



# City of Victorville

## Department of Development

Planning ♦ Building ♦ Code Enforcement

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92393-5001  
(760) 955-5135  
Fax (760) 269-0070  
planning@ci.victorville.ca.us

### Application for Planning Commission Action

#### APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Conditional Use Permit/Modification .....\$2,000                  | <input type="checkbox"/> Site Plan/Modification.....\$2,000                           |
| <input type="checkbox"/> Development Agreement .....\$4,000 + \$500 per revision           | <input type="checkbox"/> Specific Plan.....\$5,000                                    |
| <input type="checkbox"/> Environmental Assessment  | <input type="checkbox"/> Specific Plan Amendment .....\$2,500                         |
| <input type="checkbox"/> Categorical Exemption.....\$100                                   | <input type="checkbox"/> Tentative Tract Map/Mod./Amend./Ext...\$1,500 + \$15 per lot |
| <input type="checkbox"/> Initial Study/Negative Declaration.....\$1,000                    | <input type="checkbox"/> Tentative Parcel Map/Mod./Amend.....\$1,000                  |
| <input type="checkbox"/> Environmental Impact Report.....Actual Cost                       | <input type="checkbox"/> Variance .....\$1,000  |
| <input type="checkbox"/> General Plan Amendment .....\$1,500                               | <input type="checkbox"/> Vesting Tentative Tract Map.....\$1,500 + \$15 per lot       |
| <input type="checkbox"/> Interim Use Permit.....\$2,000                                    | <input type="checkbox"/> Vesting Tentative Parcel Map.....\$1,000                     |
| <input type="checkbox"/> Planned Unit Development/Modification .....\$1,500 + \$15 per lot | <input type="checkbox"/> Zone Change/Code Amendment .....\$1,500                      |

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

#### PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Submittal Meeting Date: \_\_\_\_\_

Case No.(PRJXX-XXXXX): \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Case No.: \_\_\_\_\_ Related Files: \_\_\_\_\_

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

Environmental Assessment: \_\_\_\_\_ Yes \_\_\_\_\_ No Exemption Number: \_\_\_\_\_



**PROPERTY OWNER INFORMATION**

Property Owner: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Address: \_\_\_\_\_

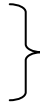
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER AFFIDAVIT**

State of California

County of \_\_\_\_\_



On \_\_\_\_\_ before me, \_\_\_\_\_,  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

\_\_\_\_\_

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER AFFIDAVIT**

State of California }  
County of \_\_\_\_\_ }  
On \_\_\_\_\_ before me, \_\_\_\_\_,  
Date Date Here Insert Name and Title of the Officer  
personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

---

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

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Place Notary Seal Above

Signature \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER AFFIDAVIT**

State of California }  
County of \_\_\_\_\_ }  
On \_\_\_\_\_ before me, \_\_\_\_\_,  
Date Date Here Insert Name and Title of the Officer  
personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

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Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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Place Notary Seal Above

Signature \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER AFFIDAVIT**

State of California }  
County of \_\_\_\_\_ }  
On \_\_\_\_\_ before me, \_\_\_\_\_,  
Date Here Insert Name and Title of the Officer  
personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature \_\_\_\_\_



# Commercial & Industrial Project Analysis

## GENERAL PLAN, ZONING AND LAND USE

Existing General Plan Designation: \_\_\_\_\_ Proposed General Plan Designation: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
 Existing Land Use: \_\_\_\_\_  
 Assessor's Parcel Number(s): \_\_\_\_\_

## COMMERCIAL AND INDUSTRIAL PROJECT SUMMARY

### Site Area:

Gross: \_\_\_\_\_ acres Net: \_\_\_\_\_ acres

### Building Area:

Existing Structures: \_\_\_\_\_ sq. ft. New Structures: \_\_\_\_\_ sq. ft.

