



Third Avenue Village Association – Land Use Committee Meeting  
Monday, June 13, 2022 at 2:00 pm

Zoom Virtual Meeting:

<https://us06web.zoom.us/j/87998876231?pwd=SzVWUkNMeis3TjVRbG1aRlp5YVp1Zz09>

or call 1-669-900-6833 / Meeting ID: 879 9887 6231 / Passcode: 457390

1) Introductions and Zoom Etiquette / Joe Raso, Chair

*All participants will be put on mute during the topic presentation and then the moderator will unmute the microphones to take comments/feedback. Please keep comments directed to the topic being discussed.*

2) Continuing Virtual Meetings Pursuant to AB 361

*Action Item*

*Find and determine that a state of emergency remains in effect at the state level, and that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*

3) Public Comment (3-Minute Max Per Person)

4) City of Chula Vista Downtown Parking Management Study: Presentation & Report Recommendations

5) Committee Updates:

a. Downtown Development Streamlining: Recap

6) Old Business – Add or Remove Items

*It is the practice of TAVA to formally request that an item under Old Business be pulled from the agenda and placed on a future Agenda for Discussion and/or Action.*

a. No items

7) Next Meeting: \_\_\_\_\_

8) Adjournment

**BROWN ACT.** Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72-hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 353 Third Avenue, Chula Vista, CA 91910 and on the TAVA website. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Michelle T de Mercado at 619-422-1982 or via email at [info@thirdavenuevillage.com](mailto:info@thirdavenuevillage.com) at least 48-hours prior to the meeting. **VIRTUAL MEETING / COVID-19.** Due to precautions associated with COVID-19 and following current state law (AB 361) regarding the Brown Act, all TAVA Board and committee meetings, until further notice, will be held by teleconference only. Members of the public can listen and participate in meetings over the phone and through the internet.

---

**THIRD AVENUE VILLAGE ASSOCIATION**

353 Third Avenue • Chula Vista, CA, 91910 • 619.422.1982 • [ThirdAvenueVillage.org](http://ThirdAvenueVillage.org)

AB 361 Overview  
9/30/2021

On September 16, 2021, AB 361 was adopted on an urgency basis (AB 361, section 9) meaning it has immediate effect. Shortly thereafter, Governor Newsome issued an executive order delaying implementation until October 1. After October 1 and through January 1, 2024 (when the bill sunsets), bodies subject to the Brown Act can continue to meet electronically (without the need to allow the public to participate from a physical location) after making specific findings and subject to added requirements.

### Findings

A body subject to the Brown Act may continue to meet virtually when:

- 1) **it is meeting during a proclaimed state of emergency AND**
- 2) **either: state or local officials have imposed or recommended measures to promote social distancing OR the body is meeting to determine or has determined by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.**

Thereafter, at least every 30 days the body must make the following findings by majority vote:

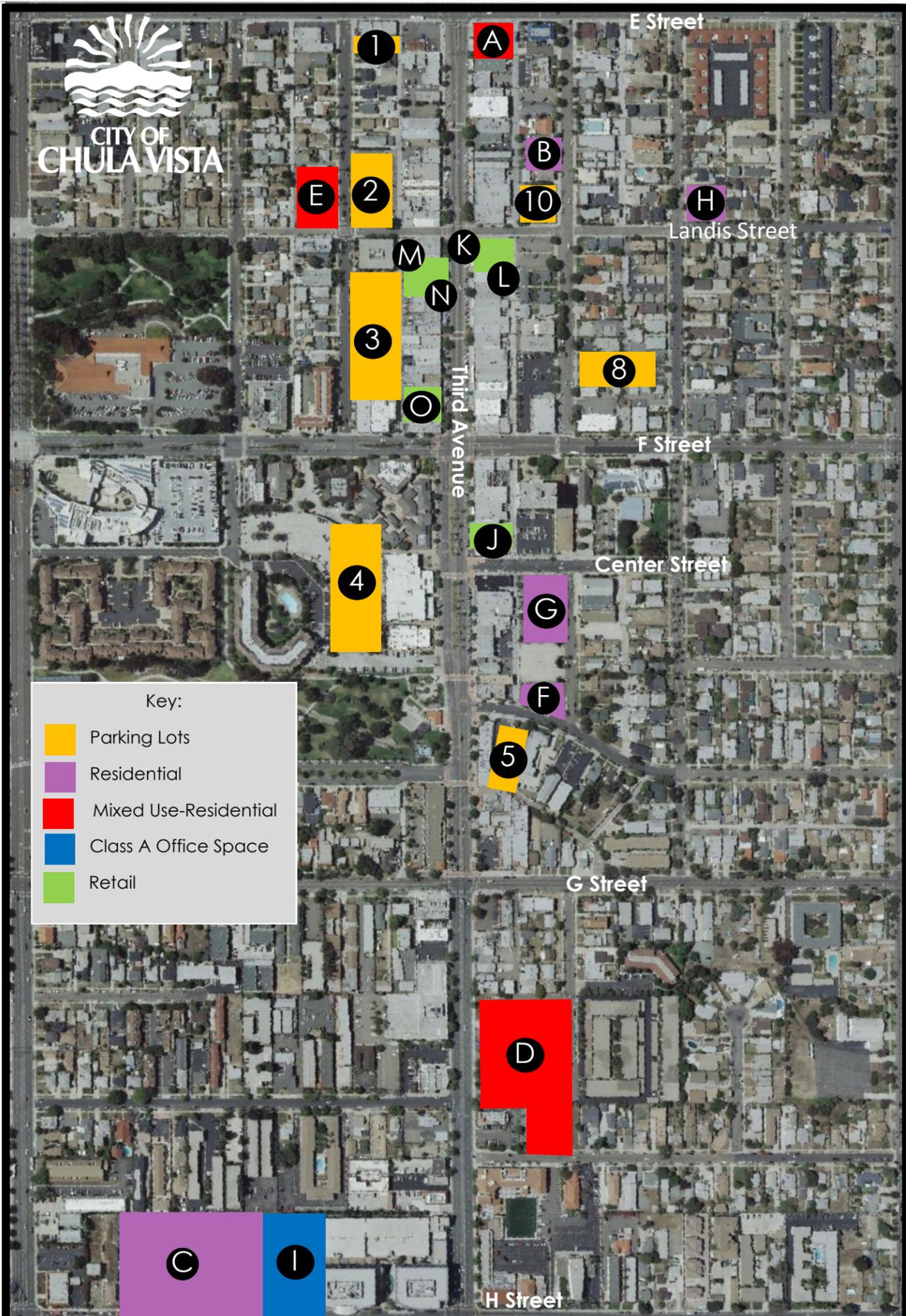
- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing

