



CITY OF BIG BEAR LAKE *California*

DEVELOPMENT REVIEW APPLICATION

APPLICATION TYPE *(Check all requested for concurrent processing)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Major/Minor Modification | <input type="checkbox"/> Variance/Minor Deviation |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plot Plan Review | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Time Extension | <input type="checkbox"/> OTHER: _____ |

*** APPLICATIONS ACCEPTED BY APPOINTMENT ONLY, MONDAY - FRIDAY 8:00 am – 4:00 pm ***
SCHEDULE APPOINTMENT WITH PLANNING DIVISION AT (909) 866-5831

PROPERTY LOCATION AND OWNER INFORMATION (must match title/deed)

(Original/wet signatures required throughout.)

| | | | |
|---|--|-------------|--|
| ADDRESS/LOCATION: | | | |
| ASSESSOR'S PARCEL NUMBER(S): | | | |
| OWNER NAME: | | | |
| OWNER MAILING ADDRESS: | | | |
| PHONE # : | | E-MAIL: | |
| <p><i>I hereby certify that I am the owner of record of the subject property(ies) described on this application, that I consent to the filing of the action requested herein, and I authorize the City and its representatives to enter the subject property for inspection purposes. (All owners of record must sign the application - include Additional Property Owner Consent signatures.)</i></p> | | | |
| Property Owner Signature: _____ | | Date: _____ | |
| (Copy will not be accepted) | | | |

APPLICANT AND DESIGNATED AGENT/Attorney-In-Fact *(Leave blank if Owner is not designating an Agent.)*

I, _____ (Property Owner), hereby designate _____ (agent) as the Applicant and Attorney-In-Fact for the Property Owner for all purposes of processing this application with the City of Big Bear Lake. The Attorney-In-Fact will serve as the designated agent responsible for project negotiations with the City, for the accuracy of all submittal materials, and for project coordination with the applicant team.

| | | | |
|---------------------------------|--|---------------|--|
| Property Owner Signature: _____ | | Date: _____ | |
| (Copy will not be accepted) | | | |
| AGENT NAME/TITLE: | | | |
| AGENT MAILING ADDRESS: | | | |
| AGENT PHONE # : | | AGENT E-MAIL: | |

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STAFF USE ONLY

| | | | | | |
|--------------------------|--|------------|--|-------------------|--|
| FILING DATE: | | FILE #: | | RECEIVED BY: | |
| TOTAL FEES PAID: | | RECEIPT #: | | ASSIGNED TO: | |
| GENERAL PLAN: | | ZONING: | | SIZE (gross/net): | |
| PRIOR PERMITS/APPROVALS: | | | | | |

Form Reference DRA20221212

PROJECT INFORMATION (Attach additional pages, as necessary)

Describe all **EXISTING** use(s) onsite, including outdoor areas, if any:

Describe all **PROPOSED** use(s) at this location:

Are any outdoor uses or activities proposed at this location? YES NO If so, please describe, and identify location/dimensions on the site plan:

Will this development be phased? YES NO If so, please describe anticipated timing, and include a separate Phasing Plan.:

All proposed developments, please clarify land coverage. Total percentage should add up to 100%:

| LAND AREA | SQUARE FEET | PERCENTAGE |
|---------------------|-------------|-------------|
| Building Area | | |
| Landscaped Areas | | |
| Open Space Areas | | |
| Paving | | |
| Interior Yard Space | | |
| Other | | |
| TOTALS | | 100% |

Please describe "other" land areas in more detail:

All proposed developments, please provide parking summary, including if spaces are open (O), covered (C), or garage (G):

| LAND USE | TYPE OF SPACE | # SPACES |
|---------------|---------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | | |

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PROJECT INFORMATION (Attach additional pages, as necessary)

Please describe any additional information or specifics that is helpful to fully understand the PROPOSED development project:

For proposed residential developments of 6 or more units:

Please clarify the number of each unit type. (AMI refers to the [annual income limits compiled by the U.S. Department of Housing and Urban Development](#) for San Bernardino County):

| TYPE OF UNITS | NUMBER OF UNITS |
|--------------------------|-----------------|
| Extremely Low (<30% AMI) | |
| Very Low (30-50% AMI) | |
| Low (50-80% AMI) | |
| Moderate (80-100% AMI) | |
| Market Rate (>100% AMI) | |
| Manager's Unit | |
| TOTAL UNITS | |

For proposed residential developments of 6 or more units:

Will this project seek Density Bonus incentives pursuant to Government Code Section 65915?

