



Scenic Pacifica
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Nov. 22, 1957

CITY OF PACIFICA

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Christine Boles

COUNCIL
Mary Bier
Mayra Espinosa
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November 5, 2025

Determination of Incompleteness

Paul Heule
231 Fulton St. W
Grand Rapids, MI 49503

Matt Larson
M Larson Incorporated
12 Robblee Ave
San Francisco, CA 94124

Sent via Email: pcheule@eenhoorn.com
matt@matt-larson.com

Subject: File No. 2025-036 - Determination of Incompleteness for Application for Coastal Development Permit (CDP-477-25), Development Plan (DP-92-25), Specific Plan (SP-192-25), Tree Permit (TP-14-25), and Sign Permit (S-138-25) for Development of 1,225 rental dwelling units in 20 apartment buildings and 26 townhomes (7 apartment buildings on the East Parcel (APN 018-150-150), and 3 apartment buildings and the townhome units on the West Parcel (018-150-110, 018-150-120)), and 1259 parking spaces on approximately 86.39 acre Vacant Parcels (APN 018-150-110, -120, -150) known as Coastal Crest Residences.

Dear Paul Heule & Matt Larson,

The City of Pacifica received your application submittal for the subject project, known as Coastal Crest Residences, on October 6, 2025. This application followed the submittal of a preliminary application, pursuant to Senate Bill 330 (SB 330), deemed submitted on May 7, 2025, which met the statutory requirements.

After reviewing the materials submitted, the City has determined your regular application is incomplete and cannot be processed further at this time. First, your application was submitted using an outdated application and submittal checklist October 3, 2025, that was no longer in effect on the date your application was filed. An annotated copy of the correct form is attached for your reference and use, and it is also available online from the [Community Development Planning Division page](#) under Resources. You will need to submit the correct application forms, as noted below.

In addition, please address the following items and resubmit revised application materials as

appropriate. Please note that references in the list below to the application checklist refer to the applicable General Planning Application published on September 26, 2025, including Section II Application Materials Checklist (“Application Checklist”). **Items Related to Application Completeness**

1. **Application Packet.** Item 1 of the Application Checklist requires submittal of the application packet, which includes the current Application Form (Section I), Application Materials Checklist (Section II), and the Site Plan/Massing Diagram (Section III). As noted above, you did not submit the correct version of the application and there is missing information. Please submit the above required forms and other materials.
2. **Planning Entitlements.** You will need to submit an updated full application that checks or marks the boxes of the requested entitlements, as well as all additional information required for those entitlements. The required entitlements and additional information required are described below. Please note that these required entitlements are consistent with those listed as applicable to the project in a letter from your attorney Alicia Guerra, dated October 3, 2025.
 - a. **Coastal Development Permit (CDP).** You will need to submit a coastal development permit application. Item 31 of the Checklist requires that Coastal Development Permit applications must provide “a written statement showing (1) whether the project is consistent with policies of the Local Coastal Land Use Plan (LCLUP), and (2) if the project is between the nearest public road and the shoreline, whether the project is in conformity with the public recreation policies of Chapter 3 of The California Coastal Act.” Please submit the required written statement.
 - a. We noted that a “Coastal Development Permit” subfolder was submitted as part of the application, however, some of the materials were associated with the 1996 Reclamation Plan, as well as a letter titled “Rockaway Quarry Reclamation Plan Coastal Development Permit Application” dated October 3, 2025 from Alicia Guerra stating that “Preserve submits the enclosed application for a CDP for the 1996 Reclamation Plan, in the event that the City does not locate and provide a copy of the CDP in the City’s files for the 1996 Reclamation Plan.” The required Coastal Development Permit application would be for the residential development project.
 - b. **Rezoning (RZ).** You will need to submit an application for a rezoning. As the project includes implementation of the Reclamation Plan, the implementation of the Reclamation Plan will require a rezoning to the PD zoning district as required by the Hillside Preservation District (HPD) overlay zoning district.
 - c. **Development Plan (DP).** You will need to submit an application for a Development Plan. Per Item 28 of the Checklist, additional materials/studies required for DP applications are set forth in Pacifica Municipal Code (PMC) Section 9-4.2205(a)(5). The following required items are missing, as set forth below are:
 1. Information regarding the expected population density of the project.
 2. A general list of price ranges (both sales and rental) for proposed residential developments.
 3. All parks, playgrounds, school sites, public buildings, open space, and other such uses;

4. The land uses, indicating the approximate areas to be used for various purposes, the acreage and percentage of total area in each land use, the population densities, the lot area per dwelling unit (excluding public street area), the percentage of area covered by buildings, pavement, and grading, and land uses on adjacent parcels;
5. The following studies of the proposed development:
 - a. A cost revenue analysis for any residential or institutional project. While you submitted a Fiscal Impact Analysis, it was focused on revenue to the City and school districts. Please submit a cost revenue analysis for the project itself.
 - b. A general list of price ranges (both sale and rental) for proposed residential developments; and
 - c. A geological and soils analysis which shall contain an adequate description of the soils and geology of the site and conclusions and recommendations regarding the effect of the soil and geological conditions on potential grading, excavations, street and utility improvements, and structures. While you provided a geological and soils analysis for reclamation and development plan, the plan did not address all of the requested information or the entirety of the proposed project. Please provide a geological and soils analysis that includes all of the requested information and the full scope of the project.