### Additional Requirements

In addition to requirements established under the Governor's Executive Orders, public entities that continue to meet virtually must also:

- Allow real-time public comment; may not require public comments to be submitted in advance.
- Allow people to register (get in line) to give public comment during the entire public comment period for a given item.
- Suspend any action in the event of a service interruption. If there is a disruption (within the agency's control) that prevents broadcast of the meeting or prevents the public from providing comments, the body may not take actions until service is restored or those actions may be challenged.

# Chula Vista Third Avenue Parking & Development Activity



Chula Vista's Third Avenue Village is where people gather to enjoy special events, farmers markets, walkable tree-lined streets, cafes with outdoor dining, and plenty of eclectic shopping. The City has invested \$10 Million in the Third Avenue Street Scape project, which will include a complete remodel of the pedestrian walkway from E St to H St. The second of this three phase project was completed 2016. With new efforts to revitalize Western Chula Vista including new higher-density residential and commercial, Western Chula Vista will provide

### Parking Lots

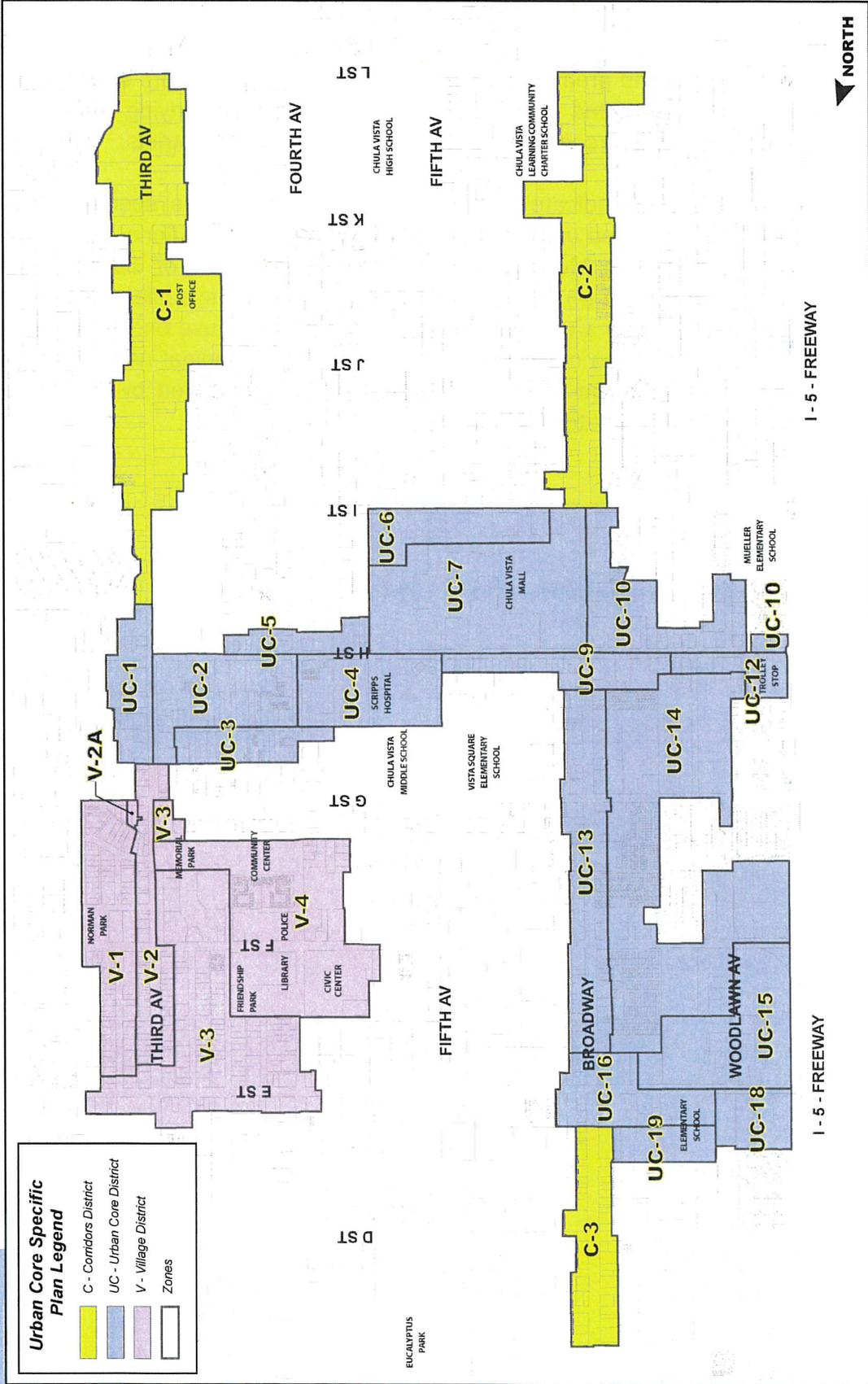
- 1 Lot 1 = 13 spaces
- 2 Lot 2 = 75 spaces
- 3 Lot 3 = 118 space
- 4 Lot 4 = 633 spaces
- 5 Lot 5 = 29 spaces
- 8 Lot 8 = 54 spaces
- 10 Lot 10 = 29 spaces