YES NO

If yes, please clarify # of proposed bonus units: _____

and itemize requested incentives, waivers, concessions and/or parking reductions, in priority order:

1. _____
2. _____
3. _____
4. _____
5. _____

HAZARDOUS WASTE AND SUBSTANCES STATEMENT (Original/wet signatures required.)

Prior to accepting any application for a development project, the City of Big Bear Lake, located in San Bernardino County, must receive, from the applicant, a signed statement indicating whether or not the project site and alternative sites are identified on the State of California Hazardous Waste and Substances Sites List. This list, commonly referred to as the "Cortese List" comprises several resources that identify known sites that have been subject to releases of hazardous chemicals. These resources (lists) are available for viewing at <https://calepa.ca.gov/SiteCleanup/CorteseList/>.

Pursuant to Section 65962.5 of the CA Government Code, the applicant for a development project is responsible for consulting with the CalEPA "Cortese List" and submitting a signed statement with regard to the project and alternative sites. The applicant is responsible for reviewing these resources, checking the appropriate box below, and include any additional information, as applicable.

I, the undersigned affirm that I have consulted the CalEPA "Cortese List" resources and can state that the development project and any alternative sites proposed in this application (check one):

is/are NOT contained on the above referenced lists.

is/are contained on the lists. If this is checked, please include a status report indicating the following information:

List Name: _____ Necessary Actions: _____
List Date: _____ Actions Taken By: _____
Reg. ID #: _____ Timeline/Schedule: _____

Applicant Signature: _____ Date: _____

(Copy will not be accepted)

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ENVIRONMENTAL INFORMATION FORM (Attach additional pages, as necessary)

All projects are subject to review under the California Environmental Quality Act (CEQA). The basic purposes of CEQA are to:

- (1) Inform decision makers and the public about potential, significant environmental effects of proposed activities.
- (2) Identify ways that environmental damage can be avoided or significantly reduced.
- (3) Include feasible mitigation measures to prevent significant, avoidable damage to the environment.
- (4) Provide public disclosure on the approval, if significant environmental effects are involved.

The following questions as necessary as a preliminary assessment to determine if a project might affect the environment or not. Whenever possible, staff strive to determine projects exempt from CEQA. However, a development project that does not meet the State allowances for exemption, may necessitate a Mitigated/Negative Declaration or Environmental Impact Report. Such reviews, if required, will increase the time and cost for processing the development review application.

Will the project change the existing ground contours or the site's topography? YES NO

If so, please describe the anticipated grading needs:

| | AMOUNT (cubic yards) | # TRUCKS NEEDED |
|-----------|----------------------|-----------------|
| CUT SOIL | | |
| FILL SOIL | | |
| TOTALS | | |

Will the cut soil be incorporated onsite? If any is going offsite, where will it be sent (delivery destination)?

Where is the fill soil coming from (source)?

Please describe the proposed truck route for soil movement:

Confirm if any portion of the property is located within the following. For any "yes" items, please show as overlay on the site plan:

- A [very high fire hazard severity zone](#), as determined by the Department of Forestry and Fire Protection pursuant to Section 51178. YES NO
- [Wetlands or riparian habitat area](#) as defined in the U.S. Fish and Wildlife Service Manual, Part 660 FW 2. YES NO
- A special [flood hazard area](#) subject to inundation by the 1% annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official map published by FEMA. YES NO
- A delineated [earthquake fault zone](#) as determined by the State Geologist in any official map published by the State Geologist, unless the development complies with applicable seismic protection building codes. YES NO
- A [stream or other resource](#) that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2, Fish & Game Code. YES NO

Will there be any changes to existing drainage patterns onsite? YES NO If so, please describe:

Will the project create a new source of noise (temporary or permanent) in the area? YES NO If so, please describe:

Is there any concern with soil stability at this site? YES NO (If available, provide copy of geotechnical report for this project).