d. Specific Plan (SP). You will need to submit an application for a Specific Plan per Item 29 of the Checklist. Specific Plan. In accordance with PMC sec.9-4.2208(k), “[a] specific plan application shall be submitted concurrently with the development plan application.” In addition, PMC sec. 9-4.2210(a) states, “No grading, subdivision, or development shall be permitted in the P-D District, or any unit thereof, until specific plans for such district, or unit thereof, have been approved or approved conditionally by the Commission.” Therefore, your application will need to include approval of a Specific Plan. Please keep in mind that in Pacifica, a Specific Plan is not a “Specific Plan” as defined in Government Code section 65450 et seq., but is a specific site plan to implement a development plan and is not a legislative action.

Item 29 of the Application Checklist refers to PMC sec. 9-4.2208, sets forth the items required to be submitted with a specific plan application. The following required item still needs to be submitted:

1. Proposed engineering plans, including site grading, street improvements, drainage, and other public utilities
- e. **Tentative Subdivision (SUB).** In the “SB 330 Formal Application Letter” dated October 3, 2025, from Alicia Guerra, the letter identified that, “The residential project requires approval of an application for a vesting tentative subdivision map and a final subdivision map.” However, the applicant marked tentative subdivision (SUB) applications as “Not applicable” in the submitted “Checklist Item Supplement [sic]” document.

Please confirm if the application intends on applying for a Tentative Subdivision (SUB) application, and, if so, provide the materials required by

Checklist Item 30, pursuant to PMC Sections 10-1.401 through 10-1.405, and an Engineering Division Tentative Map Checklist.

- f. **Sign Permit.** Item 27 of the Application Checklist requires a Sign Permit. For Sign Permits provide design details, including materials, colors, shape, location, size, area, copy, and illumination of all proposed and/or existing signs; street frontage of lot and building. However, pursuant to Pacifica Municipal Code (PMC) sec. 9-4.2907, a multi-unit development shall be required to have an approved master sign program. Applications for master sign program approval shall include the required information for each sign in the development. Please provide the required information listed in Article 29, Signs.
3. **Application Deposit.** The required application deposit of \$34,995 must be submitted for the application to be deemed complete.
In addition, there is an application deficit of \$7,606.53 from the preliminary SB 330 application, which must be paid.
4. **Evidence of Legal Interest.** Item 6 of the Application Checklist requires evidence of legal interest of the property proposed to be developed by the owner signing the application, or authorization of the signatory to represent the property owner. In the submitted document titled "Checklist Item Supplement [sic]," the response to this item of the checklist states that this document was submitted as part of the pre-application, and as such, is not provided in this submittal. The City requires updated evidence of legal interest for this application. Please provide a copy of the evidence of legal interest.
5. **Preliminary Geotechnical Report.** Item 11 of the Application Checklist requires the submittal of a "preliminary geotechnical report, including flood hazard and fault info." The submittal included a Preliminary Geotechnical Report prepared by GEOCON Consultants on December 2018. The report analyzed a project scope that was related to the reclamation, but does not address the proposed reclamation or residential project. Please provide a revised preliminary geotechnical report that reflects the current development proposal.
6. **Estimated Vehicular Trips Generated by the Proposed Project.** Item 9 of the Application Checklist requires submittal of an "estimate of vehicular trip generated by the proposed project and prepared in accordance with the current edition of the Institute of Transportation Engineers (ITE) "Trip Generation Manual." The submittal included a trip generation estimate in accordance with the 2021 edition of the Institute of Transportation Engineers (ITE), dated July 11, 2025, "for the reclamation of the existing quarry and subsequent development of 1,225 affordable housing units, 25,000 square feet of commercial area, and 1,286 parking spaces." This report is not consistent with the proposed project, as the project does not propose commercial development. Further, the report is not using the most up to date edition of the Institute of Transportation Engineers (ITE) "Trip Generation Manual. Please submit an updated Trip Generation Study that analyzes the proposed project scope in accordance with the most recent ITE manual.
7. **Traffic Impact Study/Report/Analysis.** Item 10 of the Application Checklist requires submittal of "a traffic/study/report/analysis prepared by a qualified, licensed traffic engineer to forecast additional traffic associated with a proposed development that identifies any potential impediments that might influence traffic flow, and suggested ways to mitigate any negative effects." No traffic study/report/analysis was provided as part of your application. Please provide a Traffic Impact Study/Report/Analysis that reflects the currently proposed project.
8. **Existing & Proposed Site Plan.** Item 22 of the Application Checklist requires that the Site Plan include the following information that was not included on the project plans:

