



**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	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

Signs		
1	Banners, Administrative Fee	\$60.00
2	Banners, Processing (reimbursable)	\$500.00
3	Painted Wall Sign	\$60.00
4	Reface Sign	\$60.00



**Required Application Materials  
For Conditional Use Permits  
For the Sale of Alcoholic Beverages**

**\_\_\_ 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. SITE PLAN AND FLOOR PLAN**

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

- (3) Three sets of full size D Sheets (folded and stapled to 8½" x 11")
- (5) Five sets 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.

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

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

**\_\_\_ 6. MAILING LABELS**

The applicant shall provide two (2) copies of a certified mailing list that includes all property owners and occupants within 660 feet of the exterior boundaries of the property where the permit is proposed. The list must be provided on 8-½ inch by 11-inch paper (formatted as labels—Avery 5260 layout) and include the following:

Property Owners:

- Assessor's Parcel Number
- First and Last Name of Owner
- Mail Address – Street number, Street name, City, State and Zip

Occupants:

- Assessor’s Parcel Number
- “Occupant”
- Site Address – Street number, Street name, City, State and Zip

**7. DIGITAL FILES**

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

**8. COMMUNITY MEETING**

It is the applicant’s responsibility to organize and hold a community meeting prior to the Planning Commission hearing on the application, where residents and other community members can be informed about the proposal and express any concerns they may have.

- Advertisement of the meeting should reach all of the residents and business owners within 660 feet of the site. The attached verification form, indicating whether the residents and business owners were notified via mail or hand delivery, shall be completed and returned to the Planning Department. Additionally, a map or list showing all of those persons/properties notified shall be provided to the Planning Department.
- In addition, the following organizations shall be notified of the community meeting in a timely manner:

National City Police Department  
1200 National City Blvd.  
National City, CA 91950  
(619) 336-4400

Institute for Public Strategies  
Attn: Jovita Arellano  
2615 Camino Del Rio South #300  
San Diego, CA 92108  
(619) 476-9100

City of National City  
Neighborhood Services Division  
1243 National City Blvd.  
National City, CA 91950  
(619) 336-4364

National City  
Chamber of Commerce  
901 National City Blvd.  
National City, CA 91950  
(619) 336-4235

Sweetwater Union High School  
District  
1130 Fifth Avenue  
Chula Vista, CA 91911  
(619) 691-5500

National School District  
1500 N Avenue  
National City, CA 91950  
(619) 474-6791



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STAFF ONLY	
Case Number	_____
Filing Fee \$	_____ Receipt No. _____
Date Received	_____ By _____
Zoning Designation	_____ U.G. _____
New or Modification	_____
Related Cases	_____
E.A.F. Required	_____ Fee _____

## DISCRETIONARY PERMIT APPLICATION

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation<br><input type="checkbox"/> Appeal<br><input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Coastal Development Permit<br><input type="checkbox"/> Code Amendment<br><input type="checkbox"/> Conditional Use Permit<br><input type="checkbox"/> Consistency Review<br><input type="checkbox"/> General Plan Amendment<br><input type="checkbox"/> Historic Site Designation/Mills Act<br><input type="checkbox"/> Interim Use Permit<br><input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Planned Development Permit<br><input type="checkbox"/> Preliminary Site Plan Review<br><input type="checkbox"/> Request to Initiate<br><input type="checkbox"/> Specific Plan<br><input type="checkbox"/> Street/Alley Vacation<br><input type="checkbox"/> Substantial Conformance<br><input type="checkbox"/> Tentative Parcel Map<br><input type="checkbox"/> Tentative Subdivision Map<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Zone Map Change<br><input type="checkbox"/> Other |
|---|--|

### SUBJECT PROPERTY ADDRESS:

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

### APPLICANT:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Please type or print) Date: \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER(S):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Please type or print) Date: \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_



**MAILING LIST CERTIFICATION**

I certify that the attached document is a complete list of all property owner and occupant mailing addresses within 660 feet of the exterior boundaries of the property described in the application Case File Number: \_\_\_\_\_.

This list was taken from the latest adopted San Diego County Tax Roll maintained in the office of the San Diego County Tax Assessor on \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION OF NOTIFICATION TO ALL RESIDENTS  
AND BUSINESS OWNERS WITHIN 660 FEET OF THE PROJECT SITE  
AND SPECIFIED ORGANIZATIONS OF THE COMMUNITY MEETING**

I certify that I have sent notice of the required community meeting for the proposal to all property owners and business owners within 660 feet of the exterior boundaries of the property described in the application Case File Number: \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_