Existing Lot Coverage: \_\_\_\_\_ Proposed Lot Coverage: \_\_\_\_\_

No. of Phases: \_\_\_\_\_

Landscape Area: \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Paved Area: \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Type of Construction: \_\_\_\_\_

Roof Material: \_\_\_\_\_

### Floor Area Distribution:

| Type of Use (Office, Warehouse, etc.) | Square Footage |
|---------------------------------------|----------------|
|                                       |                |
|                                       |                |
|                                       |                |
|                                       |                |
|                                       |                |
| <b>TOTAL</b>                          |                |

### Parking:

| Type of Use   | Parking Ratio | No. Spaces Required | No. Spaces Provided | Handicap Spaces |
|---------------|---------------|---------------------|---------------------|-----------------|
|               |               |                     |                     |                 |
|               |               |                     |                     |                 |
|               |               |                     |                     |                 |
|               |               |                     |                     |                 |
|               |               |                     |                     |                 |
| <b>TOTALS</b> |               |                     |                     |                 |

# Residential Project Analysis

## GENERAL PLAN, ZONING AND LAND USE

Existing General Plan Designation: \_\_\_\_\_ Proposed General Plan Designation: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
 Existing Land Use: \_\_\_\_\_  
 Assessor's Parcel Number(s): \_\_\_\_\_

## RESIDENTIAL PROJECT SUMMARY

### Site Area:

Gross: \_\_\_\_\_ acres Net: \_\_\_\_\_ acres

No. of Phases: \_\_\_\_\_

| Dwelling Units (based upon gross acres):                | No. of Units | Gross Density |
|---|--------------|---------------|
| Single Family Detached                                  |              |               |
| Single Family Attached, Multi-Family Condominium Units: |              |               |
| * Studio  |              |               |
| * One Bedroom   |              |               |
| * Two Bedrooms  |              |               |
| * Three Bedrooms  |              |               |
| * Four or more Bedrooms                                 |              |               |
| <b>* TOTAL</b>  |              |               |

| Area Distribution (based upon net area): | Acres/Sq. Ft. | % of Net Area |
|--|---------------|---------------|
| Building Coverage                        |               |               |
| Landscape Coverage                       |               |               |
| Vehicular Area                           |               |               |
| Common Open Space (total)                |               |               |
| Common Open Space (per unit)             |               |               |
| Private Open Space (total)               |               |               |
| Private Open Space (per unit)            |               |               |

| Parking:                                 | Parking Ratio                                  | No. Units | Spaces Req'd | Spaces Provided |
|--|--|-----------|--------------|-----------------|
| Single Family Detached                   | 2.0/Unit                                       |           |              |                 |
| Multi Family Apartments                  | 2.0/Unit                                       |           |              |                 |
| * Covered Parking                        | 1.0/Unit                                       |           |              |                 |
| Condominiums, cooperatives & townhouses: |  |           |              |                 |
| * One Bedroom                            | 1.0/Unit                                       |           |              |                 |
| * Two or more Bedrooms                   | 2.0/Unit                                       |           |              |                 |
| * Covered Parking                        | 1.0/Unit - 1 bedroom<br>2.0/Unit - 2+ bedrooms |           |              |                 |
| * Additional Parking                     | 1.0/2 Units                                    |           |              |                 |
| <b>* TOTAL</b>                           |  |           |              |                 |

# Environmental Information Form

## PROJECT INFORMATION

Present use of site: \_\_\_\_\_

Will the project require certification, authorization or issuance of a permit by any public agency other than the City of Victorville?

Yes       No

If yes, please indicate what agencies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Site size: \_\_\_\_\_ sq. ft.      \_\_\_\_\_ acres

Number of stories of construction: \_\_\_\_\_

Type of construction: \_\_\_\_\_

Anticipated incremental development: \_\_\_\_\_

For residential developments:

Number of units/lots: \_\_\_\_\_

For commercial developments:

Market/service area:       Neighborhood       City       Regional

Square footage: \_\_\_\_\_

For industrial developments:

Use:     Warehouse/Distribution       Manufacturing       Multi-tenant       Other: \_\_\_\_\_

Square footage: \_\_\_\_\_

Estimated employees per shift: \_\_\_\_\_

For institutional developments:

Use/function: \_\_\_\_\_

Estimated employees per shift: \_\_\_\_\_

Estimated number of occupants: \_\_\_\_\_

Anticipated community benefits of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SCHOOL INFORMATION

School District(s) serving site: \_\_\_\_\_

High School serving site: \_\_\_\_\_

Junior High/Middle School serving site: \_\_\_\_\_

Elementary School serving site: \_\_\_\_\_

**PROJECT IMPACTS (attach additional sheets to respond to any "yes" answers)**

|     |   | <u>Yes</u>               | <u>No</u>                |
|-----|---|--------------------------|--------------------------|
| 1.  | Will the project result in a substantial alteration of any hill or to ground contours?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Will the project result in a change in scenic views or vistas from existing residential areas or public lands?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Will the project result in a change in pattern, scale or character of the general area of the project?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Will the project result in significant amounts of solid waste or litter?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Will the project result in a significant change in existing noise or vibration levels in the vicinity?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Will the project result in a site on filled land or on a slope of 10% percent or more?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?      | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Does the project have any relationship to a larger project or series of projects?   | <input type="checkbox"/> | <input type="checkbox"/> |

**ENVIRONMENTAL SETTING**

Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.

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Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard, etc.)

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# Application Filing Requirements

The minimum filing requirements are listed below for each application. An application that does not include all of the listed information will not be accepted for processing.

## Conditional Use Permit/Modification:

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Ten (10) complete sets of plans in accordance with the *Plan Submittal Checklist*, including a site plan and floor plan(s). Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM
- One complete set of required plans reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site (if existing).
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

## Development Agreement:

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- Fifteen copies of the proposed Development Agreement.
- Text of proposed Development Agreement in .pdf format on CD-ROM.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

## General Plan Amendment:

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- A complete description of the general plan amendment, including the reason for the request.
- A zone change application (if applicable).
- Ten (10) copies of a graphic which adequately portrays the subject property, its current and proposed General Plan designations and zoning, as well as all adjacent properties. This graphic should not exceed 11" x 17" in size, preferably 8½"X11".

- A vicinity map which shows the location of the site in relation to the city and/or major streets.
- One complete set of required plans in .pdf format on CD-ROM.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

## Interim Use Permit:

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, parking needs, expected maximum number of customers or clients at any one time, traffic impacts, occupancy patterns, noise, environmental impacts, etc.
- The applicant shall further describe how the proposed use will not negatively impact economic vitality of the area, neighboring businesses & residents, overall integrity of a center, district or area.
- Ten (10) complete sets of plans in accordance with the *Plan Submittal Checklist*, including a site plan and floor plan(s). Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM
- One complete set of required plans reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site (if existing).
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

## Planned Unit Development/Modification:

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, number of units, hours of operation, number of employees, number of seats provided, number of students, etc.
- Twenty copies of the proposed PUD ordinance.
- Tentative Tract or Parcel Map applications if necessary.
- Development Plan application.
- One set of required plans and text in .pdf and Microsoft Word format on CD-ROM.

- One complete set of required plans reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Site Plan/Modification:**

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Ten (10) complete sets of plans in accordance with the *Plan Submittal Checklist*, including a site plan, floor plan(s), roof plan, conceptual landscape plan and elevations if a new building. Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM
- One complete set of required plans reduced to 8½"X11".
- One set of color plans, to include site plan and building elevations, and conceptual landscape plan in accordance with Water Conservation Ordinance No. 2114.
- One 8½"X11" color and materials sample board.
- Biology survey prepared by a qualified biologist may be required for new construction on large sites.
- Traffic and hydrology studies approved by the Engineering Department.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Specific Plan/Amendment:**

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- Twenty five (25) copies of the draft specific plan.
- One copy of the plan on computer disk (CD-ROM). The format shall be Microsoft Word and Excel.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Tentative Tract/Parcel Map:**

- Completed *Application* and filing fees
- Completed *Environmental Information Form*.