Will the project create a new source of light or glare in the area? YES NO If so, please describe:

Describe any special characteristics of the soil, topography, native trees, wildlife habitats, or aesthetic aspect of the site:

Describe any proposed sources of air or water pollutants:

Describe any species of special concern known to occur onsite (If available, provide copy biological assessment for this project):

Will any hazardous materials be stored or generated at this location? YES NO If so, please describe:

Please describe any historic or cultural resources known onsite, including any structure older than 45 years onsite (If available, provide copy of historical report for this project):

Will the project require additional public resources for :

- Fire protection YES NO
- Police protection YES NO
- Schools YES NO
- Parks YES NO
- Other facilities YES NO If yes: _____

*** CONTINUES ON NEXT PAGE ***

INDEMNIFICATION AGREEMENT (Original/wet signatures required.)

Upon submittal of this Development Review Application ("Project") to the City of Big Bear Lake ("City"), and in connection with the processing of this request and any associated applications, the Applicant hereby expressly agrees to each and every one of the following terms:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold City, any departments, agencies, divisions, boards, and/or commissions of the City, and its elected officials, officers, contractors serving as City officials, agents, employees, and attorneys of the City ("Indemnitees") harmless from liability for damages and/or claims, actions, or proceedings for damages for personal injuries, including death, and claims for property damage, and with respect to all other actions and liabilities for damages caused or alleged to have been caused by reason of the Applicant's activities in connection with this Project on the Project site, and which may arise from the direct or indirect operations of the Applicant or those of the Applicant's contractors, agents, tenants, employees or any other persons acting on Applicant's behalf, which relate to the development and/or construction of the Project. This indemnity provision applies to all damages and claims, actions, or proceedings for damages, as described above, regardless of whether the City prepared, supplied, or approved the plans, specifications, or other documents for the Project.
2. In the event of any legal action challenging the validity, applicability, or interpretation of any provision of this approval, or any other supporting document relating to the Project, the City will promptly notify the Applicant of the claim, action, or proceedings and will fully cooperate in the defense of the matter.
 - a. Once notified, the Applicant must indemnify, defend and hold harmless the Indemnitees, and each of them, with respect to all liability, costs and expenses incurred by, and/or awarded against, the City or any of the Indemnitees in relation to such action.
 - b. Within 15 days' notice from the City of any such action, Applicant shall provide to City a cash deposit to cover legal fees, costs, and expenses incurred by City in connection with defense of any legal action in an initial amount to be reasonably determined by the City Attorney. City may draw funds from the deposit for such fees, costs, and expenses.
 - c. Within 5 business days of each and every notice from City that the deposit has fallen below the initial amount, Applicant shall replenish the deposit each and every time in order for City's legal team to continue working on the matter.
 - d. City shall only refund to Developer any unexpended funds from the deposit within 30 days of: (i) a final, non-appealable decision by a court of competent jurisdiction resolving the legal action; or (ii) full and complete settlement of legal action.
3. The City shall have the right to select legal counsel of its choice that the Applicant reasonably approves. The parties hereby agree to cooperate in defending such action. The City will not voluntarily assist in any such third-party challenge(s) or take any position adverse to the Applicant in connection with such third-party challenge(s). In consideration for approval of the Project, this condition shall remain in effect if the entitlement(s) related to this Project is rescinded or revoked, whether or not at the request of the Applicant.

After reviewing and consideration of all the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms.

Applicant Signature: _____
(Copy will not be accepted)

Date: _____

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AGENT/APPLICANT (Attorney-In-Fact) AFFIDAVIT (Original/wet signatures required.)

