allowed.		
Material Storage	Cover materials that could be transported by runoff from rain. Use secondary containment for liquids. Provide fiber roll or equivalent around perimeter of stockpiles, and cover (e.g., with plastic sheeting) before storms.		
Sediment Tracking	Sweep paved areas adjacent to work area as necessary, at least daily, to remove accumulated or tracked sediment. If vehicles will enter the work area, install a stabilized construction entrance.		
Discharge Prevention	Do not allow any water other than rain water to discharge from the site. Maintain appropriate materials to address spills that may occur. Use drip pans to catch leaks from vehicles and equipment.		

1. This table is a simplified description of required BMPs intended for smaller projects that are completed relatively quickly. The City reserves the right to require additional BMPs in accordance with the Municipal Code and Section 2.1 of Appendix B of the City's JRMP where necessary.
2. See CASQA BMP SE-10.
3. See CASQA BMP WM-8.
4. See CASQA BMP TC-1.

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

<i>Legend/ Standard Symbols</i>						
—FR— Fiber roll	I	Inlet protection	WM	Waste storage area	SP	Stockpile
—GB— Gravel bag berm	CW	Concrete washout	E/E	Stabilized entrance/exit	→	Flow direction
—SF— Silt fence						

For additional information and to review the BMP Design Manual, visit <http://www.lmongrove.ca.gov/departments/development-services/stormwater>.