### Areas of Interest

- A 201 Third Ave—16 DU's /2,000 s.f. retail
- B 230 Church—29 DU's
- C 371 H St—Urbana—160 DU's
- D 435 Third Ave—The Colony—160 DU's/3,000 s.f. retail
- E 240 Landis Ave—Lofts on Landis Ave—33 DU's
- F Church/Madrone—10 DU's
- G Center/Church—29 DU's
- H 245 Landis—3 DU's
- I 353 H St— Gateway Phase III—110,000 s.f.
- J 319 Third Ave—Third Avenue Alehouse
- K 253 Third Ave—Bar Sin Nombre
- L 259 Third Ave—3 Punks Ales Brewery
- M 258 Third Ave—Groundswell Brewing
- N 260 1/2 Third Ave— Nest Gallery
- O 294 Third Ave—Chula Vista Brewery

**Urban Core Specific Plan Legend**

	C - Corridors District
	UC - Urban Core District
	V - Village District
	Zones



Specific Plan Subdistricts Key Map

Fig. 6.1

### V-2 and V-2A Village

Primary land uses: Mixed-Use Residential (not allowed along ground floor on Third Avenue, except for access); Retail; Office

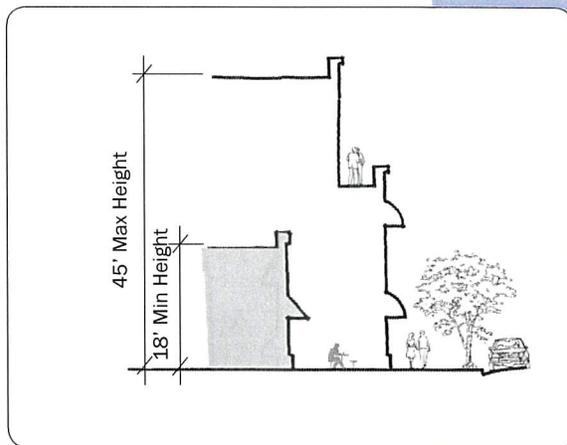
*Chula Vista  
Urban Core*

#### Urban Regulations

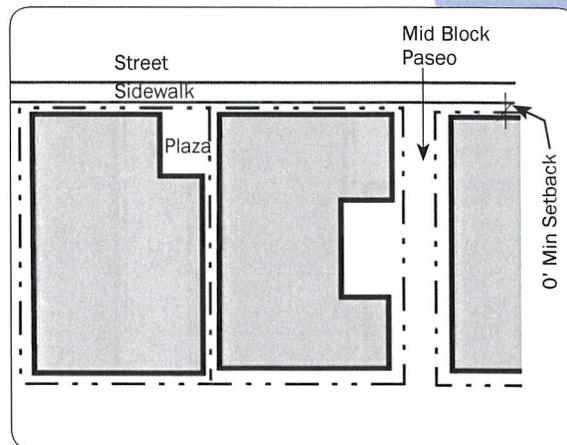
- 1. **Floor Area Ratio:**  
Max: 2.0
- 2. **Building Height:**  
Min: 18'            Max: 45'
- 3. **Building Stepback:**  
Not mandatory
- 4. **Street Wall Frontage:** 80% Min
- 5. **Setbacks:**  
Street Min: 0'      Street Max: N/A
- 6. **Open Space Requirement:** 200 sf/du

#### Parking Regulations

- 1. **Parking Locations:**  
Behind/Subterranean/Tuck Under
- 2. **Residential Parking:**  
Min: 1.5 space/du  
Guest: 1 space/10 du  
On-site Min: None
- 3. **Non-Residential Parking:**  
Min: 2 spaces/1,000 sf  
On-site Min: None



**Section View**                      **Fig. 6.10**



**Plan View**                              **Fig. 6.11**

Summary sheet does not reflect all regulations that may apply to each property. Please consult the remainder of the chapter for all criteria.

## Joseph A Raso

November 23, 2021

The purpose of this communication is to inform those concerned that the building permitting process for “Mom & Pop” development in downtown Chula Vista is broken. The following pages contain personal experiences supporting this conclusion.

For years I have been a member of The Third Avenue Village Association. TAVA is charged with the responsibility: “...to create, promote and champion a vibrant, pedestrian-friendly destination, leading to increased sales, property values and community pride.” Within the organization I was Chairman of the Economic Development Committee. One of EDC’s main goals is to: “Bring more feet to the street.” This presentation is prepared for you as a private citizen and not as a representative of TAVA.

We all agree the most efficient way to achieve economic growth Downtown Chula Vista is to simply get more people to live downtown. Here’s how I see the problem. The building permit process, as it pertains to downtown Chula Vista, is exceedingly cumbersome, stifling growth and robbing City coffers of much needed revenue. What we feel is needed is a system which encourages “Mom & Pop” development while increasing revenue to the City. Points outlined below is a common sense solution to achieve the goals of economic development while improving the City’s cash flow.