I certify that the application information provided is true, accurate, and complete to the best of my knowledge and belief. I understand that all of the following information must be provided for submittal of this application to the City:

- Completed and signed Development Review Application form (with all sections complete);
- WQMP Checklist reviewed by Public Services staff AND Preliminary Project-Specific WQMP, as required;
- Preliminary Title Report (dated not more than 6 months from application date) to confirm property ownership and easements, including an Assessor's parcel map, legal description, and copy of grant deed, if applicable;
- Four (4) sets of plans, collated, stapled and folded to letter-size. Plans must be legible with a minimum scale of 1" = 20' on 24" x 36" paper, and must be fully dimensioned to show the existing and proposed improvements. Larger scale may be required for clarity. Each plan set must be internally consistent and must include a site plan, floor plans, building elevations (all sides), civil/engineering plans, grading/drainage plans, utility plan, circulation plan, or others as described under "Required Plan Details" and "Additional Plan Details";
- Digital files of all application submittal items, must be provided on a flash drive. Full size PDFs of each plan sheet must be provided as a separate file, at least 200 dpi. Digital files names must correspond with the name of the plan sheet or document. For revisions and subsequent submittals, each plan should include the revision number; and
- Payment of applicable filing and processing fees, including costs associated with environmental review.

I understand that the proposed project will be evaluated under the State's environmental review regulations (CEQA). Should the project not meet the State allowances for an exemption, a Mitigated/Negative Declaration or Environmental Impact Report may be necessary, which I acknowledge will increase the time and cost for processing the development review application, and that the applicant is responsible for all costs associated with the required environmental review, including consultant fees and filing requirements with the county and State.

I further understand that additional information may be requested in accordance with Section 65944 of the State Government Code to supplement the initial application filing, and that formal review or any required public meetings for the project will not commence until after the application is accepted as complete for processing. Should the permit process necessitate a public hearing, I agree to provide a Certified Public Notice Package and additional sets of final plans for the decision-maker, upon request by the City.

Applicant Signature: _____
(Copy will not be accepted)

Date: _____

*** ALL SECTIONS MUST BE COMPLETED. ILLEGIBLE OR PARTIAL SUBMITTALS WILL NOT BE ACCEPTED ***

DEVELOPMENT APPLICATION ITEMS

We appreciate your development interest in Big Bear Lake! Our team is dedicated to provide you with guidance for a project that meets the city's policies and development regulations. We strive to process all applications expeditiously with minimal delays. As such, we appreciate your understanding that illegible applications, submittals with partial information or poor quality graphics cannot be accepted.

Development applications are accepted by in-person appointment (Monday – Friday, 8:00 am – 4:00 pm) and must include all required materials at the time of submittal. Call the Planning Division at (909) 866-5831 to schedule an appointment.

ALL APPLICATIONS MUST INCLUDE:

- Completed and signed Development Review Application form, including a detailed project description.
 - Property owner information (must match Preliminary Title Report)
 - Completed and signed Hazardous Waste and Substances Statement (this is part of the application form)
 - Completed Environmental Information Form (this is part of the application form)
 - Completed Indemnification Agreement (this is part of the application form)
- WQMP Checklist reviewed by Public Services staff AND Preliminary Project-Specific WQMP, as required.
- Preliminary Title Report (dated not more than 6 months from application date) to confirm property ownership and easements, including an Assessor's parcel map, legal description, and copy of grant deed, if applicable.
- Four (4) sets of plans, collated, stapled and folded to letter-size. Plans must be legible with a minimum scale of 1" = 20' on 24" x 36" paper, and must be fully dimensioned to show the existing and proposed improvements. Larger scale may be required for clarity. Each plan set must be internally consistent and must include a site plan, floor plans, building elevations (all sides), civil/engineering plans, grading/drainage plans, utility plan, circulation plan, or others as described under "Required Plan Details" and "Additional Plan Details".
- Digital files of all application submittal items, provided on a flash drive. Full size PDFs of each plan sheet must be provided as a separate file, at least 200 dpi. Digital files names must correspond with the name of the plan sheet or document. For revisions and subsequent submittals, each plan should include the revision number.
- Payment of applicable filing and processing fees, including costs associated with environmental review.

