

## Coastal Development Permit Submittal Requirements and Checklist



The Coastal Development Permit (CDP) procedure is established to implement the City's local coastal program as approved by the California Coastal Commission. Except as exempt pursuant to Section 19.87.040 of the Imperial Beach Municipal Code, a CDP is required for any project involving development or repair and maintenance activity in areas designated as within the City's coastal boundary (refer to attached map). The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Coastal Development Permit (CDP) application. A CDP may be granted Administratively (staff review only) or may require a public hearing before the City Council for approval. A CDP application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. Fee in the amount of:

- \$1,000.00 for an Accessory Dwelling Unit (ADU) requiring Administrative Approval
- \$2,323.00 for Coastal Permit requiring Administrative Approval
- \$5,807.00 for Coastal Permit requiring a Public Hearing

Depending on the scope of work, additional fees may apply (e.g., engineering review, newspaper posting, or filing of a Notice of Exemption).

2. Completed Discretionary Permit Application
3. Completed Ownership Disclosure Form (found in the Discretionary Permit Application Package)
4. Completed Environmental Information Form (found in the Discretionary Permit Application Package)
5. For Oceanfront properties, submit a coastal engineering study for shoreline protection and a starting deposit in the amount of \$1,200.00
6. Completed Public Notice Package (information found in the Discretionary Permit Application Package)
7. One electronic set of plans, including a site plan, elevations, floor plans, and landscape plans, when necessary, drawn to scale and fully dimensioned, indicating all information described on the Plan Requirements Checklist.
8. Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use.
9. Completed Form 7-B – City of Imperial Beach Storm Water Management Plan (found in the Discretionary Permit Application Package)

For questions related to this form, please reach out to Reyna Ayala, AICP at (619) 628-0858 or Ryan Pua at (619) 628-1356