- 1) *Small “Mom & Pop” development should be encouraged.*
- 2) *Developer should be informed of all required fees.*
- 3) *Aside from a “Plan Check” fee, all fees paid upon final inspection.*
- 4) *Inspector does not have the authority to alter City approved plans.*
- 5) *Initial Plan Check to be completed with one pass thru all departments.*
- 6) *Elimination of unnecessary time delaying steps in the permit process.*

**Back ground information supporting each point with proposed ordinance changes:**

- 1) *All properties of less than 7,500 Sq ft developed for mixed use (Commercial/ Residential) to be “fast tracked” for approval and be exempt from Parking and Open Space Requirements.*

Small “Mom & Pop” projects should be encouraged. This would preserve our community’s character. Projects on parcels of less than 7,500 sq ft would not require much parking and projects of that size certainly do not provide adequate room for open space. The exemption of the current Parking and Open Space requirements would be revenue neutral if the rates for larger developments are adjusted accordingly.

- 2) *At the start of the permitting process, City Staff will provide an accurate accounting of all fees, permit requirements, and complete list of required studies from all agencies, developer will encounter thru Final Inspection & Occupancy Permit. After a complete list of fees is provided, developer will pay a “Plan Check” fee to proceed.*

To put it another way: *What are the costs of the permits?* The purpose of this request should be obvious. No developer would attempt a project in Downtown CV if it could not determine the costs of the “*required studies from all agencies, developer would encounter thru Final Inspection & Occupancy Permit*”. Currently the city provides an on line service providing an estimate of fees. However this process has one fatal flaw. The accuracy to such estimate is contingent upon the expertise of the individual keying in the information. A more efficient means of determining the costs would be for city staff to hand the developer a personalized handout of the projected fee schedule. The knowledge of the fee structure should be the expertise of city staff. If there are individuals on city staff who believe it would be too difficult or impractical to provide such a service, just imagine the difficulty of the task for a “Mom & Pop” developer to decipher the fee schedule. Lengthy permit process, surprise agency expenses and unforeseen city requirements are a major stumbling block for small mixed use developments. Very few “Mom & Pop” developers would risk a lifesavings if not provided with an accurate projection of required fees, permits, and studies from all agencies, that would be encountered thru Final Inspection and Occupancy Permit. It took me six months to acquire a building permit for a simple 744 Sq Ft ADU (Granny Flat). We were not informed of the permit fee structure until permit was ready for issuance. There is something

wrong with the system if it takes longer to get permission to build something then to ACTUALLY build something.

*3) After Plan Check is completed a building permit will be issued. Payment of all building and permit fees to be delayed until after final inspection and the issuance of an Occupancy Permit. At such time developer will commence payment of fees at a schedule negotiated in advance.*

This requirement is huge! This is the lynchpin which makes these proposed ordinance modifications “work”. All aware of many instances of individuals getting the “run around” in their attempts to construct a project to improve downtown Chula Vista. This a sore subject among staff members. With City staff, quite often the left hand doesn’t know what the right hand is doing. This section in ordinance modification will encourage city staff to “get their act together”. To ensure a small developer has every intention of competing a project it would be appropriate to charge a small up front “Plan Check Fee”. Obviously no small developer would “Blow Off” a plan check fee if there was no intention of competing a project. Consequently, if the staff were aware that the bulk of fees could not be collected until after final inspection and occupancy permit, they would diligent in issuing permits and conducting inspections. I personally experienced a situation where after hanging drywall I was informed we would have to wait six weeks for nailing inspection before we could proceed to the next phase of construction. What was a mere inconvenience for me could very well be a deal breaking cost prohibitive expense for a developer. It is important to note that this section of the proposed ordinance change actually increases funds to the City because more permits would be issued to be followed by an increase of final inspections performed.

*4) Inspector has no authority to instruct developer to alter plans previously approved by city staff (except for reasons of health and safety). Inspectors who believe changes are required will inform developer of the nature of the requested changes. However, inspector must request changes directly to city plan check staff by the end of the business day. Developer will not be burdened with endless squabbling between members city staff.*

Inspectors requesting a change in an approved set of plans appears to be a new phenomenon in Chula Vista. Inspector attempting to over ride the decisions of city plan check is a game changer. It is now possible for developers, in the middle of a project, to get trapped in and endless and costly squabble between different members of city staff. Once this process

becomes widespread and well known, NO developer will attempt improve our community.

*5) Initial Plan Check to be competed with one pass thru all departments.*

Many city staff members are required to review plans before a building permit is issued. City staff seems to have fallen into a system where plans are returned to developer after one staff member has reviewed plans. The developer is required for the architect to make corrections. After corrections are made, developer resubmits plans where they are funneled to the next city staffer who may take weeks to review project. After this second city staffer makes his corrections, plans are returned to developer who AGAIN has to arrange for the architect to make additional corrections. After those additional corrections are made, plans are resubmitted where they are funneled to the next city staff member and the process repeats itself over and over and over again. Since June 2020 I have had a set plans for a simple 744 Sq ft one bedroom Granny Flat wandering thru the maze of Plan Check. A building permit was not issued until January 5, 2021.

*6) Elimination of unnecessary time delaying steps in the permit process.*

One example of unnecessary time delaying steps in the permit process is the “Entitlement Process”. There simply should not be an “Entitlement Process”. That is what zoning is all about. A simple "over the counter" staff review should reveal if a developer is “Entitled” to proceed with a project or not. We are not naive however. We realize the “Entitlement Process” provides political cover for the Planning Commission and ultimately the City Council. However, we think all can agree that a six to nine month “Process” not only adds unnecessary costs and discourages the improvement of downtown Chula Vista but virtually eliminates all small “Mom & Pop” new construction.