REQUIRED PLAN DETAILS (ALL PLANS MUST BE INTERNALLY CONSISTENT):

- Project address and assessor's parcel number(s).
- Names and contact information (mailing address, phone numbers, etc.) of owners, applicants, and plan preparers.
- North arrow and scale; scale should be no smaller than 1" = 20' for the site plan, and 1" = 1/4' or 1" = 1/8' for the floor plan and elevations. Plans must be scaled for maximum legibility on 24" x 36" paper.
- Property lines, with dimensions, location, width, and description of any easements.
- Existing and proposed streets, including names, centerlines, widths, and existing and future rights of way and improvements.
- Existing fire hydrants within 300 feet of the project site. Indicate any proposed fire hydrants.
- Show ALL buildings located within at least 10 feet of the subject property lines.
- Show and dimension all existing and proposed buildings and structures, and indicate existing features to be removed.
- Show the distances between buildings and distances from buildings to property lines.
- Indicate the required or proposed building setback lines.
- Indicate proposed walls, fences, trash enclosures, utility vaults, mechanical equipment, accessory buildings, paved areas, tanks, or other site features.
- Identify circulation plan for solid waste handling vehicle with turning templates and truck turning movements. Circulation route must accommodate a 50,000-pound truck on a weekly basis. Concrete pad must be constructed next to trash enclosure.
- Proposed Fire Department vehicle access lane(s), including circulation plan for emergency vehicles with turning templates and showing truck turning radius with emergency vehicle profile and dimensions.
- Show proposed and existing parking, driveways and access points, both on-site and off-site within the vicinity.
- Indicate width of driveways and drive aisles, and show distances between driveways, including nearest driveways offsite.
- Indicate one-way and two-way drive aisles.
- Show parking space dimensions and indicate handicapped accessible and electric vehicle spaces.
- Provide Code-required and proposed onsite parking space calculations.
- Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.

- Show existing trees with a diameter of 12” or greater diameter at 4 feet above ground, and any other significant plant materials. Identify the size, type and location of all such vegetation as well as those proposed to remain, and for removal.
- When a Tree Management Plan is required, show existing grades and base elevation of each tree on the plan. Provide a table keyed to the tree location plan, which indicates species, diameter, condition and health, recommendations on saving or removal of the tree, and any special considerations.
- Show any existing significant natural features such as rock outcroppings and water courses.
- Show proposed landscaping, including quantity, location, variety and container size; a separate preliminary landscaping plan may be submitted instead of showing this information on site plan.
- Show locations of proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings. A photometric site plan, must identify the intensity of all outdoor lighting onsite and at least 10 feet beyond the property boundaries. Specifications or cutsheets must be proposed to detail the fixture design, level of illumination, and hours of illumination.
- Show all existing and proposed public improvements, including water, sewer, catch basins, curbs, gutters, sidewalks, street lights, signals, power lines and utility poles.
- Show existing contour lines and proposed contour lines indicating finished grade on the site; or provide a separate grading plan.
- Show location of on-site and off-site drainage, both existing and proposed.
- For any use proposing the sale of alcoholic beverages, show the square footage of the display and storage area for alcoholic beverages on the floor plan.
- Provide a legend on the site plan that includes:
 - Current zoning and general plan designations, and any proposed change in designations.
 - Total lot and building square footage, lot coverage, setbacks, building height, parking, and open space calculations.
 - The proposed use(s), (e.g., restaurant, retail, office, etc.) and square footage allocated to each use within all buildings.
 - Indicate the intended type of all buildings on your site as specified in the City-adopted Uniform Building Code, and construction type. Identify buildings to be sprinklered and nonsprinklered.