- a. Please show the site boundaries of the parcel at APN 018-150-110 on all site plans.
- b. Per the adopted City of Pacifica Complete Street Policy, development shall include, but not limited to, bicycle and pedestrian facilities (contact Engineering for full requirements.)
- c. Please provide distance of the proposed buildings to the nearest adjacent buildings.
- d. The Project will require a Tree Preservation and Protection Plan, and while the submitted materials (arborist report and entitlement set) contain most of these elements. The following elements are missing:
 - i. A description of the plan for watering trees during the duration of construction activities.
 - ii. Acknowledgement of tree protection standards in Section 4-12.11
 - iii. The plan must include a statement certifying that the applicant is responsible for using his or her best efforts to preserve all trees that are to remain on the project site.
 - iv. The calculated Trunk Protection Zone radius for each protected tree.
 - v. Plans for protecting individuals and groups of protected trees by installing a five (5) or six (6) high chain link fencing.

Please provide a Sewer Capacity Study by a qualified, licensed Civil Engineer. The Sewer Capacity Study shall include hydraulic analysis to determine if downstream facilities are adequate to handle the proposed development. The analysis shall determine if there are any needed improvements for the proposed development to be connected to the City's sewer collection system and for the discharge to be treated at the Calera Creek Water Recycling Plant.

Please provide a separate Preliminary Sewer Plan by a qualified, licensed Civil Engineer. The preliminary sewer plan shall include peak flow calculations, direction of pipe flow, proposed pipe sizes, routes and easements, and details of proposed connections to the City's public sewer system.

9. Floor plans, Elevations, Grading Plans, Drainage Plans, and Sectional Plans. Item 23 of the Application Checklist requires the submittal of Floor plans, Elevations, Grading Plans, Drainage Plans, and Sectional Plans.

- a. While plans were provided for the submittal, the layout only contained the room type and did not include room, or even building, dimensions. Please provide a standard floor plan that includes details such as building and room dimensions, walls, rooms, doors, and windows.
- b. While elevation plans were provided for the submittal, only spot elevation measurements were identified. Please provide measurements measured at the maximum vertical distance, measured at the finished grade between the lowest point on the site covered by any portion of a building to the topmost point of the roof.

10. HPD Disturbance of Land. Item 26 of the Application Checklist requires calculations and materials submitted for any proposal that includes disturbance of land within the Hillside Preservation District (HPD). Item 1 and 2 were submitted, but "a dedicated plan sheet with color-coded areas that comprehensively identify all types of coverage (e.g., buildings, paving, grading, etc.)" proposed on the site from any other plan sheet was not included as required. Please include a table summarizing the total area for each coverage type currently identified in another sheet onto this dedicated sheet.

11. Density Bonus Statement. Item 36 of the Application Checklist requires projects requesting a density bonus pursuant to Government Code Section 65915 to provide the following:

- a. Submit written statement that includes the following information:
 - a. Calculation and number of “base project” units;
 - b. Percent density bonus requested and allowed pursuant to Government Code Section 65915;
 - c. Number and percent of affordable units and level of affordability;
 - d. Waivers or modifications of development standards necessary to physically accommodate “density bonus” units (e.g., increased height or FAR, reduced setbacks or parking, etc.) and an explanation of why each waiver or modification is needed to accommodate “density bonus” units; and
 - e. If the project is requesting an incentive or concession, describe each incentive or concession being requested in addition to (or instead of) waivers or modifications necessary to accommodate density bonus.
- b. In the “SB 330 Formal Application Cover Letter” from Alicia Guerra dated October 3, 2025, states “While at this stage, the Project does not qualify for the benefits of the Density Bonus Law (Government Code section 65915 *et seq.*), Preserve reserves its right to modify the affordability ratio such that the Project is eligible of the Density Bonus Law.”
 - a. Please confirm whether the proposed Project intends to request a density bonus pursuant to Government Code Section 65915, and provide the above written statement in the resubmittal.

12. **City/County Association of Governments (C/CAG) of San Mateo County Transportation Demand (TOD) Management Policy.** Item 37 of the Application Checklist requests that based on the project scope, the project may be subject to C/CAG’s TOD Policy Implementation Guide and subject to submitting a TDM checklist for review and approval. Please provide the Average Daily Trips (ADT) for staff to verify if the TDM checklist is applicable for this project.
13. **SB 1214 Site Plan and/or Massing Diagram.** Item 38 of the Application Checklist requests for SB 1214 Site Plan and/or Massing Diagram. Please provide or verify which site plan and/or massing diagram in the existing submittal may be used for public’s rights to access information on the proposed Project.

The above items must be provided in order for your application to be deemed complete. Upon your resubmittal of the incompleteness items listed above, the City will review your revised application for completeness.

Please be aware that your regular application is not consistent with the City’s General Plan or zoning for the project site. We understand that you intend to proceed with this application under Government Code section 65589.5(d)(1), known as the “Builder’s Remedy.” We will be reviewing this issue and processing your application in accordance with state law.