- Two copies of the Grant Deed and Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Ten (10) copies of the Tentative Map, prepared in accordance with the *Plan Submittal Checklist*, and folded no larger than 9"X14".
- Ten (10) copies of a preliminary grading plan folded no larger than 9"X14" and attached to the tentative map.
- One complete set of required plans in .pdf format on CD-ROM
- One copy of the tentative map and grading plan reduced to 8½"X11".
- List of 3 proposed names for each street, either on the map or on an 8½"X11" sheet.
- Biology survey prepared by a qualified biologist (may not be required for Parcel Maps with four or less parcels)
- Traffic and hydrology studies approved by the Engineering Department.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- One copy of Tentative Map signed by Development Department Staff for off-site rights.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Tentative Tract/Parcel Map Time Extension:**

- Completed *Application* and filing fees.
- Biology survey prepared by a qualified biologist.
- Ten (10) copies of the approved Tentative Map, folded no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM.
- One copy of the Tentative Map reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

**Variance:**

- Completed *Application* and filing fees
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Description of the variance request to include the findings as required in Section 18.72.030.
- Ten (10) complete sets of plans in accordance with the *Plan Submittal Checklist*, including a site plan, floor plan(s)and exterior elevations if applicable. Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM.
- One complete set of required plans reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site and surrounding area.

- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Zone Change/Code Amendment:**

- Completed *Application* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the zone change or code amendment, including the reason for the request.
- Ten (10) copies of a graphic (Zone Change only), which adequately portrays the subject property, its current and proposed zoning and General Plan designations, as well as all adjacent properties. This graphic should not exceed 11" x 17" in size, preferably 8½"X11".
- One complete set of required plans in .pdf format on CD-ROM.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Development Director deems necessary to facilitate processing of the application.

**Public Notice Requirements:**

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Mailing Labels: Two sets of mailing labels containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet of the site, measured from the exterior boundaries of the property. Labels which exceed 300 feet will not be accepted. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County.
- Radius Map: A map illustrating the three hundred foot radius boundary and all parcels touched by or within the boundary (copies of the assessor's maps will be accepted).
- Certification from a title company, broker or realtor that the mailing labels contain the names and addresses of all persons to whom all property is assessed for a distance of 300 feet from the exterior boundary of the subject property, are less than 90 days old, and are from the latest equalized assessment rolls of San Bernardino County.
- Postage in the form of "Forever" stamps for each mailing label provided. General Plan Amendments and Zone changes, which require two public hearings, require two sets of postage, for all other projects only one set of stamps.

\*Note: Specific Plan Amendments and Planned Unit Development Amendments require public notice to the entire community within the boundary of said Specific Plan or Planned Unit Development as well as a 300' radius from the boundary. Any applicant proposing an amendment shall also provide mailing labels and postage in accordance with the above "Public Notice Requirements" for the boundary of the Specific Plan or Planned Unit Development as well as a 300' radius.

# Plan Submittal Checklist

## MINIMUM PLAN CONTENTS

### Development Plan:

- Site plan drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled.
- Name and address of developer, owner of record, and person who prepared the plan.
- Finished grades, contours and pad elevations.
- The circulation system within the subdivision and the connection with the system outside of the subdivision, incorporating any pedestrian and/or bicycle paths.
- Relationship of shape and size of each house, the shape, size and finished contours of its lot or typicals thereof.
- Relationship of one house to another and to any living areas, planting areas or screening between houses.
- Planting to serve as screens, buffers, shade control or decoration to enhance neighborhood design or outdoor and indoor living areas.
- A complete unit of the subdivision with houses correctly located and any main planting areas shown to indicate that the houses are located on their lots to obtain the best possible utilization of their lots considering grade, views, wind and relationship of adjacent or neighboring houses or structures.
- Detailed drawings of typical dwellings, including floor plan, site plan and exterior elevations indicating application to the typical dwelling of the provisions of this section.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

### Site Plan:

The site plan shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).

- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location, type and height of proposed lighting.
- Location, type and height of proposed signage.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscaped areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- A tabular summary, including the following information:
  1. Adjusted gross and net acreage;
  2. Gross floor area per building and total floor area for all buildings;
  3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
  4. Lot coverage ratio (percentage of site covered by buildings or structures);
  5. Floor area ratio (total floor area divided by the site area)
  6. Landscape coverage ratio (percentage of lot covered by landscaping);
  7. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
  8. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase.
- Floor plans drawn to an architectural scale which is easily readable and which includes the interior layout and dimensions of all levels and square footage of all rooms.
- Building elevations shall be of sufficient size to show architectural detail and shall include illustrative elevations of all sides of all buildings, building materials labeled on

each sheet of the elevations, proposed building colors, heights of all structures, conceptual sign locations, sizes and type, and screening treatment for HVAC units.

### Tentative Subdivision Map:

The tentative map shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

- Name, address and phone number of the owner or owners, applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- The legal description and County Assessor's parcel number of the land being subdivided.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
  1. Gross, net acreage and the acreage of any remainder portion;
  2. Proposed density (for residential subdivisions);
  3. Minimum and average lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots;
  5. Total of numbered and lettered lots
  6. Lineal feet of new streets
  7. Existing and proposed zoning and use of the property
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Subdivision boundary indicated by unique linetype, at least three times the width of any other linetype use on the map.
- Indicate City boundary line(s) if adjoining subdivision.
- The lot layout, the approximate dimensions and area of each lot and the number of each lot in consecutive numbers. The highest numbered lot shall be circled. Common lots and lots dedicated in fee to the City shall be lettered. The use of lettered lots shall be stated.
- Names of all proposed streets with two alternatives and their right-of-way width. Street names must be approved by the Planning Commission.
- Location, width and identity of all existing easements, with names of holder, recording information, use and location and purpose of all proposed easements.
- Location and identity of all existing or proposed tracts within 300 feet. Adjacent property with property lines, County Assessor's parcel numbers, land use and zoning.
- All streets and their dimensions that are adjacent to subdivision.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of the subdivision boundary and existing street centerlines.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- The outline of any existing buildings or underground structures and their locations in relation to existing or proposed street and lot lines. State the existing and proposed use of structures.
- Approximate boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of natural water courses.
- Preliminary grading plan and easements for drainage and for handling storm waters and location of detention or retention of water within the tract.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 100-feet past the map boundary. Index contours indicated by elevation shall be at 5 foot intervals. Spot elevations are required at high and low points.
- A statement of the City bench mark used for the map which includes the City designation, description, location and elevation. The bench mark shall be located on the vicinity map.
- Statement of front, side and rear building setbacks.
- Location of all slopes which exceed two feet in height or encroach into a required yard/setback.
- Location, size, and approximate grades of proposed sewer and storm drains and drainage structures.
- Layout (including length, bearings, radius widths and distances from existing to proposed street intersections) of proposed streets (public and private), alleys, easements and other areas offered for dedication for public use. The centerline gradient and drainage direction of all streets, access roads and alley centerlines.
- Proposed access routes including fire vehicle access shall be shown on the vicinity map and subdivision map.
- Typical cross sections of existing and proposed improvements within streets, alleys and easements, including railroads.
- Location of railroad right-of-way and grade crossings.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- Location and description of all existing structures outside, within 15 feet of the subdivision boundary.

**Tentative Subdivision Map (continued):**

- Location of existing county regulated trees, specifically noting trees with a trunk diameter of 4-inches or greater and any proposed removal of trees. If no regulated trees or plants exist then a statement indicating this shall be included.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase.
- Stamp and signature of licensed surveyor or Engineer who prepared subdivision map.

**FOR THE CURRENT YEAR  
APPLICATION SUBMITTAL  
DEADLINE LIST,  
PLEASE SEE THE SEPARATE  
DOCUMENT ENTITLED  
“DEADLINE LIST”  
UNDER FORMS**

# Biological Resource Review Procedures

All new project submittals will be reviewed for their potential environmental impacts. Any new project on natural, undisturbed land may be required to have a biological survey performed by a qualified biologist. Please consult the City of Victorville list of biologists, if needed.