ADDITIONAL PLAN DETAILS, REQUIRED AS APPLICABLE (VERIFY WITH A PLANNER):

NEW/MODIFIED BUILDINGS OR STRUCTURES:

- Building elevation drawing(s) showing all four sides of proposed buildings, including all exterior elements such as drainage and rooftop equipment. The elevations must colored or otherwise identify the proposed colors and materials, which should match the specified exterior building colors and materials as exhibited in the color and materials board.
- Color and materials board, or approved equivalent. This information should be mounted on cardstock paper and include paint color samples, cut sheets or catalog cuts to exhibit the design details. Details should include color/style and product specifications (e.g. manufacturer and color name/number, or color and type of roof tile). Be sure to include a key of each color or material’s location on the building elevation plans.
- Floor Plans to include existing and proposed configurations. The plan must identify all features and rooms, and shall be fully dimensioned.
- Photo simulations showing ‘before’ and ‘after’ conditions. This is required of new wireless facilities or to better understand the visual impact and massing of the proposed building or structure.

HOTEL/MOTEL and MULTI-FAMILY RESIDENTIAL DEVELOPMENT:

- For projects with 10 or more units, an onsite management and security plan must be submitted.

MULTI-TENANT COMMERCIAL CENTERS OR BUSINESS COMPLEX:

- Sign Program, consistent with Chapter 17.12 Signs of the Development Code, and prepared in accordance with Development Code §17.12.040.

SITES WITH NEW/MODIFIED PARKING OR OUTDOOR LIGHTING:

- Photometric Plan identifying location of all light fixtures with luminosity calculations shown in footcandles. Depiction of anticipated luminosity generated by all exterior lights shall be provided across the subject site and at least 10 feet beyond the property lines. Specifications or cut sheets for proposed light fixtures shall also be provided.

SITES WITH EXISTING TREES 12” OR GREATER DIAMETER AT 4-FEET ABOVE GROUND:

- Tree Management Plan prepared by a California Registered Professional Forester or an arborist certified by the Western Chapter of the International Society of Arboriculture, and in accordance with Development Code §17.10.040.B.

PROJECTS INVOLVING SITE DISTURBANCE:

- NPDES compliance will be determined with inclusion of WQMP Checklist, and review of Preliminary Project-Specific WQMP.
- Civil/Engineering Plan must include all rights-of-ways, easements, subdivision boundaries, watercourses, flood zone information using current FEMA Flood Insurance Rate Map, proposed stormwater treatment control measure location(s), utility information, topographic contour lines and all existing physical features. The following statements, as applicable, must be provided on the plan:

I, Engineer Name, CERTIFY THAT THIS TENTATIVE MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH THE CITY OF BIG BEAR LAKE SUBDIVISION ORDINANCE AND THE STATE MAP ACT.

A SOILS REPORT ON THIS PROPERTY HAS BEEN PREPARED BY, Geotechnical Name, ENTITLED "Report Name" DATED, WHICH HAS BEEN FILED WITH THE CITY OF BIG BEAR LAKE.

I, Surveyor Name, A LICENSED LAND SURVEYOR IN THE STATE OF CALIFORNIA, HEREBY STATE THAT THIS TENTATIVE MAP IS BASED UPON SURVEY UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH CITY OF BIG BEAR LAKE SUBDIVISION ORDINANCE AND STATE MAP ACT.

- Geotechnical Report/Letter describing the site condition and design construction recommendation for the proposed development. This must be prepared by a licensed Geotechnical Engineer.
- Grading/Drainage Plan to identify limits of proposed grading, earthwork quantities, amounts and locations of proposed cut/fill areas, existing and proposed topography, slope ratios,
- If development of the proposal will proceed in separate phases, submit a Phasing Plan to distinguish the phases. Engineering, grading, and landscape plans will also need to illustrate the proposed phasing and functionality of each phase. Be sure to also include anticipated development timing of each Phase.
- Landscape Documentation Package required if new construction includes aggregate landscape area of 500 square feet or greater, or rehabilitation of existing site involves aggregate landscape area of 2500 square feet or greater. This submittal must be compliant with the State Water Efficiency Landscape Ordinance (WELO) and the City's regulations, and must be prepared by a licensed landscape architect. Elements of the Landscape Documentation Package include:
 - o Water efficient landscape worksheet
 - o Irrigation design plan
 - o Soil management report
 - o Grading design plan
 - o Landscape design plan

SITES INVOLVING NEW/MODIFIED UTILITIES:

- Utility Plan to include proposed and/or existing size and locations for sanitary sewer, stormwater, and water lines:

Sanitary Sewer:

- o Information on existing sanitary sewer mains within or abutting project site.
- o Size and slope of sanitary sewer pipes. Invert elevations at manholes, at connection points and at the nearest manholes.
- o Location and size of sanitary sewer system and its design parameters.
- o Location and size of Grease Interceptor and its design parameters.

