



**PLANNING DEPARTMENT**  
 1243 NATIONAL CITY BOULEVARD  
 NATIONAL CITY, CA 91950  
 (619) 336-4310

**Discretionary  
 Approval  
 Applications**

	Amendment – General Plan, Specific Plan, Coastal Plan	Annexation	Certificate of Compliance	Coastal Development Permit	Code Amendment	Conditional Use Permit <sup>1</sup>	Consistency Review	Historic Site Designation / Mills Act Application	Minor Use Permit	Planned Development	Request to Initiate	Site Plan Review	Specific Plan	Street or Alley Vacation	Substantial Conformance	Tentative Parcel Map	Tentative Subdivision Map	Variance	Zone Map Change
Pre-application Meeting	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
Storm Water BMP Requirements Applicability Form (BMP “I” Form)				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
Grant Deed & Preliminary Title Report		X	X	X		X	X	X	X	X			X	X	X	X	X	X	X
Mailing Labels				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
Site Plan	X	X		X		X	X		X	X	X	X	X	X	X	X	X	X	X
Architectural and Floor Plans				X		X	X			X		X	X		X	X	X	X	
Conceptual Landscape Plan				X		X	X			X		X	X		X	X	X	X	
Grading & Drainage Plan				X		X				X			X			X	X		
Plat Map			X								X			X		X	X		
Tentative Map																X	X		
Historic Study								X											
Digital Files (CD)	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

<sup>1</sup> Applications for alcoholic beverage sales have additional submittal requirements (see separate handout).

## PLANNING

Development		
#	Description	Fee
1	Annexation	\$4,500.00
2	Coastal Dev Permit with Public Hearing	\$3,350.00
3	Coastal Dev Permit without Public Hearing	\$750.00
4	Code Amendment	\$5,500.00
5	Conditional Use Permit (CUP)	\$3,700.00
6	Consistency Review	\$3,700.00
7	General Plan Amendment	\$5,500.00
8	Historic Site Designation	\$1,500.00
9	Initial Study	\$1,100.00
10	Local Coastal Program (LCP) Amendment	\$5,500.00
11	Minor Use Permit	\$650.00
12	Planned Development Permit (PD)	\$3,700.00
13	Preliminary Site Plan Review (per review)	\$600.00
14	Request to Initiate General Plan/Specific Plan/Zoning Amendment	\$1,000.00
15	Specific Plan	\$6,650.00
16	Specific Plan Amendment	\$5,500.00
17	Substantial Conformance - Council, Commission	\$750.00
18	Substantial Conformance - Staff Review	\$500.00
19	Time Extension with Public Hrg (CUP, PD, Variance)	\$1,100.00
20	Time Extension without Public Hrg (CUP, PD, Variance)	\$400.00
21	Variance	\$3,700.00
22	Zone Map Change	\$5,500.00
Subdivision		
1	Certificate of Compliance	\$800.00
2	Lot Merger	\$600.00
3	Street Vacation	\$4,000.00
4	Street Vacation Initiation	\$1,000.00
5	Tentative Parcel Map	\$3,000.00
6	Tentative Subdivision Map	\$4,000.00
7	Time Extension, Tentative Parcel Map	\$1,000.00
8	Time Extension, Tentative Subdivision	\$1,000.00
Miscellaneous		
1	Appeal, Project Processing (non- refundable) Project	\$1,000.00
2	Home Occupation Permit	\$100.00
3	Large Family Day Care	\$100.00
4	Mills Act Application	\$2,207.00
5	Research Fee (per hour)	Actual Cost
6	Zoning/Rebuild Letters	\$80.00
7	Interim Use Permit	\$1,500.00
8	General Update Fee	5% of the Development and Subdivision application fee
9	Scanning Fee (fee to scan file content once approved)	\$2.50

**\_\_\_ 1. PRE-APPLICATION MEETING**

A pre-application meeting is highly encouraged before submitting an application. Contact Planning Department staff to schedule an appointment for a pre-application meeting via phone at (619) 336-4310 or via email at [planning@nationalcityca.gov](mailto:planning@nationalcityca.gov).

**\_\_\_ 2. APPLICATION**

The application form shall be completed and signed by the applicant and property owner.

**\_\_\_ 3. GRANT DEED AND TITLE REPORT**

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

**\_\_\_ 4. HISTORIC STUDY**

(For Mills Act applications) Historic studies demonstrate historic significance of a building.

**\_\_\_ 5. SITE PHOTOS**

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

**\_\_\_ 6. DIGITAL FILES**

All applications shall include a CD or flash drive with PD or JPEG copies of all plans and photos submitted.

**\_\_\_ 7. FEES**

All applications shall be accompanied by the required fees as stated on the City's Fee Schedule



# NATIONAL CITY, CALIFORNIA

## APPLICATION FOR MILLS ACT CONTRACT

File application with:  
National City Planning Department  
1243 National City Boulevard  
National City, California 91950

(619) 336-4310

FOR DEPARTMENT USE ONLY	
Case Number _____	
Filing Fee \$ _____	Receipt No. _____
Date Received _____	By _____

Make checks payable to the City of National City

### PROPERTY DESCRIPTION:

Street Address: \_\_\_\_\_

Assessors Parcel Number(s): \_\_\_\_\_

### SUBMITTAL REQUIREMENTS:

The following items are required to compete the application and must be included with this form:

- a. A completed application and processing fee of \$2,207
- b. A copy of the most recent property tax bill
- c. A general maintenance/restoration plan for the structure (prior restoration activities may be listed)
- d. A description of the structure and its historic value
- e. Photos of the structure
- f. A legal description of the property
- g. A copy of a deed verifying ownership

### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_