It is strongly recommended that your biologist contact the Department of Fish and Game (CDFG) to discuss potential mitigation measures for inclusion in the completed survey. Mitigation measures that are not found to be acceptable by CDFG will be rejected and may be rejected and may result in delays to the project processing time.

For sites that have been previously graded or substantially disturbed, a biological survey may not be required. In addition, some sites may be exempt from environmental review based on their location or size. The determination on whether or not a biological survey is required will be made by the Planning Division on a case by case basis.

A biological survey is a general overview of all plant and animal life, however, according to the Department of Fish and Game, at a minimum, it should discuss five listed species that may occur in the Victor Valley. These include the desert tortoise (*Gopherus agassizii*), Mojave ground squirrel (*Spermophilus mohavensis*), burrowing owl (*Athene cunicularia*), sharp-shinned hawk (*Accipiter striatus*) and loggerhead shrike (*Lanius ludovicianus*).

Please be advised that a draft negative declaration is required to be circulated through the State Clearinghouse pursuant to CEQA when "one or more state agencies will be a responsible agency or a trustee agency or will exercise jurisdiction by law over natural resources affected by the project." A Clearinghouse number will be required if the Department of Fish and Game must issue any type of "Take Permit." Processing through the Clearinghouse will extend review time limits on the negative declaration.

The Planning Commission cannot act on projects until all CEQA review periods have been completed and a Negative Declaration adopted.

## California Department of Fish and Game Fees

After approval of a project requiring a Negative Declaration, the City will send the applicant a copy of the Notice of Determination to be filed with the County Clerk of the Board of Supervisors. California Fish and Game Code Section 711.4 and Public Resources Code Section 21089(b) establish fees that must be paid at the time of filing a Notice of Determination (NOD) with the County Clerk. The fees are:

|                                       |                |
|---------------------------------------|----------------|
| Negative Declarations                 | \$2,010.25 or  |
| Environmental Impact Reports          | \$2,792.25 and |
| Clerk of the Board Administrative Fee | \$50           |

If the project is found to have no effect, i.e., no potential adverse effect on the environment, the NOD and a "No Effect Determination Form" must be filed along with the Clerk of the Board Administrative Fee.

If a Negative Declaration or an Environmental Impact Report is adopted for your project, your project is **not** operative, vested or final until the NOD is filed and filing fees paid. However, non-payment or delay in payment of all fees **will not** toll the lapse of approval date not the appeal period. Finally, the project applicant will be responsible for indemnifying, protecting and holding harmless the City of any legal challenges commenced prior to the filing of the NOD or 180 days after the City's decision to approve the project, whichever is earlier.

# Offsite Rights for Subdivision Applications

The City of Victorville Municipal Code, Section 17.20.020 Filing of tentative map. states, in part:

*No application for a subdivision shall be accepted until the subdivider has either submitted proof of acquisition of all easements or demonstrated sufficiently to the city engineer that good faith attempts to acquire said easements by negotiation, including offer to purchase, have been unsuccessful.*

**BEFORE** the Planning Department can accept an application package for a subdivision, the applicant must first get clearance from the Engineering Department that all necessary easements exist.

The applicant will leave a copy of the tentative map with the Engineering Department for a determination that all off-site rights exist. Except for a very few “in-fill” subdivisions, most maps **WILL NOT BE SIGNED “OVER THE COUNTER”**. They must be left with the Engineering Department for review.

After reviewing the tract, the Engineering Department will contact the applicant with its’ determination.

If all offsite rights are in place, the Engineering Department will sign the map and the applicant includes this signed map with the submittal of the tentative tract to the Planning Department.

If all offsite rights are NOT in place, the Engineering Department will inform the applicant of what easements or offers of dedication are missing, and will return the map to the applicant. It is then the responsibility of the applicant to make a “good faith attempt” to acquire the needed easements or offers of dedication.

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## WHAT OFFSITE RIGHTS ARE NEEDED ?

The most common easements that the Engineering Department is looking for are road rights-of-way for primary and secondary access, and access to sewer. Other easements might be required, but those would be dependant upon special conditions of the application being submitted.

