

CITY OF BIG BEAR LAKE

(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315



TEMPORARY USE PERMITS

"SPECIAL EVENT" IS EXCLUDED AND REQUIRES A SPECIAL EVENT APPLICATION

PERMIT NUMBER

APPLICATION

DATE RECEIVED

RECEIVED BY

- CONSTRUCTION STAGING AREA
- STOCKPILING
- SEASONAL ACTIVITY/SEASONAL AGRICULTURAL SALE
- TEMPORARY STRUCTURE
- OTHER: _____
- TEMPORARY SIGN - TYPE _____ SIZE _____ X _____
- FEE _____

APPLICANT INFORMATION

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

APPLICANT: _____

(IF DIFFERENT THAN OWNER)

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

CONTACT PERSON / REPRESENTATIVE: _____

(IF DIFFERENT THAN APPLICANT)

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

PROPERTY INFORMATION

STREET ADDRESS OF PROPERTY(IES): _____

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: (Attach separate sheet if necessary) _____
Lot /Parcel Number _____ Map Number/Name _____

EXISTING: _____
Use of Property and/or Buildings _____ Zoning District _____ General Plan Designation _____

PROPOSED: _____
Use of Property and/or Buildings _____ Zoning District _____ General Plan Designation _____

PROJECT DESCRIPTION - (include Plot Plan on a separate sheet)

STARTING DATE: _____ ENDING DATE: _____

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JURAT

State of California)
County of San Bernardino) ss.

I/we, _____, being property owner(s) of the property herein described, and being duly sworn, depose and state as follows:

- That I am (we are) the owner(s) of the subject property described as
APN # _____
Address _____
- That I am (we are) aware of the project being proposed on said property.
- That the applicant and or representative whose name(s) is/are so affixed at the bottom of this application is/are the duly authorized representative(s) of the project.
- I am (we are) aware that there may be conditions of approval imposed upon the project which may require the applicant or the property owner to construct or remove certain property improvements.
- I (we) hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Property owner(s) signature: _____

Subscribed and sworn before me on the ____ day of _____, 200__

Signature of Notary: _____

(Notary Seal)

AFFIDAVIT

I (we) certify that the information provided is true, accurate, and complete to the best of my (our) knowledge and belief. I (we) understand that in order for this application to be considered a complete submittal, the following information must be included:

- ▶ completed application forms,
- ▶ scaled and dimensioned plans of the existing and proposed improvements,
- ▶ appropriate number of copies submitted,
- ▶ and such other completed information as required by the Planning Division,

I (we) further understand that the review period for the project will not commence nor will required public hearings or public meetings be scheduled, unless the application is complete.

PROPERTY OWNER(S) PRINTED NAME

PROPERTY OWNER(S) SIGNATURE DATE

APPLICANT'S PRINTED NAME
(if different than owner)

APPLICANT'S SIGNATURE DATE

REPRESENTATIVE'S PRINTED NAME
(if different than applicant)

REPRESENTATIVE'S SIGNATURE DATE

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CERTIFIED PROPERTY OWNERS LIST DECLARATION

The property owners list identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It must be prepared by a TITLE COMPANY, signed by its representative, and certified by the legal owner or his/her legal agent. A complete property owners list shall consist of the following:

1. A completed and signed declaration.
2. A list identifying each property owner's name, mailing address, and Assessor's Parcel Number (APN).
3. A TYPED set of mailing labels for each property owner prepared on 8 1/2" x 11" sheets of pre-gummed labels in three column format, as shown on the attached sample. All type shall be in capital letters with no punctuation or APNs, and shall be prepared by the project applicant and representative or contact person.
4. A property owner radius map identifying all properties within the required radius. An example radius map is attached.

The property owners list and the required radius shall be based on the application type and project size, as described below:

- | | |
|---|---|
| <input type="checkbox"/> Minor Deviation, TUP, or other Department Review - (except minor special events) | contains all parcels adjacent to subject property including those across any rights - of - way. |
| <input type="checkbox"/> Conditional Use Permit, Variance, Plot Plan Review, Tentative Tract Map, Special Event requiring Planning Commission review, or other application requiring Planning Commission review | |
| <input type="checkbox"/> 5.0 acres or less - | contains all parcels within 300 ft. of external boundaries of subject property or project |
| <input type="checkbox"/> 5.1 acres to 10.0 acres - | contains all parcels within 500 ft. of external boundaries of subject property or project. |
| <input type="checkbox"/> 10.1 acres or greater - | contains all parcels within 700 ft. of external boundaries of subject property or project. |

PREPARED BY:

(Title Company Representative)

Date

I certify under penalty of perjury, that to the best of my knowledge, the attached list contains the names and addresses of all persons to whom all property is assessed, provided by the title company, as they appear on the most current County assessment roll. This list identifies all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s) _____.

(Signature of Legal Owner/Legal Agent)

Date

EXAMPLE

APPLICANT
P O BOX 9990
BIG BEAR LAKE CA 92315

EXAMPLE

JANE DOE
P O BOX 9999
BIG BEAR LAKE CA 92315

EXAMPLE

CONTACT PERSON
P O BOX 9991
BIG BEAR LAKE CA 92315

EXAMPLE MAILING LIST
**PLEASE NOTE: APPLICANT MUST SUPPLY PROPERTY OWNERS' ADDRESSES
IN THIS FORMAT ON SELF-ADHESIVE LABELS FOR CITY MAILING**

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NOTE:
Assessor's Page
may be used
as base map

EXAMPLE RADIUS MAP