**Another Example:**

For years I attempted to develop property located at 413, 415, & 417 Third Ave. With the property totaling approximately 8,625 sq ft, I randomly picked the square footage of 7,500 in this proposed ordinance change as to not give the impression my motives were self serving. For years city staff insisted there were no ordinances providing a mechanism for off sight

parking or “In-Lieu-Of” fees. When I presented plans for the development of 413 & 415 Third Ave, numerous staff members insisted that parking must be “On Site” At the time 413 & 415 Third Ave was valued at \$660,000.00. Armed with this information I purchased the adjacent property located at 417 Third Ave for \$450,000.00. We again approached city staff with a new proposal only to be informed that the larger parcel would require even more parking. This got me thinking. If the city continued encourage larger developments, downtown would lose its small town charm to “big box” developers. At first I considered abandoning the request that “All properties of less than 7,500 Sq ft developed for mixed use (Commercial/Residential) to be exempt from Parking and Open Space Requirements.” After much thought, I decided to leave the request in. My reasoning: Small project construction should be the backbone of the development of Downton Chula Vista. Small “Mom & Pop” projects would only add to our community’s character.

In 2020 Silvergate Developers requested I attend a Planning Commission meeting in support of a proposed project. I heard a Planning Commissioner inquire as to what was being done to accommodate an apparent shortage of parking. City staff informed the commission that an “In-Lieu-Of” fee was paid. I WAS DUMFOUNDED!!! As I contemplated all the waisted years of work and expense put into the project at 413, 415, 417 Third Ave, I sank into my chair in total depression. That simple misinformation by staff altered my life!

**In conclusion:**

It is obvious that a streamlining of the permit process is long over due.

We would appreciate any guidance as we attempt these minor modifications to the city’s cumbersome building codes. Feel free to call me on my cell anytime at 619-454-1281 or E-mail Josephanthonyraso@gmail.com. As you can see, in the big picture, these modifications are not merely revenue neutral but actually increase City income. We believe there are many developers attempting to improve the downtown area but are discouraged from doing so by cumbersome building codes and resistance from city staff. With your assistance we can truly imagine our downtown area flourishing into a beautiful neighborhood.... another Little Italy. Thank You

Sincerely,

*Joseph A Raso*

PS: I hope this information, when-resented to the city, will bring a positive response from staff. At age seventy two, I am simply exhausted from beating my head against the wall attempting to improve our community. I do not believe my difficulties in acquiring building permits are unique. With my family's long history of involvement with the community and my love for the Downtown area, I am hoping to eliminate unnecessary road blocks for future individuals who experience similar difficulties attempting improve our community.

**A small note:**

In the 1980's, after years of unsuccessful attempts to get a permit to modernize La Bella Pizza Garden, I was directly told by the head of the Downtown Improvement District, Paul Drencher, (spelling?) that La Bella's should relocate out of Chula Vista (Third Ave south of Moss was county at the time). I was informed La Bella Pizza Garden did not "fit into the plans for the redevelopment of Downtown Chula Vista". At the time, City Staff was systematically pushing out Mom & Pop operations from downtown. Peter's Home & Garden, Arnold's Garage, and Fuson's Garage just to name three. Of course I was not going to allow all the work my Mom & Dad put into La Bella's, since 1955 to be cast aside. I politely informed City Council that if in five months we did not get a permit to streamline operations a La Bella's, we would build without one. Damn... They called my bluff. Five months later I simply rented a bulldozer and started construction myself. Fortunately cooler heads prevailed. The director of Building & Housing at the time (Gene Grady) called and asked: "Joe, if I send an inspector, would you do what he says"? "Of course." I replied. "I don't want the building to fall down." Gene reassured me with a response: "Don't worry Joe, I'll take care of the paper work".



**Economic Development Department  
Development Services Department**

---

May 3, 2019

Delivered via email

RE: 413, 415 and 417 Third Avenue

Dear Joseph,

We received your January 26, 2019 letter regarding your Downtown Chula Vista Redevelopment Proposal and would like to thank you for your comments. Much of what you are requesting already is allowed.

**Request #1:** *All properties of less than 7,500 square feet that are developed for mixed use to be exempt from parking requirements.*

The regulations for your property are codified in the Urban Core Specific Plan and your property falls within the V-2 subdistrict. A copy of the Urban Core Specific Plan Development Regulations is attached for your reference (Exhibit "A"). In the V-2 District, the parking requirement for *non-residential development* is 2 spaces/1,000 square feet. For a 7,500 square foot commercial development on your 8,275 square foot lot, a total of 16 parking spaces would be required. As stated in your proposal the 7,500 square feet is proposed to be mixed use. For the residential component the parking required is 1.5 spaces per dwelling unit (plus one guest space for each 10 dwelling units). However, there is **no requirement** to have these parking spaces on-site because you are within the V-2 subdistrict. For your proposed project you have three options available to you:

1. Provide all or a portion of the required parking on site;
2. Have a shared parking agreement for the required spaces (City Ordinance 19.62.040; Exhibit "B"); or
3. Pay a one-time in-lieu fee (Master fee schedule 9-100; "Exhibit "C" because you are in the Downtown Parking District).

The options above were created because the City recognized the difficulty of properties within this subdistrict to make a project financially feasible if they were required to provide parking on site. While the above options do not exempt you from parking requirements it does provide opportunities to provide parking at minimal cost under items number 2 and 3. Furthermore, lending institutions and equity typically require at least one space per dwelling unit in order to obtain financing.

**Request #2:** *At the start of the permitting process, City staff to provide an accurate list of ALL fee & permit requirements and ALL mandated studies of ALL agency's developer will encounter thru Final Inspection and Occupancy Permit.*

To get an estimate on required permits, costs and fees, the City provides an online service center to streamline and calculate fees for the permits and licenses needed to open or expand a business. The online portal can be found at <https://chula-vista.opencounter.com/> and will ask you a series of questions so that you may have a

more accurate estimate for the project you have in mind. A project under 10,000 square feet is done administratively and will not require any public hearings (unless appealed by an interested party).

For new construction the Development Services Department also provides a Pre-Application process (Exhibit "D"), which for a fee (Exhibit "E"), will provide you information on all requirements of your proposed development that will need to be addressed including technical studies, fees, and regulatory challenges. This process gives great information before spending a considerable amount of money on architects and engineers but is dependent on a good project description and requires a two-dimensional draft site plan.

