



Development Services Department

**COMPREHENSIVE APPLICATION FOR DEVELOPMENT
REVIEW AND LAND USE APPROVAL**

CASE NUMBER _____
 DATE SUBMITTED _____
 CASE PLANNER _____

	Fee
CONDITIONAL USE PERMIT	\$3,735
MINOR CUP	\$2,450
ENVIRONMENTAL ASSESSMENT	\$2,000
LOCATION AND DEVELOPMENT PLAN	\$2,070
MINOR LDP	\$1,305
GENERAL PLAN AMENDMENT/ ZONE CHANGE	\$4,440
MINOR VARIANCE	\$1,670
ZONE CODE AMENDMENT	\$4,440

	Fee
MAJOR VARIANCE	\$2,335
PRELIMINARY REVIEW	\$1,255
TENTATIVE PARCEL MAP	\$3,630
AMENDMENT	\$1,690
TENTATIVE TRACT MAP	\$4,000+\$25.00 per lot
AMENDMENT	\$2,400
TIME EXTENSION	\$1,690
APPEAL OF PC DECISION	\$635

ADDITIONAL FEES:

San Bernardino County Fire fees will be billed separately at the time your project is reviewed by the Fire Department.

All projects not exempt under the California Environmental Quality Act must complete an Environmental Assessment and pay the following (checks made payable to "Clerk of the Board of Supervisors):

Negative Declaration & Mitigated Negative Declaration	\$2,156.25*
Environmental Impact Report	\$2,995.25*
Filing Fee	\$ 50.00*

* This fee shall be submitted to the Planning Division within two (2) days after project approval
 * Fees subject to change based off of requirements from CA State Fish and Wildlife Department

Applicant/Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____ E-mail: _____

Mailing Address: _____

STREET CITY STATE ZIP

Owner /Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____ E-mail: _____

Mailing Address: _____

STREET CITY STATE ZIP

Arch-Eng/Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____ E-mail: _____

Mailing Address: _____

STREET CITY STATE ZIP

Complete Project Description/Reason for Request: If necessary, attach a detailed description to explain all proposed uses for this property or project.

General location or address location: _____

Assessor's Parcel No(s): _____

Township: _____ Range: _____ Section Number: _____

Acreage: _____ Zoning: _____ RDA Project Area: _____

Associated Case(s): _____

HAZARDOUS WASTE SITE CERTIFICATION

(Required pursuant to Section 65962.5 (f) of the California Government Code)

The applicant/owner hereby certifies that they have consulted the list of hazardous waste sites for the City of Adelanto, dated _____, and the project **is/is not (circle one)** located on a site included on the list of hazardous waste sites for the City of Adelanto.

Air Quality/Hazardous Materials Certification: (Required pursuant to Section 65850.2 of the California Government Code)

1. The applicant/owner hereby certifies that the project **will/will not (circle one)** need to comply with the requirements for a permit for construction or modification from the Mojave Desert Air Quality Management District, 14306 Park Avenue, Victorville, CA 92392, (760) 245-1661.
2. The applicant/owner hereby certifies that the project **will/will not (circle one)** have more than a threshold quantity of a regulated substance, or will contain a source or modified source of hazardous air emissions. Please attach a list of any regulated substances and quantities anticipated, if applicable. (Note: Any quantity of hazardous waste or handling or storage of any quantity of acutely hazardous materials requires filing of a Management Plan and a permit from County Environmental Health Services. A Management Plan and permit is also required for other hazardous materials if more than the threshold quantities are present, which are typically either 55 gallons of liquid, 200 cubic feet of pressurized gases, or a weight of 500 pounds.)
3. Describe any use, storage, or discharge of hazardous and/or toxic materials in the known history of this property. Please list the materials and dates, if known.
4. The project **is/is not (circle one)** located within one-quarter (1/4) mile of a school.

NOTE: Plan review, permits, and inspections are also required from Engineering and Building and Safety prior to occupancy of the proposed project.