Any necessary off-site rights must appear on **recorded** documents. These off-site rights must be easements or offers of dedication on **recorded** maps, or separately **recorded** easements or offers of dedication.

Rights-of-way on approved tentative maps are not acceptable, as there is no guarantee that those tentative maps will record by the time that the easement is needed for the applicant’s development. Letters from property owners indicating that they are willing to sign those easements are not acceptable. **Again, only recorded rights are acceptable.**

## HOW DO I RECORD AN EASEMENT ?

If it is determined that additional off-site rights are needed, it is the applicant’s responsibility, as per Section 17.20.020 of the Victorville Municipal Code, to obtain those rights. Typically, those steps would be as follows:

1. The project engineer begins by preparing the easement or offer of dedication, along with legal description and exhibit depicting the requested offer.
2. The easement or dedication is then reviewed by the Engineering Department.
3. The applicant then gets the appropriate owners to sign the offers and have the signatures notarized.
4. After the offers are signed, they are returned to the Engineering Department so that the City can attach a notice of acceptance (acknowledgment) of the easement or offer of dedication. Without this attachment, the Recorder’s Office will not record the document.
5. Finally, the Engineering Department has the easement or offer of dedication recorded. It may take 4 to 8 weeks before confirmation of the recordation is returned to the Engineering Department. Until confirmation of the recordation has been received, the Engineering Department will not verify to the Planning Department that all offsite rights have been obtained.

It may be possible under some circumstances for the City to arrange for the applicant to record the documents. Check with the Engineering Department regarding this possibility.

## WHAT IF A PROPERTY OWNER WON'T DEDICATE THE EASEMENT ?

If the owners are unwilling to sign, the applicant must document that "good faith attempts" to acquire the rights have been made. The applicant should submit, as a minimum

- Current appraisals of the property. (Within the last six months)
- Reasonable offers to purchase the easements. (A "reasonable" offer would be one at the appraised value or higher.)
- Rejection of the offers to purchase the easements/offers of dedication.

The City Engineer will then review this documentation and determine if a "good faith attempt" has been made, pursuant to City of Victorville Municipal Code Section 17.20.020. If the City Engineer makes that finding, the applicant will be allowed to submit the application package to the Planning Department.

The City of Victorville Municipal Code, Section 17.32.045 Final map - Acquisition of off-site rights. states, in part:

- (a) *If, at the time of filing for approval of a final map, certain off-site rights required as a condition of the approved tentative map have not been acquired, pursuant to Section 17.20.020, the city shall commence proceedings to acquire said off-site rights. Within the time frame mandated by Government Code Section 66462.5, the city shall acquire, by negotiation, or commence proceedings pursuant to Title 7 (commencing with Section 1230.010) of Part 3 of the Code of Civil Procedure to acquire those rights which are necessary for the public health, safety and welfare, as determined by the city engineer.*
- (b) *The subdivider shall be responsible for all costs of acquiring the off-site rights. Prior to or concurrent with the filing of the final map, the subdivider shall also be required to post an initial deposit of five thousand dollars toward said costs. Subsequent deposits shall be required as deemed necessary by the city for further processing. In addition, prior to the approval of the final map, the subdivider shall be required to enter into an agreement with the city to complete the improvements required by Government Code Section 66462 at such time as the city acquires said off-site rights which will permit the improvements to be made. (Ord. 1672 § 2 (part), 1993)*

The time frame listed in Government Code Section 66462.5 state that the City shall acquire by negotiation or COMMENCE proceedings to acquire the land by condemnation within 120 after filing of the final map. So the City has 120 after the recording of the map to begin the condemnation process.

Municipal Code, Section 17.32.045 also says that the applicant shall pay for the costs of the acquiring the off-site rights, which would include the appraisal, purchase and court costs. The applicant is required to initially deposit Five Thousand Dollars (\$5,000.00) toward those costs.

### **FOR FURTHER INFORMATION:**

Contact the Engineering Department 760-955-5158