Storm Sewer:

- o Information on existing storm drainpipes, inlets, natural swales, creeks, etc.
- o Size, slope of existing pipes and inverts of existing inlets, manholes, etc.
- o Invert elevation of connection to treatment control measures, swales, creeks, ponds, etc.
- o Approximate boundaries of any areas with a history of flooding, FEMA boundaries.
- o Contours of adjacent property to show drainage conditions that may affect the subdivision.
- o Locations and sizes of storm drain system and its design parameters.
- o Proposed ground slopes, elevations, directions of ditch, swale and pipe flows.
- o Sufficient grades or contours are shown to indicate the ultimate drainage of the property.
- o Hydraulic grade line (HGL) or water surface elevation (WSE) at discharge location(s).

Water:

- Information on existing water mains (i.e. size & material) within or abutting project site clearly shown.
- Location of existing and proposed water hydrants and water meters.
- Location and size of water system and its design parameters.
- Location and size of proposed water main.

ADDITIONAL REQUIRED ITEMS, AFTER APPLICATION SUBMITTAL (COORDINATE WITH PLANNER):

The following supplemental materials are not required at the time of initial application submittal. However, the applicant is advised of these items as the assigned Planner may request these items during the course of permit processing. The City provides this as advisement so that the required information may be provided in a timely manner upon request.

PROJECTS NOT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

- Environmental studies may be required and will be determined by staff for compliance with CEQA. Examples include but may not be limited to biological report, historical/archeological report, hydrology report, soils report, traffic study including Vehicle Miles Traveled (VMT) Analysis, or others. The applicant will be responsible for all costs associated with the required environmental review and analysis.
- Payment of required CEQA filing fees, must be paid in advance of scheduling project before decision-maker.

PROJECTS WITH PUBLIC HEARING:

- Additional sets of final plans. This will be required in advance of any decision-maker determination.
- A complete Public Notice Package, prepared no more than 6 months prior to the public hearing date.

PUBLIC NOTICE PACKAGE:

Certain projects require notification of surrounding property owners in advance of a public hearing before the decision-maker. Development Code §17.03.030.A.4 clarifies certain radius requirements based on comprehensive site size:

| <u>Subject site size (acres)</u> | <u>Radius from site boundaries</u> |
|----------------------------------|------------------------------------|
| 5 acres or less | 300 feet |
| > 5 acres and <= 10 acres | 500 feet |
| > 10 acres | 700 feet |

The [public notice package](#) must be prepared and provided the City no more than 6 months prior to a public hearing date. All of the following items must be received before the hearing can be scheduled:

- **RADIUS MAP:** The subject site boundaries must be clearly identified, as well as the appropriate radius from the boundaries.
- **PROPERTY OWNERS LIST:** Each property that falls within the identified radius must be included on the list. The list must include the name, Assessor’s Parcel Number (APN), and mailing address for each property.
- **MAILING LABELS (2 sets):** Each property must be included/typed on 3-column format mailing labels (i.e. Avery 5160 or equivalent). The first line of each address label must include the APN. It is recommended that the project site owner(s), project applicant, and project representatives be included on these labels.
- **COPY OF MAILING LABELS:** One copy of the mailing labels must be provided on letter-size paper for the project file.
- **CERTIFICATION:** An [affidavit](#) completed by the preparer of the public notice package certifying the validity and accuracy of the submitted information. This must be prepared by a Title Company or a company that specializes in public notice packages.
- **POSTAGE:** Adequate postage for 2 mailings must be provided in Forever stamps issued by the USPS. This will be required in advance of publication or notice of a public hearing.