

**APPLICATION INSTRUCTIONS/CHECKLIST**  
**PLANNING DEPARTMENT**  
**CITY OF NATIONAL CITY, CALIFORNIA**

**\_\_\_1. INTERVIEW**

Before filing an application, it is suggested that a telephone or personal interview be arranged with the Planning Department staff. Appointments can be made by calling (619) 336-4310.

**\_\_\_2. APPLICATION**

One copy of the completed application form with all required items shall be filed with the Planning Department. All applications shall be signed by the PROPERTY OWNER or their authorized agent. Proof of authorization, such as an authorization letter, will be required. Applications received in the mail will not be accepted. Applications shall be submitted in person by either the applicant or representative.

**\_\_\_3. LEGAL DESCRIPTION**

The application shall include a copy of a precise legal description of all property included in the application. A copy of a legal description from the deed may be attached if it is long. If a copy is attached, it must be clearly legible and on 8½" x 11" paper to be accepted.

**\_\_\_4. PLOT PLAN/PRELIMINARY SITE PLAN**

For all applications, the applicant shall submit an accurately drawn plot/site plan along with building elevations and floor plans (if applicable). Twenty (20) sets of folded plans and one (1) 8½" x 11" reduction of a set of plans is required. There is no required size for drawings, but they need to be drawn to scale and accurately show what is proposed.

For new development applications, reference the "Residential Site Plan Review Checklist" and "Commercial/Industrial Site Plan Review Checklist" for items to be placed on plans. Grading and drainage information must be shown (if applicable). Preliminary site plans must also include landscape and irrigation plans as well. Applicants are urged to contact the Planning Department for any additional drawings, plans, exhibits or descriptive information that may be required.

**\_\_\_5. ENVIRONMENTAL ASSESSMENT FORM**

An Environmental Assessment Form, used as the basis for an Initial Study, may be requested. This form will be used by staff as one criterion to determine the environmental impact of the proposed project. Additional information such as plot plans and building elevations may be required. If it is determined that the proposal may have a significant impact, an Environmental Impact Report (EIR) must be completed in accordance with the "National City Environmental Guidelines."

**\_\_\_ 6. HEARINGS**

Planning Commission meetings are scheduled for the 1st and 3rd Monday of each month at 6:00 p.m. All applications will be heard by the Planning Commission on a date to be scheduled by the Planning Department, once the application is received and deemed complete. It is essential that applicants be present or represented at public hearings to answer questions or address concerns that the Planning Commission may have. Zoning cases requiring subsequent action by the City Council will be set for City Council action by the City Clerk after the Planning Commission has completed its action.

**ASSISTANCE**

NATIONAL CITY PLANNING DEPARTMENT  
1243 National City Boulevard  
National City, California 91950  
(619) 336-4310  
Monday to Thursday – 7:00 a.m. to 6:00 p.m.

**HELPFUL PHONE NUMBERS/ADDRESSES**

National City Building and Safety Department  
1243 National City Boulevard  
National City  
(619) 336-4210

National City Fire Department  
333 16th Street  
National City  
(619) 336-4550

National City Community Development Commission  
140 E. 12th Street  
National City  
(619) 336-4250

National City Police Department  
1200 National City Boulevard  
National City  
(619) 336-4400

National City Engineering Department  
1243 National City Boulevard  
National City  
(619) 336-4380