Certification: I hereby certify that I understand the information regarding deposits for processing costs, information, and requirements referenced in this application and that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property and consent to the application.

Applicant's Signature Date

Property Owner's signature Date

Applicant's Printed Name

Property Owner's Printed Name

PROPERTY OWNER(S) AUTHORIZATION FORM

AUTHORIZATION FOR AGENT TO ACT ON BEHALF OF LEGAL PROPERTY OWNER

I/We, the owner(s) of the subject property, do hereby authorize _____
to act in my/our behalf on matters pertaining to _____

PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of most applications, however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

CERTIFICATION: I hereby certify that I understand the information regarding deposits for processing costs, information, and requirements referenced in this application. The property owner further certifies that they are the legal owner of the property and consent to the application.

Dated this _____ day of _____, 20____ .

Printed Name _____

Signature(s) of Legal Owner(s)

State of California)
County of San Bernardino)

On this _____ day of _____, 20____, before me _____
a Notary Public, personally appeared _____ known to me to be the
person(s) whose name(s) are/is subscribed to the within instrument and acknowledged that
he/she/they executed the same.

Witness My Hand and Official Seal
Signature _____
Name (printed) _____

NOTE: If the property is a part of a corporation a list of authorized corporate officers must be provided.

Submittal Items Required for Application Types

- Application types are listed across the top of the chart, and items required along the side. If there is an “X” in the box, the item is required for that application type. For clarification on requirements contact the Planning Division.
- If this application is for multiple entitlements for one project, do not submit a required item multiple times (for example, if you are applying for a CUP/LDP, only submit three sets of plans, one title report, etc.)
- Applications for modifications or extensions require the same information as the original project without the additional studies. Contact the Planning or Engineering Divisions as necessary for questions on requirements.
- Please submit hard copies of the following as well as electronic copies of your submittal packet, either on a USB drive or via email at the time of application.

	Tentative Tract or Parcel Map	Zone Change/ General Plan Amendment	Conditional Use Permit	Minor CUP	Location Development Plan	Minor LDP	Major Variance	Minor Variance	Preliminary Review
Application and fee	X	X	X	X	X	X	X	X	X
Biological Habitat Survey (if required by Planning)	X		X		X				X
Preliminary Drainage and Hydrology Studies (if required by Public Works)	X		X		X				X
Utility Feasibility Study (if required by Public Works)	X		X		X				X
Mailing Labels (3 sets)	X	X	X		X		X		
Preliminary Title Report	X	X	X	X	X	X	X	X	X
Assessor’s Parcel Map	X	X	X	X	X	X	X	X	X
Electronic copy of all items listed on this page (USB or e-mail)	X	X	X	X	X	X	X	X	X

The items listed below must be presented as three sets of full size plans (about 3x2 feet), stapled on the left, and folded to an 8.5x11 inch size with the title block facing out. One set of 8.5x11 inch reductions is also required.

Site Plan			X	X	X	X	X	X	X
Parcel/Tract Map	X								
Preliminary Grading and Drainage	X				X				X
Architectural Elevations			X	X	X	X	X	X	X
Colors and Materials Board					X	X			X
Floor Plans			X	X	X	X	X	X	X
Conceptual Landscape Plans					X				X

Date: _____

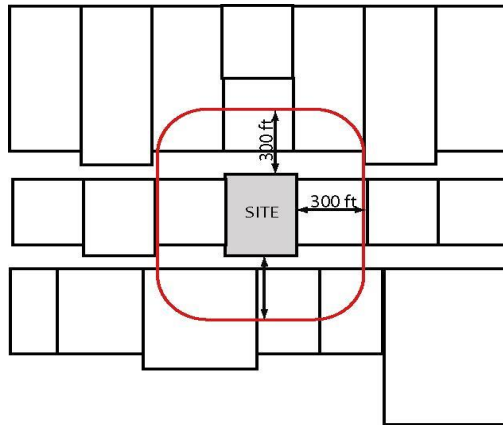
Applicant Signature: _____

REQUIRED PROPERTY OWNER(S) NOTIFICATION INFORMATION

THE FOLLOWING ITEMS WILL BE REQUIRED.

