



Administrative Clearing Permit (ACP)

In accordance with Poway Municipal Code section [16.42.040](#) an ACP approval is required from the Development Services Department prior to any clearing or impact to natural vegetation. Natural vegetation is considered all vegetation communities with exception of vegetation mapped as “Developed” or “Agriculture” as shown on the Poway Subarea Habitat Conservation Plan/NCCP Vegetation Map 1. Consult with a Planner to check the items required for your initial submittal.

[Vegetation Map 1](#)

Submittal Requirements for an ACP:

Submit an ACP application through the City of Poway Online Services website along with the following items:

- A statement of justification for the need of an ACP.
- **A satisfactory clearing plan (site plan)** prepared at a scale of 1” = 20’ on a 24”x36” sheet (and digitally scalable) showing the location of existing natural vegetation, location of all existing building and structures, show existing easements and proposed areas of clearing/impact to vegetation.
- **A biological report** prepared by a qualified biologist which identifies the quantity, quality and type of vegetation on the property, whether any sensitive wildlife or plant species are identified, an impact analysis concerning the habitat impacts that will result with the proposed clearing and provide recommendations for mitigation of the proposed clearing impacts to natural vegetation. The Project Biologist may be required to be present at the pre-construction meeting with the Engineering Inspector and a Biological Monitor may be required to be on site during land disturbance.
- **An archeological resources report** prepared by a qualified archeologist if the property is mapped in an area of the City that is mapped in the Poway General Plan as having a likelihood of the presence of cultural resources. The report must include the methodology used, the study area, the background research for nearby sites that have been documented, mapping and documentation of discovered resources on the project site (in a confidential appendix), and must address whether any sensitive cultural resources exist on the property, an impact analysis concerning whether the proposed clearing will impact any cultural resources and provide a recommendation for mitigation of any impacts. Included in mitigation should be clear instructions on the disposition of any discoveries on site. AB-52 consultation may be required for Tribal coordination. Depending on the outcomes from the Report, the Project Archaeologist and, if the Report indicates, a Tribal Monitor may be required at the pre-construction meeting with the Engineering Inspector and a Cultural Monitor and Tribal Monitor may be required to be on site during land disturbance activities.

- **An erosion control plan** with BMPs and LIDs for the ACP areas, including the Erosion Control deposit. Presently, the deposit is \$2000.00.

Application Fee:

- An administrative review fee is required to be paid prior to reviewing an ACP application. Presently the fee is \$695.

Habitat Mitigation:

- Impacts to natural vegetation are required to be mitigated prior to removal in accordance with the guidelines of the City of Poway Habitat Conservation Plan. Depending on the project location, mitigation can be accomplished as follows:
- Dedication of similar quality and type of unencumbered habitat located within the City's identified Mitigation Area at the required mitigation replacement rate.
- Pay the City's habitat mitigation in lieu fee at the established rate.

Habitat Impact During Nesting Season:

- In accordance with Condition H of the Poway Habitat Conservation Plan the clearing of Coastal Sage Scrub habitat is not permitted during the nesting season of the California Gnatcatcher which is from February 15 – July 1.
- Migratory bird nesting season is March 1st to September 1st.

Permit Duration:

- An ACP is valid for a period of up to 6 months after the date of approval.