Please note that we received some preliminary comments from North Coast Fire Authority and California Coastal Commission, which are included in Attachment No. 1. In addition, please be aware that as the City continues processing your application, it may identify additional information that is necessary to clarify, amplify, correct, or supplement your application. In addition, pursuant to Government Code section 65589.5(j)(2)(A), the City will review and notify you of any project inconsistencies with City plans, programs, policies, ordinances, standards, requirements, or other similar provisions after, and within 30 days of the date, your application is determined to be

complete. In the event the City finds your application incomplete a second time, you may appeal that determination to the Planning Commission within 10 days of the date of my determination, in accordance with PMC sec. 9-4.3804. Any appeal must be in writing and shall be filed with the Community Development Director.

If you have any questions, please feel free to email James Lin at jlin@pacificacounty.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Lin', with a stylized flourish at the end.

James Lin
Senior Planner

Attachment No. 1

The following comments were submitted from North County Fire Authority:

On the construction plans clearly show the following with color-coded lines and the applicable measurements:

- a. That a fire hydrant is within 400' of all portions of the buildings as measured by an approved route around the buildings. *Provide measurement on the ground as path of travel, not as radius.*
- b. Fire-flow is adequate for the fire protection requirements per CFC Appendix B; and location and number of fire hydrants conforms with CFC Appendix C. *Include hydrant locations along access roadways.*
- c. That all portions of the first story of the buildings are within 150' of the fire apparatus access road as measured by an approved route around the exterior of the buildings. *Provide measurement on the ground as path of travel, not as radius.*
- d. That all access roads and required aerial access setbacks are provided as per CFC Appendix D. A minimum of two (2) approved fire apparatus access roads shall be provided where exceeding 200 dwelling units. *Such access roads shall be remote per CFC D106.3.* Minimum fire apparatus access road width for buildings up to 30' in height is 20'. For buildings greater than 30', aerial fire apparatus access is required and shall be 26' minimum in width, including where fire hydrants are placed on an access roadway. Aerial fire apparatus placement shall comply with CFC D105.3. All fire apparatus access roadways shall meet imposed loads of up to 75,000 pounds and be all weather. Minimum NCFA fire apparatus access turning radii are 28' inside and 52' outside diameter. Fire apparatus access grade shall not exceed 10% without NCFA approval. *Include dimensions and slope of apparatus access roadways.*
- e. Please provide a vegetation management/landscape plan for review. *Provide size of trees when fully matured along apparatus access roads.*

The following comments were submitted from California Coastal Commission:

- a. Coastal staff have reattached letters that we have previously provided and ask that the applicant respond to each item. If some of these concerns have been answered, please add a reference to where each point has been answered:
- b. Please provide a detailed project description which identifies any wetland impacts, buffers, and mitigation; provide information on any reclamation activities associated with the proposed development; provide a comparison of the 2024 reclamation plan to the 1996 one; and provide details about the tribal consultation that has taken place up to this point. Coastal staff also noticed that the wetland delineation was completed in August of this year, accordingly, please resurvey when wet conditions are better represented.
- c. Staff would also like to note that the concerns referenced in the attached comment letters are not exhaustive, and that additional filing needs likely exist which will be assessed when an adequate amount of time is provided for the Commission's technical experts to review.



CITY OF PACIFICA COMMUNITY DEVELOPMENT DEPARTMENT |
cityofpacifica.org/departments/community-development/planning-division

GENERAL PLANNING APPLICATION

170 Santa Maria Ave Pacifica, CA 94044 • Email: planningdivision@pacificagov • Phone: (650)738-7341

PLEASE NOTE:

The Community Development Department will not accept applications that, have been altered, are missing the required signatures and acknowledgements, or are not accompanied by the required application fee and/or deposit. Upon submittal of an unaltered application with required signatures, acknowledgements, and fee or deposit, staff will review for completeness in accordance with the checklist requirements set forth below. Prior to completion and submission, please contact the Planning Division to ensure that the most current checklist is in use.

Please contact the Planning Division of the Community Development Department to have a Planner assist you with preparing this form for your proposed project.

- | | | |
|--|--|---|
| ☐ General Plan Amendment (GPA) | ☐ Tentative Subdivision Map (SUB) | ☐ Coastal Development Permit (CDP) |
| ☐ Rezoning (RZ) | ☐ Modification to Subdivision Regulations (MOD) | ☐ Historic Preservation Permit (HP) |
| ☐ Zoning Text Amendment (TA) | ☐ Condominium Conversion (CC) | ☐ Historic Landmark Designation (HLD) |
| ☐ Development Plan (DP) | ☐ Sign Permit (S) | ☐ Transfer of Development Rights (TDR) |
| ☐ Specific Plan (SP) | ☐ Sign Exception (SE) | ☐ Minor Modification (PMM) |
| ☐ Site Development Permit (PSD) | ☐ Parking Exception (PE) | ☐ Other |

Property/Project Information		
Project Address & APN(s):		
Present or Previous Use:	Lot Area (sq. ft.):	Zoning & General Plan Land Use:
Project Description: (Attach additional sheets if necessary)		
Applicant		
Name:	E-mail:	Phone Number:
Mailing Address:		
Relation to Property:		
Property Owner or Authorized Agent* (Attach authorization document for the filing of this application)		
Name:	E-mail:	Phone Number:
Mailing Address:		

STAFF USE ONLY					
Date Submitted:	Fee Deposit:	Receipt No:	GP & Zoning:	Date Complete:	Accepted by:

I. Acknowledgment and Agreement (Failure to sign shall result in the application being withheld from further processing)

Please initial to certify that the foregoing statements are true and correct to the best of your knowledge.