**Request #3:** *One year after Final Inspection and the issuance of an Occupancy Permit, developer will commence payment of building permits and fees as schedule negotiated in advance.*

The City of Chula Vista requires payment of processing fees at application and permit issuance. This is required to pay staff to review, process and inspect your project. This is important because the City cannot be assured of all applications being constructed and therefore we must collect fees to cover our costs to process projects. However, we collect fees in phases. We only collect for the cost to process the current application. There is an application for the discretionary or design review process, an application when you submit construction drawings and a fee when you pull permits to cover the cost of inspections.

Historically, the City has required new development to pay Development Impact Fees (DIFs) at permit issuance. In order to incentivize development, all DIFs except the Traffic Signal fee may now be deferred to final inspection/Certificate of Occupancy. In addition to these standard deferrals, the City has established an expanded fee deferral program that will be open to new projects until May 2021. Through this expanded program, the City offers the ability to defer DIFs for 30 years for rental projects located in high-density residential zones, and for projects situated in industrial or commercial zones within specific areas of Western Chula Vista and the Chula Vista Auto Park. The deferred fees will incur a 2% annual interest rate, but no payments are required until year 11 and annual payments will continue until the fees are paid in full by year 30.

## Conclusion

While we cannot implement your proposed suggestions exactly as you have requested we have attempted to provide alternatives to address your concerns. We provide alternatives to satisfy parking requirements; provide services that endeavor to provide applicants with a clear estimate of costs, required studies and timing; and have implemented a fee deferral program, first of its kind in the State, to help alleviate some of the costliest components of infill development projects.

Thank you again for your correspondence and let us know if you would like to discuss these items further.

Sincerely,

Eric Crockett  
Director of Economic Development

Sincerely,

Kelly Broughton  
Director of Development Services

Cc: Councilmember Galvez



## DEVELOPMENT SERVICES APPLICATION INTAKE AND ROUTING PROCEDURES

### PRE-APPLICATION

#### I. Initial Contact (Optional)

Customer contact often times occurs with an initial zoning inquiry at the Development Services Front Counter. During this initial contact/inquiry, the Development Services Technician (DST) responds to questions and prepares an Initial Zoning Information Form (IZIF) in the City's project tracking system. The IZIF should have a brief description of the inquiry and basic information about the parcel, such as the General Plan designation, applicable zoning and development regulations, and any information that was provided to the customer.

#### II. Pre-Application Process (Optional)

The applicant may request a pre-application meeting with City staff to go over their specific development or land use proposal. The applicant must submit an application for pre-application review with at least four sets of plans, and pay a fee to the DST at the front counter. The DST will initialize the pre-application and give it to a Project Manager who will route the plans and comment form to the applicable division/department with a comment deadline date. City staff will review the plans and prepare preliminary comments then return them to the Project Manager who will inform the applicant that preliminary comments are ready for pick up or to schedule an optional pre-application meeting.

##### Pre-application Meeting

During the pre-application meeting, the applicant may ask City staff more specific questions about the project's development potential and processing including schedule, fees or deposits, and preliminary identification of significant issues. Following the pre-application meeting, the Project Manager prepares "Pre-application Meeting Notes" which would be provided to the applicant, and a copy is placed in the City's automated project racking system for future reference. The Pre-application Meeting Notes should include the following minimum information:

- 1) Detailed project description;
- 2) Development regulations applicable to the project;
- 3) Application Form and Checklists with standard and special submittal noted;
- 4) Estimated processing schedule;

- 5) Identification of preliminary environmental issues, if possible; and
- 6) Recommendations made at the meeting, including referrals to other departments

Pre-application meetings are optional, but recommended, particularly for complex projects. The Project Manager will advise the applicant that any subsequent meetings with City staff prior to application submittal will require additional fees/deposits.

## PRE-SUBMITTAL

### III. Pre-Submittal Meeting (Optional) and Completeness Check (Mandatory)

Prior to submitting a full application package, applicants are encouraged to schedule a pre-submittal meeting with the Project Manager regarding the project. One copy of a completed application form, a set of the project plans and other documents (previously specified by the Project Manager) should be provided by the applicant at the meeting. The purpose of the meeting is to verify that the application package includes all the necessary information required for processing the request as outlined in the application checklist. The completeness check ensures that a project application is complete before it's routed for review and comment by City departments/divisions. The Project Manager will conduct the completeness check of the application package.

**Complete Application:** A project application will be deemed complete for processing if all the materials submitted meet the requirements of the submittal checklist for the application type. If the application is deemed complete, the application checklist will be initialed by a Project Manager or Senior Planner and provided to the applicant at the pre-submittal meeting along with instructions for a full submittal as outlined in the applicable application checklist. The applicant and Project Manager will schedule a meeting, at the earliest possible time, to formally submit the required number of copies of the application package for intake.

