

CITY OF BIG BEAR LAKE

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



DEVELOPMENT REVIEW APPLICATION

FOR STAFF USE ONLY FILING DATE: _____ RECEIVED BY: _____
FILE #: _____ FEES PAID: _____ RECEIPT #: _____

APPLICATION TYPE & FEES:

- _____ CONDITIONAL USE PERMIT _____ VARIANCE _____ GENERAL PLAN AMENDMENT
 _____ PLOT PLAN REVIEW _____ MINOR DEVIATION _____ PARCEL MAP (MINOR SUBDIVISION) ≤ 4 PARCELS
 _____ ENVIRONMENTAL REVIEW _____ ZONE CHANGE _____ TRACT MAP (SUBDIVISION) ≥ 5 PARCELS
 _____ OTHER (DESCRIBE): _____

LEGAL OWNER(S) OF SUBJECT PROPERTY:

MAILING ADDRESS:

PHONE # : _____ FAX # : _____ EMAIL: _____

APPLICANT:

(If different than owner)

MAILING ADDRESS:

PHONE # : _____ FAX # : _____ EMAIL: _____

CONTACT PERSON / REPRESENTATIVE:

(If different than applicant)

MAILING ADDRESS:

PHONE # : _____ FAX # : _____ EMAIL: _____

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 applicable information, attach separate sheet if necessary)

Please Note: An incomplete application could delay your project. 

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PROPERTY OWNER CONSENT

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

1. That I am (we are) the owner(s) of the subject property described as Assessor's Parcel Number (APN) _____ Address _____
2. That I am (we are) aware of the project being proposed on said property.
3. 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.
4. 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.
5. I (we) hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Property owner(s) signature: _____

JURAT

State of: _____

County of: _____

Subscribed and sworn (or affirmed) to before me on this _____ day of _____, _____

By _____ (Name of Signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

And _____ (Name of Signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

(Signature of Notary Public)

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 from owner)

APPLICANT'S SIGNATURE

DATE

REPRESENTATIVE'S PRINTED NAME

REPRESENTATIVE'S SIGNATURE

DATE

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DEVELOPMENT REVIEW

APPLICATION CHECKLIST

Please contact the Planning Division to arrange an appointment for submittal of your development review package. After submitting your plans to the Planning Division your plans will be distributed to all City departments and outside agencies involved in the review process and your application will be scheduled for the next available Development Review Committee meeting. All items indicated on the checklist below must be included in your submittal package so that each agency can evaluate your project. Project submittals which do not include these items will not be accepted for processing. All plans must be on 24" x 36" paper and must be collated, stapled, and folded into complete sets. If you have any questions about items requested on this form, please call the Planning Division at (909) 866-5831. Thank you for your cooperation, and for doing business in the City of Big Bear Lake.

SUBMIT THE FOLLOWING ITEMS

YES N/A

- 1. Completed Development Review Application and Affidavit form.
- 2. Preliminary Environmental Description Form (PEDF)
- 3. Completed and signed Certified Property Owner's List Declaration with required mailing labels.
- 4. Green Building Checklist: Commercial and Industrial projects shall use the LEED New Construction Checklist. Interior remodels and change of occupancies shall use the LEED Commercial Interiors checklist. Residential projects shall use the appropriate Green Point Single Family Checklist or Green Point Multifamily Checklist.
- 5. A current preliminary title report that shows all recorded easements, an Assessor's parcel map, the legal description for all involved properties, and a copy of the grant deed, if applicable.
- 6. Colored elevation drawing(s) showing all four sides of proposed buildings, and photo simulations, if applicable.
- 7. Color and materials board, or approved equivalent.
- 8. Fifteen full sets of plans that include a fully dimensioned site plan, floor plan, and elevations for all sides of the buildings. 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.
- 9. Digital Files of plans, reports, renderings, or any other useful document (PDF) on CD or by email.

INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS

YES N/A

- 1. Current address of project, Assessor's parcel number(s), and the applicant's and plan preparer's name, address, phone and fax numbers.
- 2. North arrow and scale.
- 3. Property lines, with dimensions, and the location, width, and description of any easements.
- 4. Existing and proposed streets, including names, centerlines, widths, and existing and future rights of way and improvements.
- 5. Show existing fire hydrants within 300 feet of the project site. Indicate any proposed fire hydrants.
- 6. Show proposed Fire Department vehicle access lane(s).
- 7. Show and dimension all existing and proposed buildings and structures, and indicate existing features to be removed. Show distances between buildings and distances from buildings to property lines, and indicate required proposed building setback lines. Show any nearby buildings within 10 feet of the subject property lines. Indicate proposed walls, fences, trash enclosures, utility vaults, mechanical equipment, accessory buildings, paved areas, tanks, or other site features.

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- □ 8. 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. Show parking space dimensions, and indicate handicapped accessible spaces. Indicate one-way and two-way drive aisles.
- □ 9. Show all existing trees with a diameter of 6" or more at the height of 4 feet above the ground, any other significant plant material on the site. Provide the size, type, and location of all such vegetation. Indicate trees and vegetation to remain and those proposed for removal.
- □ 10. Show any existing significant natural features such as rock outcroppings and water courses.
- □ 11. 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.
- □ 12. Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.
- □ 13. Show proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings, and indicate type.
- □ 14. Show all existing and proposed public improvements, including water, sewer, catch basins, curbs, gutters, sidewalks, street lights, signals, power lines and utility poles.
- □ 15. Show existing contour lines and proposed contour lines indicating finished grade on the site; a grading plan may be submitted instead of showing contours on the site plan, if desired.
- □ 16. Show location of on-site and off-site drainage, both existing and proposed.
- □ 17. For any use proposing the sale of alcoholic beverages, the square footage of the display and storage area for alcoholic beverages shall be shown on the floor plan.
- □ 18. Provide a legend on the site plan that includes:
 - a) Current zoning and general plan designations, and any proposed change in designations.
 - b) Total lot and building square footage, lot coverage, setbacks, building height, parking, and open space calculations.
 - c) The proposed use(s), (e.g., restaurant, retail, office, etc.) and square footage allocated to each use within all buildings.
 - d) For multifamily residential projects (2 or more dwellings), include the unit type per number of bedrooms and square footage per unit, and the unit mix.
 - e) 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.

1. Please be aware that, if determined necessary by City staff, additional information and/or special studies may be required to complete the environmental studies and project review.
2. Until the following information is submitted, your application will be considered incomplete:

Application Received By
(City Planner Name): _____

Date: _____



ENVIRONMENTAL REVIEW FILING PROCEDURES

DIRECTIONS AND INFORMATION

1. Each project that requires a discretionary decision by the Planning Commission or City Council must be reviewed for its potential adverse impact to the environment.
2. The filing fee for initial environmental review is \$125.00. Additional fees will be charged in the future if an environmental report is required. The fee for Use of a Single Environmental Impact Report is \$125.00. Typically, the environmental review fee is included in the project application fee.
3. The following material must be included at the time you file your application for initial environmental review:
 - a. () copies of the application form completed for your proposed project stapled on top of:
 - b. () copies of the Preliminary Environmental Description Form (form attached).
4. If your application is for Use of a Single Environmental Impact Report or Notice of Exemption, submit one (1) copy each of Items a. and b. of number 3 above.
5. Your application will be reviewed by the Planning Division to determine if it is exempt from environmental review. If it is not exempt and noncontroversial, the Planning Division will conduct an initial study and the Planning Commission will make the environmental determination.
6. Your project will be reviewed and given one (1) of the following environmental determinations:
 - a. Projects found to have an **insignificant impact** on the environment will be issued a Negative Declaration. A Negative Declaration completes environmental review of your project and releases it for decision by the Planning Commission or City Council after a fifteen (15) day appeal period has been observed.
 - b. Projects determined to have a **significant impact** on the environment shall be required to prepare an Environmental Impact Report. If this occurs, you will be given additional instructions on the future processing of your project after the meeting. The report, when completed, will serve as the basis for decision-making when the proposed project is reviewed by the Planning Commission or City Council.