_____, I, the undersigned, hereby agree to defend (with counsel approved by the City), indemnify, and hold harmless the City, its officials, officers, employees, volunteers, and agents (collectively, the "City Parties") from and against any claims, liability, loss, damage, costs (including reasonable attorney fees), or expenses, suits, and damages of every kind, nature, and description, directly or indirectly arising from, or relating to this application or the project (collectively, the "Claims"). I shall have no right to seek reimbursement from the City Parties for the Claims. These obligations shall survive the termination or expiration of this Acknowledgment and Agreement.

_____, I, the undersigned, hereby agree to pay any and all City costs incurred in connection with the application or the project ("Fees"). I agree that, if requested by staff, we will also enter into a reimbursement agreement with the City for the payment of such Fees. The Fees may include, but are not limited to, costs associated with City staff time, processing costs, consultant costs, and legal fees associated with processing the application, implementing any project approvals, or defending any project approvals. Consultant costs may include, but are not limited to, environmental consultants, biologists, wetlands specialists, traffic consultants, geotechnical consultants, and legal consultants, as may be determined to be necessary in the sole discretion of City staff. I hereby acknowledge and agree that I shall deposit funds to cover the Fees as determined by City staff, that such deposit may not be adequate to fully reimburse the City for all Fees, and that periodically, as the need arises, I may be called upon to make further deposit of funds to cover the Fees. In the event, for any reason, a City request for further deposit of funds is not fully satisfied within thirty (30) calendar days, the City may cease processing this application and the related project and shall treat the failure to make the requested deposit of funds as my request to cease processing the application. The advance of Fees shall not be dependent upon the City's approval or disapproval of my application, or upon the result of any action, and shall in no way influence the project. Neither myself, nor any other person providing funding for the project shall, as a result of such funding, have any expectation as to the results of the application process or the selection of an alternative favorable to or benefiting me.

_____, I, the undersigned, hereby acknowledge, consent, and agree that project application forms, plans, and any other documents and materials submitted to the City are public records under the California Public Records Act (CA Gov. section Code 7920.000 et seq.). All project application forms, plans, and any other documents and materials submitted to the City are a public record and are subject to public inspection.

_____, I, the undersigned, hereby acknowledge and agree that the comments of staff regarding the project are for guidance purposes but the final decision on the project rests with the Planning Commission and/or Pacifica City Council.

_____, I, the undersigned, hereby acknowledge and agree that my failure to provide complete, truthful, and accurate information necessary to process the application, or to provide public notice as required, may result in a delay in processing the application, or may constitute grounds for denial or revocation of the permit requested herein, and may result in the City ceasing processing this application and the related project, and treating the failure as my request to cease processing the application.

_____, I, the undersigned, hereby acknowledge and agree that any documents approving the project and/or conditions of approval may be recorded with the San Mateo County Recorder's Office. If requested, I agree to sign a document to allow such documents to be recorded.

_____, I, the undersigned, hereby acknowledge and agree that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of federal, state or local law. All provisions of law applicable to the project shall be in force whether specified or not.

_____, I, the undersigned, hereby acknowledge and agree that all projects are subject to all applicable fees authorized or required by law.

_____, I, the undersigned, hereby declare under penalty of perjury pursuant to laws of the State of California that all of the information contained in this application is true and correct of my own personal knowledge.

Applicant Signature/Print Name:

Date:

Property Owner or Authorized Agent Signature/Print Name (I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application):

Date:

II. Application Materials Checklist			
SUBMITTAL REQUIREMENTS: At the time of application submittal, the following information listed on the Application Checklist is required for a complete application. Please review this checklist with the City's Planning Division of the Community Development Department to confirm specific requirements and to determine if other applications are required.			
Required ¹	Applicant Check	Application Materials Items	Staff Use, Date Received
☐	☐	1. Application Packet. a. Application Form (Section I.). Include signature and contact information for the legal property owner, applicant, or authorized agent, and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application on another sheet if necessary. b. Application Materials Checklist (Section II.): Include a completed and signed copy of this checklist. c. Site Plan and/or Massing Diagram (Section III). Provide compliant separate Site Plan and/or Massing Diagram or permission to publish plans is deemed granted.	
☐	☐	2. Application Deposit. ☐ \$11,500 ☐ Other \$ _____	
☐	☐	3. Reimbursement Agreement. Submit a complete Reimbursement Agreement form <i>(If not included as attachment, request form Community Development Department)</i>	
☐	☐	4. Environmental Information Form. Submit a complete Environmental Information form <i>(If not included as attachment, request from Community Development Department).</i>	
☐	☐	5. Title Report. Prepared within 6 months of submitted application) with copies of all exceptions noted.	
☐	☐	6. Evidence of Legal Interest. Provide evidence of legal interest of the property proposed to be developed by the owner signing the application (i.e., Deed, Title, Lease, Escrow, Instructions, Tax Statement), or authorization of the signatory to represent the property owner (i.e., Articles of Incorporation, Power of Attorney).	
☐	☐	7. Letter of Explanation. Provide a letter of explanation describing the project in detail. Include information on existing and proposed: structures, architectural style/materials, grading, roads, driveways, fences/walls, hours of operation, # of employees, parking, circulation, delivery schedule, etc.	
☐	☐	8. Photographs. Provide photographs of the property and surrounding area with a location map showing the location and direction of each photograph vantage point.	
☐	☐	9. Vehicular Trips. Include an estimate of additional trips generated by the proposed project in accordance with the current edition of the Institute of Transportation Engineers (ITE) "Trip Generation Manual."	

¹ All of the materials included in this Checklist are required unless otherwise waived by the Planning Division.

☐	☐	10. Traffic Impact Study/Report/Analysis. Submit a traffic study/report/analysis prepared by a qualified, licensed traffic engineer to forecast additional traffic associated with a proposed development that identifies any potential impediments that might influence traffic flow, and suggested ways to mitigate any negative effects.	
☐	☐	11. Preliminary Geotechnical Report. Include flood hazard and fault info. If project site is within an Alquist-Priolo earthquake fault zone, submit a Geologic Report .	
☐	☐	12. Flood Hazard Zone. Indicate whether property is located within a flood hazard area. If property is within a flood hazard area the elevation of the lowest floor, including the basement, shall be certified by a registered professional engineer or surveyor to be properly elevated. Such certification shall be provided to the Flood Plain Administrator.	
☐	☐	13. C.3. Checklist. Provide a completed and signed C.3 Checklist. For regulated projects, submit plans showing drainage management areas (DMAs) and treatment measures.	
☐	☐	14. Hydrology Calculations. Provide Hydrology calculations based on a 100-year storm for the entire development, prepared by a registered professional engineer, to determine the size of all proposed storm drain facilities and the impact on the existing system (storm drains, creeks, and waterways).	
☐	☐	15. Preliminary Landscape Plan. Provide a Preliminary Landscape Plan showing, at a minimum, placement of landscaping, plant size, plant species, irrigation plan, and any replacement tree plantings required by the Tree Preservation Ordinance (PMC Title 4, Chapter 12).	
☐	☐	16. MWEL Checklist. Provide a completed and signed MWEL checklist. For development projects that exceed 2,500 square feet of new or replaced landscape area, and for homeowner projects that exceed 500 square feet of new or replaced landscape area.	
☐	☐	17. Digital Color and Material Samples. Provide a digital colors and materials sample for all proposed structures.	
☐	☐	18. Exterior Lighting Plan. Provide an Exterior Lighting Plan showing fixture placement, height above grade, design, orientation of illumination, and color and temperature (i.e., Kelvin) of illumination.	
☐	☐	19. NCCWD Confirmation. Provide documentation and/or written evidence from the North Coast County Water District (NCCWD located at 2400 Francisco Blvd., Pacifica) that water pressure is sufficient for domestic and fire sprinkler uses.	
☐	☐	20. Information Regarding Hazardous Materials. For any project which will be used by any person, submit a signed "Information Regarding Hazardous Materials" form indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites compiled pursuant to Government Code Section 65962.5 by the California Secretary for Environmental Protection. Data lists / maps are available at the following websites (check multiple lists and categories): http://www.calepa.ca.gov/SiteCleanup/Corteselist/ and https://www.envirostor.dtsc.ca.gov/public/	

