



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 Imperial Beach Municipal Code (IBMC) Section 19.87.040, a CDP is required for any project involving development or repair and maintenance activity in areas designated as within the City's Coastal Zone.

If your property is located in the Coastal Zone, it would fall within one of the following jurisdictions: Base Coastal Zone, Appeal Coastal Zone, or Coastal Commission Jurisdiction.

- Base Coastal Zone: City would render a decision on the permit and the Coastal Commission could not appeal the decision
- Appeal Coastal Zone: City would render a decision on the permit, but the Coastal Commission could appeal the decision
- Coastal Commission Jurisdiction: Applicant applies for all other discretionary approvals through the City and separately applies for the Coastal Permit directly from the Coastal Commission.

If you are unsure which coastal jurisdiction your property is located in, contact Planning staff at (619) 628-0858.

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.

- Deposit in the amount of: \$400 for an ADU Administrative Coastal Permit (Administrative Approval)
 \$1,500 for an Administrative Coastal Permit (Administrative Approval)
 \$2,000 for Regular Coastal Permit (Public Hearing)
- Completed Discretionary Permit Application Package
- Provide findings for Coastal Development Permit criteria per IBMC Section 19.87.050.
- Oceanfront and Bayfront properties require a coastal engineering study for shoreline protection, sea level rise, hazard analysis
- Any projects adjacent to an environmentally sensitive habitat may require analyses related to sea level rise impacts and/or hazards. Contact staff to determine requirements.
- Projects that require review of impact analyses: \$1,000 deposit
- Completed Public Notice Package
 - A typed list containing the assessor's parcel number, name and address for all property
 - Owners within a 300 foot radius, and all occupants within a 100 foot radius.
 - Owner information shall be from the San Diego County Assessors Office latest equalized rolls.
 - One (1) set of stamped envelopes with addresses of all owners and occupants listed above
 - One (1) set of mailing labels of the above owners and occupants
 - One (1) set of self-addressed stamped envelopes for the applicant(s) and/or owner(s)