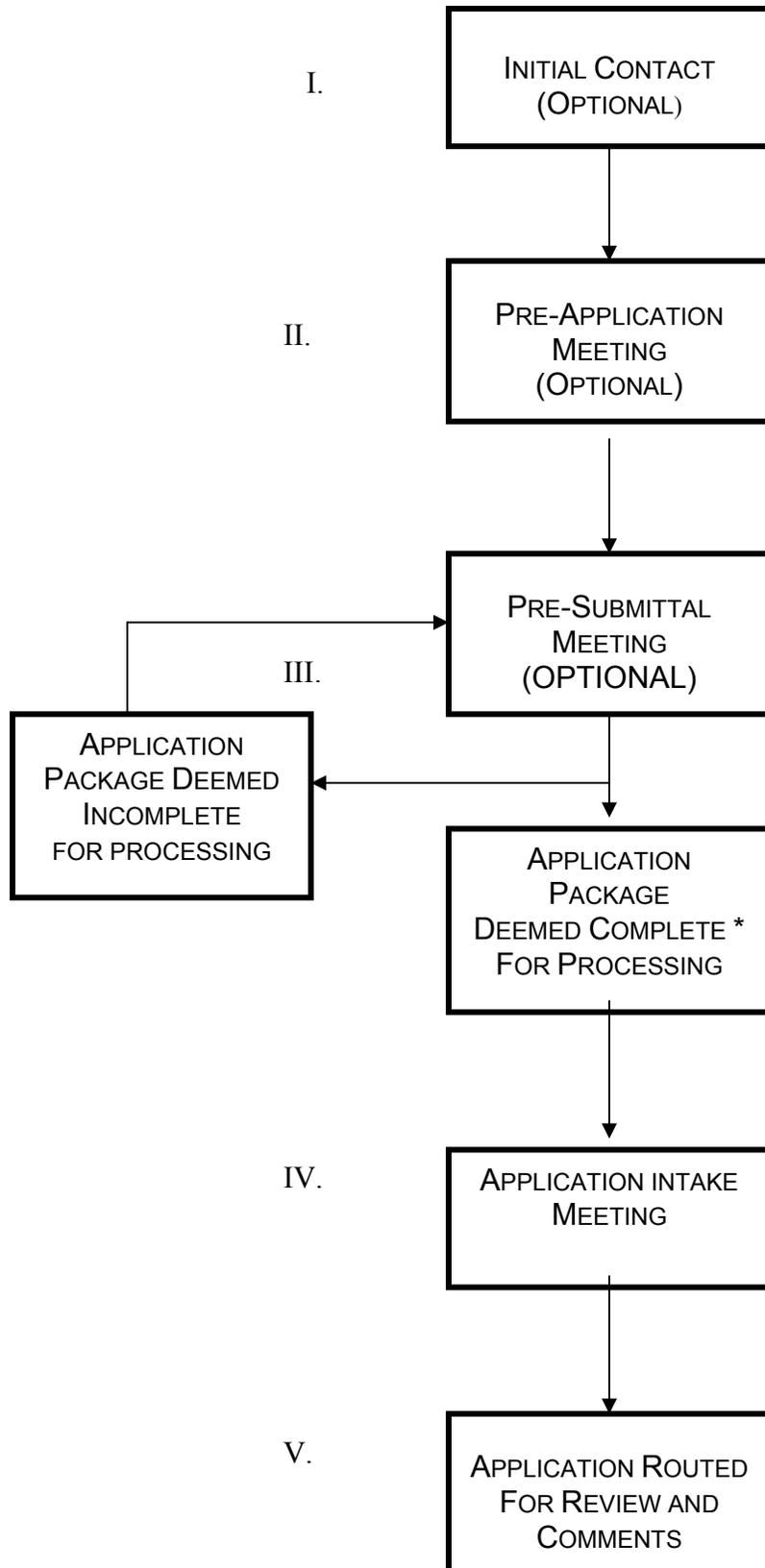
**Incomplete Application:** If the application is incomplete, the Project Manager or Senior Planner will outline the missing items on the application intake checklist and set up a follow-up meeting with the applicant to confirm the incomplete items have been satisfied and initial the checklist. Re-submittal of an incomplete application will be given to the original Project Manager or Senior Planner who conducted the first completeness check to do a second completeness review. Once the application is deemed complete, the application follows the intake and routing process outlined below.

**Walk-in Submittals:** In instances where no pre-application meeting was held, no previous contact with city staff has been made, and a pre-submittal meeting was not scheduled, a Senior Planner will perform the completeness check. The

application will be logged in but the completeness check may take from two weeks to 30 days to complete. Upon review of the application, the Senior Planner will contact the applicant for the next step in the process. A fee will be collected to cover the costs of the completeness review done through a walk-in submittal.

## **APPLICATION ROUTING**

- IV.** When the applicant submits the required number of documents and plans at the counter, the Project Manager or Senior Planner who conducted the completeness check will forward the application to be routed for review and will do the following:
- Sign off submittal checklist stating the application is ready for processing and indicates on routing sheet if any outside agencies need to review the application;
  - Gives the application to the DST who will initialize it in the project tracking system and take in fees/deposits;
  - The DST gives the application package to Development Planning administrative staff for routing to required staff and outside agencies. Administrative staff creates the project file and routes copies of the application and plans to the various departments and forwards the new file to the assigned Project Manager.

**APPLICATION INTAKE AND ROUTING  
FLOW CHART**

\* Walk-in applications submittals may take up to 30 days to deem complete for processing.



**MASTER FEE SCHEDULE**  
**Chapter 14 – Planning Fees**  
**General Planning Fees**  
 City of Chula Vista Development Services  
 276 Fourth Avenue, Chula Vista, CA 91910

**FEE BULLETIN**  
**14-100**  
 July 2017

**APPEALS**

All appeals from actions of the Zoning Administrator, Design Review Board, Planning Commission or Chula Vista Redevelopment Corporation for consideration by the City Council pursuant to CVMC §19.14.

Filing fee (Appellant).....	\$250
Processing fee (Applicant) .....	Full cost recovery
Initial deposit .....	\$5,000

**PRE-APPLICATION/ PRE-SUBMITTAL REVIEW**

Optional pre-application review services are available on a full cost recovery basis (per conference). The applicable hourly rates by work group are listed below.