		(Form available from Community Development Department)	
☐	☐	21. Boundary and/or Topographic Survey. Required for any: i. Subdivisions ii. New construction of a main building; or iii. Expansion of building footprint or construction of an accessory building/structure less than 2 feet from, or within, a required setback. iv. Any construction or addition within the "HPD" Overlay or Coastal Zone Submit a survey meeting the following requirements: a. Wet-stamped, signed by a licensed CA surveyor or appropriately licensed civil engineer b. Minimum scale of 1/10" = 1' c. All property lines, curb and sidewalk, spot elevations, existing structures, building dimensions, and setbacks to all property lines. d. Survey must be no more than five years old	
☐	☐	22. Existing & Proposed Site Plan. Provide an existing and proposed Site Plan (can be separate) containing the following information: a. Exterior boundaries of the subject property and property dimensions. b. Bearings and dimensions of property lines, and referenced survey monuments. c. Existing topography and existing average cross slope prepared by a registered engineer or a licensed surveyor. Include contours at a scale appropriate to the project site. For sites located within the Hillside Preservation District (HPD) overlay zoning district, contours and average cross slope shall utilize the method prescribed in PMC Section 9-4.2257. d. Location and dimensions of existing and proposed structures, and their ages, and location and distance from nearest adjacent buildings. e. Location, design, dimensions of proposed parking and loading facilities. f. Location, height, design and type of fencing and retaining walls. g. Location of creek or other waterways, if any. h. Dimensions of setbacks and building separations. i. Location and dimensions of existing and proposed street improvements, including, but not limited to: gutters, curbs, sidewalks, street centerlines, street widths, alleys and easements. If a driveway approach is being added or altered, show distances to nearest existing driveways in both directions (contact City's Engineering Division). j. Existing and/or proposed road grades, slope, and cross slopes (contact the North Coast Fire Authority). k. Existing traffic and parking control signs, signals, and curb and pavement markings, and existing street lighting, as well as any proposed changes thereto. l. Existing and proposed storm water drainage patterns, ultimate discharge point, proposed drainage modifications including how runoff is and would be conveyed to a public street, storm drain, adjacent creek, or waterway. Include stormwater treatment measures, as applicable. m. Specify the location, species and size of all protected trees (as defined in PMC Section 4-12.02) located within 50 feet of the project area (including on neighboring property). Indicate the extent of the canopy in the plans. If protected tree removal is proposed, or if any activity as outlined in PMC Section 4-12.06 is proposed within 50 feet of a protected tree, or if significant pruning (as defined) of a protect tree is proposed, submit a tree protection plan prepared by a qualified arborist, horticulturalist, landscape architect or other qualified person. Refer to Section 4-12.11 of the Pacifica Municipal Code for a	

		list of required tree protection plan contents and objectives. If there are no protected trees within 50 feet of the project area, indicate this on the plans. n. Location and dimensions of all existing and proposed public easements, including, but not limited to, utility, drainage, and public access easements. o. Location and dimensions of all existing and proposed private easements, including, but not limited to ingress and egress easements. p. Location, dimensions of existing and proposed legal and physical access to the site. q. Existing and proposed sewer improvements that includes how the proposed system connects to the existing main. (contact Wastewater Division) r. Existing and proposed utilities such as water, gas, electric, telephone and cable, and how the proposed project connects to the existing systems, including any new on- or off-site poles, vaults, cabinets or other structures. All proposed new utilities must be installed underground from the nearest joint pole or box (contact Engineering Division). s. Indicate the address and Assessor Parcel Number of adjacent properties. t. Indicate all lot data including the lot area, existing and proposed lot coverage, and the existing and proposed landscape coverage, expressed in square feet and percentage of total lot area; existing and proposed floor area (excluding garage); and, existing and proposed garage area. u. On-site circulation plan, including directional and regulatory signage. v. Existing and proposed fire service/protection features in the vicinity of the project, to include locations and distances from existing or proposed fire hydrants and cross streets or fire apparatus turnarounds/access to roadways and/or aerial fire apparatus access roads. w. Existing and proposed fire protection features of the building such as fire sprinkler system, fire alarm system, hood & duct fire protection system, etc. x. Per the adopted City of Pacifica Complete Street Policy, developments shall include, but not be limited to, bicycle and pedestrian facilities (contact Engineering Division for full requirements). y. For multi-family residential projects, provide the following information: a table on the coversheet showing occupancy group, type of construction, total number of units, and total number of accessible units. z. For commercial projects, provide the following information: occupancy group, type of construction, total number of parking stalls, number of accessible parking stalls, exit analysis, allowable area calculation.	
☐	☐	23. Floor plans, Elevations (front, rear, and all sides of all buildings), Grading Plans, Drainage Plans, and Sectional Plans.	
☐	☐	24. Building elevation(s). ☐ Perspective renderings or photo simulation (if checked); and/or ☐ Visual aids (if checked) showing height and massing of the project and adjacent buildings.	
☐	☐	25. Contextual Plan. Submit a plan using topographic or aerial map as base. Show the relationship of the project to the building and site features of the property line, which shall include: a. Building footprints, pad elevations, and building height. Land use and zoning designations on all lots. b. Property lines and dimensions of the subject site and adjacent properties showing all easements. c. Location of streets, medians, curb cuts, sidewalks, driveways, and parking areas. d. Location of all creeks, waterways, and trees.	