1. THREE identical packages to be inserted in separate 8 ¾ x 11-¼ manila envelopes. These envelopes shall indicate the case number and the word "labels", and shall contain the following:
 - a. One typed set of gummed labels indicating all: the Assessor's Parcel Numbers, property owner(s) name(s) and the mailing addresses that are within a 300-foot radius (700 feet if the site is 20 acres or more) of the exterior of their proposed project (this list shall be ascertained from the last equalized assessment roll).
 - b. One label each for the owner/applicant/engineer.
 - c. A photocopy of the aforementioned labels.
2. Two additional typed sets of gummed labels each for the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc. are the same. These should be inserted in a letter-sized envelope and stapled to the **outside** of one of the large manila envelopes mentioned in item 1 above.
3. A 300-foot radius map on assessor's map pages, which clearly shows the Assessor's Parcel Numbers for each affected parcel.

Example:



PROPERTY OWNERS CERTIFICATION

_____, certify that on _____ the
 (Print name) (month-day-year)
 attached property owners list was prepared by _____
 (Print company or individual's name)

pursuant to application requirements furnished by the City of Adelanto, Department of Planning & Community Development. Said list is a complete and true compilation of owner of the subject property and all other owners within 300 feet of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection or denial of the application.

NAME _____ TITLE _____

ADDRESS _____

PHONE _____ FAX _____

SIGNATURE _____ DATE _____

CASE NO. _____

**ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY APPLICANT)**

ENVIRONMENTAL INFORMATION FORM
(To be Completed by Applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name, address, and telephone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site size.

9. Square footage.

10. Number of floors of construction.

11. Amount of off-street parking provided.

12. Attach plans.

13. Proposed scheduling.

14. Associated projects.

15. Anticipated incremental development.

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.

18. If industrial, indicate type, estimated employment per shift, and loading facilities.

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

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

34. Describe the surrounding properties, including information on plant- and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

Signature _____

For _____

CHECKLIST OF REQUIRED INFORMATION

TENTATIVE TRACT AND PARCEL MAPS

- _____ Tentative Map Number (Assigned by County Surveyor’s Office)
- _____ The licensed land surveyor or registered civil engineer shall sign, seal and provide their California registration or license number and the date of expiration of such number.
- _____ List the names, addresses and telephone numbers of the owners of record, the subdivider and the surveyor or engineer preparing the map.
- _____ List the names, addresses and telephone numbers of all utility companies which will serve the subdivision including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
- _____ Clearly show the north arrow (directed toward the top of the map),the scale of the map, the boundary lines, dimensions of the project and the date of preparation of the map.
- _____ Provide a vicinity map at a scale of one (1) inch equals eight hundred (800) feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one –quarter (1/4) mile of the exterior boundaries of the proposed subdivision.
- _____ List the Assessor’s Parcel Number (s) for the entire subdivision.
- _____ Provide a legal description of the land included within the proposed tentative map.
- _____ Provide information demonstrating legal, dedicated access to the subdivision and all proposed lots within the subdivision. Also demonstrate that no adjoining parcels are landlocked subsequent to the proposed subdivision.
- _____ Show all boundary lines of the proposed subdivision with appropriate bearings and distances.
- _____ Show the lot layout, dimensions of each lot (ditto marks are not acceptable) and a number or letter for each lot in consecutive order, Circle the last lot number and/or letter.
- _____ List the total acreage, the number of numbered lots and the number of lettered lots. Also list the size of each numbered and /or lettered lot and remainder parcels, if shown.
- _____ List the minimum, maximum and average lot size. Also list the existing and proposed zoning district classification for each lot and its proposed use.
- _____ Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed subdivision, including that which is across any streets. Indicate the distances from all property lines and use of any structures on adjoining property.
- _____ Show the locations, names and existing rights-of all adjoining highways, streets, alleys and /or ways, roads, etc. If none exist, show access to the property.
- _____ Show the centerline profile (i.e. cross section) and grade for each proposed highway, street or drainage improvement shown on the tentative map.
- _____ Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- _____ Show the radius of all curves on highways and streets.
- _____ Show the location, all flood hazard areas and their designations.
- _____ Show the location and outline, to scale, of each existing building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the subdivision.
- _____ Show the location of existing and proposed water lines, sewers, culverts, bridges, drain pipes, fire hydrants and water wells within the subdivision.

