



EAST OTAY MESA SITE PLAN SUBMITTAL REQUIREMENTS & CHECKLIST

ZONING DIVISION

A. APPLICATION PROCESS

All site plan applications for properties located within the East Otay Mesa Specific Plan must meet the submittal requirements specified in the Department’s [“Site Plan: Standard Application”](#) handout with the following exceptions:

1. Prior to completing and submitting the application submittal packet, **please contact Nick Gustafson via email at Nicolas.Gustafson@sdcounty.ca.gov** to briefly discuss your proposal and to walk you through the permitting process.
2. As part of the site plan application, include the following reports and studies: hydromodification, drainage and traffic.
3. Form 367 is not required as part of intake.
4. Applicant completed Site Plan Submittal Checklist (see Section B below).

B. SITE PLAN SUBMITTAL CHECKLIST

QUESTION		APPLICANT RESPONSE
A. SITE PLANNING:		
1	The property is located within what Land Use District?	
2	Is this an industrial or commercial development?	
3	Is the proposed use: 1) permitted; 2) require a minor use permit; or, 3) a major use permit? (Table 3.1-1 of the EOM Specific Plan, page 85)	
4	What is the lot size?	
5	What is the proposed floor area ratio?	
6	What is the height of the tallest proposed building?	
7	What is the proposed coverage?	
8	What is the proposed setback from the front roadway?	
9	What is the proposed setback from other roadway(s)?	
10	What are the proposed interior side yard setbacks?	
11	What is the proposed rear setback?	
12	Is outdoor storage proposed?	
13	Is the proposed outdoor storage screened? How?	
14	Which roadway listed provides access? (EOM Specific Plan, page 94)	
15	Are pedestrian walkways proposed between buildings?	
16	How many parking spaces are required?	
17	How many parking spaces are proposed?	
18	Will the proposed on-site parking be screened? How?	
19	How many cubic yards of grading are proposed?	
20	What is the maximum cut or fill slope proposed?	
21	Are retaining walls proposed? Height?	
22	How many square feet of outdoor passive or recreational areas are proposed?	





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23	Is at least 200 feet of shaded usable open space proposed?	
24	How many freestanding signs are proposed and what are the heights and square footages?	
25	What fencing material is proposed? Height?	
LANDSCAPING (all responses should be in the affirmative. Include the page number of the plans or supplemental documentation that shows how the project complies with the requirement)		
26	Does the outdoor open space areas encroach the setback area by less than 10'?	
27	Is the average proposed landscaping mound height at least 30"?	
28	Is the plant material drought tolerant and capable of naturalizing or surviving on their own after two years of supplemental irrigation?	
29	Has the on-site tree planting in required setbacks been coordinated with planting in the public right-of-way and consistent with the public right-of-way streetscape concept?	
30	Are proposed retaining walls located in the first 10 feet of the landscape setback?	
31	Is one minimum 5 foot x 18 foot island or equivalent proposed for every ten parking spaces?	
32	Does each island include one 24-inch box canopy tree and 5-gallon shrubs that will achieve 60% coverage in two growing seasons?	
33	Are the trees proposed along the street frontage and adjacent to the buildings a minimum of 24-inch box and double staked?	
34	Are all other proposed trees a minimum of 15-gallon?	
35	Are all proposed shrubs a minimum of 5-gallon?	
ARCHITECTURAL (all responses should be in the affirmative. Include the page number of the plans or supplemental documentation that shows how the project complies with the requirement)		
36	Do the building façades that are longer than 200 linear feet provide some modulation?	
37	For the office portion of buildings fronting on a street, is there a minimum 50 lineal feet of glass windows for every 100 lineal feet of façade?	
38	[Industrial Development] Are exterior building materials treated concrete, masonry, ornamental plaster and/or stone?	
39	[Commercial Development] Are exterior building materials brick, stone, stucco, hardiplank siding, tinted storefront glass, glass block, pre-cast concrete and/or cast stone?	
40	Is there a parking structure visible from the street and include exterior building material similar to the main building?	