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PRELIMINARY ENVIRONMENTAL DESCRIPTION FORM (PEDF)

INTRODUCTION The questions on this form are designed to obtain enough data about your proposed project and project site to allow the staff to adequately assess your project. By taking the time to fully respond to the questions below, you can help reduce the processing time for your project. You may also include any additional information which you believe is pertinent. Use additional sheets where necessary.

BUSINESS NAME / APPLICANT: _____

TYPE OF PROJECT OR ACTION: _____

PROJECT LOCATION (GENERAL & LEGAL): _____

ZONE CLASSIFICATION: _____

GENERAL PLAN DESIGNATION: _____

PROJECT DESCRIPTION

1. Describe your proposed project in as much detail as possible. Identify the project's specific components and the reasons for proposing the project at this time. Also discuss the specific issues identified below, where applicable. _____

2. Describe any product(s) that will be manufactured or processed by your project and the market it (they) will serve. _____

a. Indicate the market that your units are designed to serve.

b. Discuss any phasing of your project on the indicated site or in relation to a large project (if one exists).

(PEDF)
continued

- c. Size of parcel(s) (acres) _____
Assessor's Parcel Number(s) _____
Total number of units _____
Total number of lots _____
Square footage of all structures _____
Height of proposed structures _____
Number of parking spaces _____
Area of paved surface _____
Total disturbed area _____
Street(s) that provide access _____

d. AIR QUALITY INFORMATION

Number and type of vehicles associated with completed project _____

Odors emanating from project (type) _____

HOUSING TRACTS OR SUBDIVISIONS

Types of units planned _____

Number of units of each type _____

Average floor area (living space) of each type _____

Average number of vehicles per unit _____

Total square footage of building: Ground Floor _____

Second Floor _____

COMMERCIAL AND INDUSTRIAL PROJECTS

Types of emissions and sources associated with project _____

Electricity to be consumed by completed project in kwh/month _____

Natural gas to be consumed by completed project in therms/month _____

1,000 cubic feet/month _____

Any other fuel sources (and amounts) to be consumed by completed project

SITE DESCRIPTION

3. Describe the site as thoroughly as possible. The following factors should be considered:

- a. Describe the type of vegetation and the percentage of the site that it covers. List the animals that you have seen or that are known to occur on the site. _____

**(PEDF)
continued**

b. Describe the topography (i.e., slopes, landforms, landscape) of the site. Any data on soils and geology also would be helpful. _____

c. Describe any stream channels or eroded areas on the site. _____

d. Describe any improvements on the site. _____

e. Describe the agencies that are or will be providing the following services or utilities. Indicate whether these services are already provided to the project site.

Electricity: _____

Gas: _____

Water: _____

Sewage Disposal: _____

Refuge Disposal: _____

Schools: _____

Fire Protection: _____

4. Describe the land uses on the adjacent land in each direction. Note any major or important natural or man-made features on the adjacent land; for example -- major highways, stream channels, or other notable features. Where possible, provide a vicinity map showing the project site's relationship to these features. _____

(PEDF)
continued

5. Describe the site alterations that will be produced by your proposed project. For instance, describe topographic changes, the percentage of the site that will be graded, storm flows that will have to be channelized, and other changes. Also, indicate any new services or utilities that will be required as a result of your project. _____

6. Identify any other agencies that you have contacted during the processing of your project. Please include copies of correspondence with any State, Federal, other local agencies or departments where the proposed project is discussed. _____

7. If your project requires any permits from other agencies, please identify the agency and type of permit. Some agencies or departments from which you may have obtained permits are:

- | | |
|--|------------------------------|
| City Community Development Department | Air Pollution Control |
| County Environmental Health Department | Federal Agencies |
| County Public Health Department | Local Fire Protection Agency |
| State Real Estate Commission | Public Works Department |
| State Regional Water Quality Control Board | |

Type of permit: _____

8. Please include a copy of any studies (soils, geology, marketing, etc.) that you may have had prepared for this project or for this site. All reports will be returned at the end of your project's review, if requested.

SIGNATURE (Project proponent or owner of record)

DATE