CHECKLIST OF REQUIRED INFORMATION

SITE PLANS

- _____ The licensed land surveyor or registered civil engineer shall sign, seal and provide their California registration or license number and the date of expiration of such number.
- _____ List the names, addresses and telephone numbers of the owners of record, and the surveyor, or engineer preparing the map.
- _____ List the names, addresses and telephone numbers of all utility companies which will serve the project including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
- _____ Clearly show the north arrow (directed toward the top of the map), the scale of the plan, the boundary lines, dimensions of the project and the date of preparation of the plan.
- _____ Provide a vicinity map at a scale of one (1) inch equals eight hundred (800) feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one -quarter (1/4) mile of the exterior boundaries of the proposed project.
- _____ List the Assessor's Parcel Number (s) for the entire project.
- _____ Provide a legal description of the land included within the proposed project.
- _____ Provide information demonstrating legal, dedicated access to the subdivision and all proposed lots within the subdivision. Also demonstrate that no adjoining parcels are landlocked subsequent to the proposed project.
- _____ Show all boundary lines of the proposed project with appropriate bearings and distances.
- _____ Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed project, including that which is across any streets. Indicate the distances from all property lines and use of any structures on adjoining property.
- _____ Show the locations, names and existing rights-of all adjoining highways, streets, alleys and /or ways, roads, etc. If none exist, show access to the property.
- _____ Show the centerline profile and grade for each proposed highway, street or drainage improvement shown on the plan.
- _____ Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- _____ Show the radius of all curves on highways and streets.
- _____ Show the location and outline, to scale, of each existing building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the project.
- _____ Show the location of existing and proposed water lines, sewers, culverts, bridges, drain pipes, fire hydrants and water wells within the project.
- _____ Total square footage of each building, number of stories, number and size of dwelling units and number of bedrooms, it applicable.
- _____ Number of parking and loading spaces required and provided.
- _____ Square footage and percent of the site devoted to building, landscaping, and paved areas for parking and circulation.
- _____ Property lines, dimensions, and net lot area.
- _____ Footprint of all structures and any overhangs or projections.
- _____ Location of all entrances and loading doors.
- _____ All setbacks and distances between buildings and/or structures.

- _____ Location, typical dimensions, and type of surfacing for all driveways, parking spaces and loading areas.
- _____ Location of all trash enclosures, transformers and any equipment outside of building.
- _____ Location, height, and materials of all walls and fences.
- _____ Location of all existing fire hydrants.
- _____ Proposed phases of project (if any).

CHECKLIST OF REQUIRED INFORMATION

PRELIMINARY GRADING AND DRAINAGE PLANS

- _____ Proposed grades, elevations, slopes, and structures on the site
- _____ All existing contours and structures on the site and within twenty-five feet (25') of the boundaries of the site
- _____ Show proposed sections around property boundaries
- _____ Show locations and limits of any existing floodway and floodplain areas
- _____ Location and elevation of all existing and proposed circulation and drainage improvements, including streets, curbs, driveways, sidewalks, median islands, and drainage courses on the site and within 100 feet of the boundaries of the site
- _____ Preliminary drainage plan shall show or explain the drainage area tributary to the site and include a statement setting forth in detail the manner in which storm water runoff will enter the site, the manner in which it will be carried through the site, and the manner in which disposal beyond the site boundaries be accomplished. Detention basins may be required unless storm water is directed to an improved storm drain facility.