Development Planning staff, per hour.....	\$208
Long Range Planning staff, per hour.....	\$235
Land Development staff, per hour.....	\$176
Building staff, per hour .....	\$188
Fire Prevention staff, per hour.....	\$162
Landscape Architecture staff, per hour .....	\$162

Pre-submittal/ Completeness Review (Required) .....	\$750
---	-------

**ANNEXATION**

Annexation.....	Full cost recovery
<u>Initial deposit, each organizational change</u>	
≤ 20 acres .....	\$4,000
21 – 100 acres .....	\$6,000
> 100 acres .....	\$10,000

**COASTAL DEVELOPMENT PERMITS**

Administrative.....	Full cost recovery
Initial deposit .....	\$5,000

De Minimum Waiver.....	Full cost recovery
Initial deposit .....	\$3,000

Public hearing .....	Full cost recovery
Initial deposit .....	\$11,000

**CONDITIONAL USE PERMITS (CUPs) & VARIANCES**

CUP, administrative .....	\$3,000
CUP, public hearing.....	Full cost recovery
Initial deposit .....	\$10,000

Variance, administrative .....	\$2,200
Variance, public hearing .....	Full cost recovery
Initial deposit .....	\$9,000

Permit extension, nonrefundable .....	\$300
---------------------------------------	-------

<u>Permit Modification/ Amendment</u>	
Administrative.....	\$2,400

Public hearing .....	Full cost recovery
Initial deposit .....	\$5,000

**DESIGN REVIEW**

Administrative.....	Full cost recovery
Initial deposit .....	\$10,000

Public hearing .....	Full cost recovery
Initial deposit .....	\$20,000

**ENVIRONMENTAL REVIEW**

Preliminary Environmental Review.....	\$2,200
Initial Study .....	Full cost recovery
Initial deposit .....	\$10,000
Environmental Impact Report (EIR) .....	Full cost recovery
Initial deposit .....	\$20,000
Habitat Loss and Incidental Take Permit (HLIT) Permit.....	Full cost recovery
Initial deposit .....	\$7,500
<u>Mitigation Monitoring</u>	
Mitigated Negative Declaration (MND) .....	Full cost recovery
Initial deposit .....	\$5,000
Environmental Impact Report (EIR) .....	Full cost recovery
Initial deposit .....	\$15,000

**HISTORIC DESIGNATION**

Application for Historic designation .....	\$4,800
Application for Mills Act status .....	\$8,725
Historic sign fee.....	\$875
Historic District formation .....	Full cost recovery
Initial deposit .....	\$10,000
Certificate of Appropriateness .....	Full cost recovery
Initial deposit, minor.....	\$1,000
Initial deposit, major .....	\$2,000

**MAJOR PLANNING APPLICATIONS**

General Plan Amendment/Rezone Initiation per CVMC § 19.14.800) .....	\$2,600
General Plan Amendment.....	Full cost recovery
Initial deposit .....	\$20,000
<u>General Development Plan</u>	
Initial plan .....	Full cost recovery
Initial deposit .....	\$20,000

Plan modification .....	Full cost recovery
Initial deposit .....	\$20,000

Precise Plan

Initial plan .....	Full cost recovery
Initial deposit .....	\$10,000

Plan modification .....	Full cost recovery
Initial deposit .....	\$5,000

Sectional Planning Area (SPA)/ Specific Plan

Initial plan .....	Full cost recovery
Initial deposit .....	\$20,000

Plan modification .....	Full cost recovery
Initial deposit .....	\$20,000

**OUT-OF-AGENCY SERVICE AGREEMENT**

Agreement .....	Full cost recovery
Initial deposit .....	\$5,000

**TENTATIVE SUBDIVISION MAP AND CONDOMINIUM CONVERSIONS**

Tentative subdivision map.....	Full cost recovery
Initial deposit .....	\$10,000

Condominium Conversion .....	Full cost recovery
Initial deposit .....	\$20,000

**SIGNS**

<u>Planned Sign Program, Application and Modifications</u>	
Sign Program, administrative.....	\$3,700

Sign Program, public hearing .....	Full cost recovery
Initial deposit .....	\$7,500

Sign Permits

Planned Sign Program, per sign .....	\$200
Non-planned Sign Program, per sign .....	\$200

**ZONING**

Rezone application.....Full cost recovery  
Initial deposit ..... \$10,000

Zoning Compliance Review for Business License  
Application submitted prior to establishment of  
a new or changed use of any land  
or building ..... \$100

Application **not** submitted prior to establishment  
of  
a new or changed use of any land  
or building ..... \$200

**OTHER PERMITS & ACTIVITIES**

Large family daycare permit/extension ..... \$1,250

Special/Temporary Events  
Special events on private property ..... \$550  
Temporary outside sales permit ..... \$375

Official Zoning Letter, per letter ..... \$200

Site Plan and architectural  
review (commercial & industrial) ..... \$2,300

Substantial Conformance Review  
Administrative ..... \$1,700

**VIOLATIONS/AFTER-THE-FACT  
SUBMITTALS**

The fee required for applications subsequent to a violation of Title 19 of the CVMC shall be double the amount that would normally be required. Such double fee shall not be construed as a penalty, but shall be construed as an added fee required to defray the additional expense of investigation and enforcement by the City as a result of failure to comply with the provisions of the title. If the normal application requires a deposit, the normal deposit is also double.

**FULL COST RECOVERY**

For all full cost recovery fee items, an initial deposit shall be collected to cover the City’s full cost, including overhead, incurred in conjunction with review and processing as requested by applicant. Additional funds may be collected, as required, to cover City costs. Should the application be withdrawn at any time, the deposit shall be adjusted to cover the City’s actual costs, including overhead, up to that time. Any funds remaining on deposit at the time of the completion or withdrawal of the application shall be returned to the depositor, after accounting for expenses incurred to date.

See Master Fee Schedule Fee Bulletins 1-100 and 1-200 for additional discussion of full cost recovery and current hourly rates.