		e. Vicinity map indicating site in relation to major streets. f. Streetscape indicating neighborhood context of adjacent buildings.	
☐	☐	26. HPD Disturbance of Land. If the proposal includes the disturbance of any land within the Hillside Preservation District (HPD), submit the following: 1) a survey of the site contours (interval not greater than 10 ft.) prepared by a licensed land surveyor or registered professional engineer; 2) the calculations used to derive the allowable coverage, described in Section 9-4.2257 of the Pacifica Municipal Code; and, 3) a dedicated plan sheet with color-coded areas that comprehensively identify all types of coverage (e.g., buildings, paving, grading, etc.) proposed on the site from any other plan sheet, as well as a table summarizing the total area for each coverage type.	
☐	☐	27. Sign Permits. For Sign Permits provide design details, including materials, colors, shape, location, size, area, copy, and illumination of all proposed and/or existing signs; street frontage of lot and building.	
☐	☐	28. Development Permit (DP). For DP applications, the additional material required by Pacifica Municipal Code Section 9-4.2205 (<i>Available from Community Development Department</i>).	
☐	☐	29. Specific Plan (SP). For SP applications, the additional material required by Pacifica Municipal Code Section 9-4.2208 (<i>Available from Community Development Department</i>).	
☐	☐	30. Tentative Subdivisions (SUB), Parcel Map, and/or Subdivision Modification (MOD). For SUB and/or MOD applications, the additional material required by Pacifica Municipal Code Sections 10-1.401 through 10-1.405 (<i>Available from Community Development Department</i>), and an Engineering Division Tentative Map Checklist (<i>Contact Engineering Division</i>).	
☐	☐	31. Coastal Development Permits (CDP). For CDP applications: a written statement showing (1) whether the project is consistent with policies of the Local Coastal Land Use Plan, and (2) if the project is between the nearest public road and the shoreline, whether the project is in conformity with the public recreation policies of Chapter 3 of The California Coastal Act.	
☐	☐	32. Variances (PV) and/or Minor Modifications (MM). For PV and/or MM applications, a written statement, plans and evidence showing that the special circumstances and criteria of Pacifica Municipal Code Section 9-4.3404 are met (<i>Available from Community Development Department</i>).	
☐	☐	33. Historic Landmark Designations (HLD) and/or Historic Preservation Permits (HPP). For HLD and/or HPP applications, the additional material required by Pacifica Municipal Code, Chapter 7 (<i>Available from Community Development Department</i>).	
☐	☐	34. Transfer of Development Rights (TDR). For TDR applications, the additional material required by Pacifica Municipal Code Section 9-4.4207 (<i>Available from Community Development Department</i>).	
☐	☐	35. Wireless Communications Facilities. Submit the supplemental materials described in Section 9-4.2614 of the Pacifica Municipal Code and the Wireless Communications Facility supplemental application.	

X		36. Density Bonus Eligibility Statement. Required for projects requesting a density bonus pursuant to Government Code Section 65915: a. Submit written statement that includes the following information: i. Calculation and number of “base project” units; ii. Percent density bonus requested and allowed pursuant to Government Code Section 65915; iii. Number and percent of affordable units and level of affordability; iv. Waivers or modifications of development standards necessary to physically accommodate “density bonus” units (e.g., increased height or FAR, reduced setbacks or parking, etc.) and an explanation of why each waiver or modification is needed to accommodate “density bonus” units; and v. If the project is requesting an incentive or concession, describe each incentive or concession being requested in addition to (or instead of) waivers or modifications necessary to accommodate density bonus.	
☐	☐	37. City/County Association of Governments (C/CAG) of San Mateo County Transportation Demand (TOD) Management Policy. Based on the project scope, the project may be subject to C/CAG’s TOD Policy Implementation Guide and subject to submitting a TDM checklist for review and approval. Please provide the Average Daily Trips (ADT) for staff to verify if the TDM checklist is applicable to this project.	
☐	☐	38. SB 1214 Site Plan and/or Massing Diagram (Section III.)	
☐	☐	39. Levine Act Disclosure Statement (Form available from Community Development Department)	
☐	☐	40. Environmental Review Checklist for the 2023-2031 Housing Element Sites Listed in the Housing Element Rezoning Program (30 sites). In accordance with the adopted City Council Ordinance No. 902-CS, which designates the Housing Element sites for the 2023-2031 period, please submit a completed Environmental Review Checklist. This checklist is required to demonstrate compliance with the Mitigation Monitoring and Reporting Program (MMRP) for the Housing Element Rezoning Program EIR and to ensure consistency with relevant General Plan policies. Please ensure all necessary environmental analyses and documentation are included in the submitted checklist.	
☐	☐	41. Additional Study/ Analysis Required:	
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<u>Applicant Signature/Print Name:</u>	<u>Date:</u>
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III. Site Plan and/or Massing Diagram

Provide a Site Plan or/and Massing Diagram that meets the definition of Government Code Section 65103.5(f). Please note that this must be submitted as a separate file. **Failure to submit a Site Plan or Massing Diagram shall be deemed permission to post architectural plans online and/or distribute plans to the public pursuant to Government Code Section 65103.5(e).**

IV. Additional Information May Be Required

Once an application is deemed complete, the City of Pacifica may:

- In the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application; and
- Require submission of additional information for purposes of environmental review of the proposed project as required by the California Environmental Quality Act (CEQA). This may include, but is not limited to, soils and geotechnical reports, surveys, biological reports, special studies, renderings, perspectives, landscaping plans, traffic studies, wastewater flow studies, and arborist reports, or similar supplemental information to adequately review and assess the project.