ARCHITECTURAL ELEVATIONS

- _____ Fully dimension all elevations from lowest to highest points
- _____ Call out material and colors (provide samples)
- _____ Show variation in plane and textures to demonstrate architectural compatibility with surrounding developments

FLOOR PLANS

- _____ Show dimensions and Square footage of unit(s)
- _____ Show eave projections past wall
- _____ Shade in additions(s)

CONCEPTUAL LANDSCAPING PLANS

- _____ Plant pallet and sizes of materials
- _____ Locations and numbers of trees, shrubs and acres of ground covering, including spacing of ground cover. Identify slope areas.
- _____ Proposed wall & fences and their materials
- _____ For Tentative Tract Maps landscape plans should address streetscapes, entry statements, and public spaces such as detention basins.

SPECIAL STUDIES

Studies that may be appropriate to identify necessary mitigation measures to support findings of "No Significant Impact" after mitigation. These may typically include the following:

- **Preliminary Drainage and hydrology studies.** The Preliminary Hydrology Study shall identify offsite flows the impact the proposed development and identify the increased onsite flows. The Study shall address how the proposed development shall accept offsite flows that impact the proposed development and demonstrate how the proposed development will safely convey the offsite flows while protecting the proposed development. The Study shall also demonstrate how the proposed development will reduce the increased onsite runoff to less than 90% of pre-developed drainage runoff flows. The Preliminary Hydrology Study shall be engineered using County of San Bernardino Flood Control methodologies and included calculations, maps, diagrams and a written summary that contains recommendation of how offsite flows and increased onsite runoff shall be mitigated.

- **Biological Habitat Survey** (Primary Focus: Desert Tortoise, Mojave Ground Squirrel, Burrowing Owl, Loggerhead Shrike, Sharpshinned Hawk)
- **Utility Feasibility Study (UFS).** A UFS is prepared by the City Engineer to determine if sufficient sewer or water capacity is available to service the proposed project, and to determine how the project shall connect to existing sewer or water infrastructure. If a UFS is required, a UFS application shall to be completed by the project applicant and submitted to the Public Works Engineering Department for processing.
- **Traffic Circulation Plan.** The Traffic Circulation Plan shall include internal circulation, the minimum County Fire required points of connection from internal circulation to external existing circulation, and shall include two paved all-weather access points to existing paved all-weather circulation access. Within the Traffic Circulation Plan the applicant shall demonstrate full legal access and right-of-way for all improvements not completely contain within the applicants project site.

Internal circulation shall not allow cul-de-sacs longer than 600 feet and local roads with driveways longer than 1,000 feet. Local Streets along the project boundary shall be constructed to a minimum half-width of 30 feet of asphalt concrete paving with 18 feet of paving to the centerline plus a lane of 12 feet of paving on the other side of the centerline plus a 6 feet wide graded shoulder a shall have a total right-of-way of 60 feet. Internal Local Streets shall be constructed to full width of a of 36 feet wide and shall have a total right-of-way of 60 feet. Cul-de-sacs shall be constructed of a radius of 45 feet to curbface and shall have a right-of-way radius of 57 feet.

The minimum County Fire required points of connection from internal circulation to external existing circulation are as follows:

1 to 50 Dwelling Units	2 connection points
51 to 100 Dwelling Units	3 connection points
101 to 175 Dwelling Units	4 connection points
176 to 275 Dwelling Units	5 connection points
276 to 375 Dwelling Units	6 connection points
376 to 475 Dwelling Units	7 connection points

The two paved all-weather access points to existing paved all-weather circulation access must travel along two separate non-intersecting paths and one access point must be along a road designated General Plan Major Collector or larger. Minimum paved all-weather access shall be 26 feet wide with 6 feet wide graded shoulders on each side.



Community Development Department

DEPOSIT FEE ACKNOWLEDGEMENT

The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are estimated costs for processing of applications, however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

Acknowledgement: I hereby certify that I understand the information regarding deposits for processing costs.

Applicant's Signature

Date

Property Owner's Signature

Date