



Development Services Department

Development & Design Review Application

DEPOSIT	\$1,200.00
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INSTRUCTIONS TO APPLICANT

Note: **THIS APPLICATION IS FOR DEVELOPMENT & DESIGN REVIEW ONLY.** The Structural building plans require separate Building and Safety Department review and approval. The application is subject to the review and approval of the City of Adelanto Planning Commission.

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing by the Planning Department.

- a. Application deposit of \$1,200.00 – Checks should be made payable to the City of Adelanto.

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 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 or deposit(s) will suspend any required processing time frames.

- b. Building Elevations and Floor Plans – Eight (8) copies each of the Building Elevations and Floor Plans are required with the submittal of the Development & Design Review Application. Plans shall be a maximum sheet size of 30" x 42" with a minimum of eight (8) colored reduced copies measure 8½" X 11" and shall contain the following information:

- Floor Plans

- Show dimensions and square footage of unit(s)
- Show eave projections past wall
- Shade in addition(s)

- Building Elevations

- Fully dimension all elevations from lowest to highest points
- Call out material and colors (provide material color boards)
- Show variation in plane and textures to demonstrate design compatibility with surrounding buildings

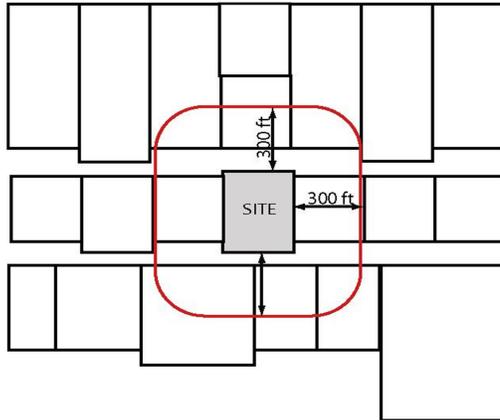
APPLICATION FOR DEVELOPMENT & DESIGN REVIEW

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 _____

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CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____

Name of Applicant*		Phone	
Address			
City	State	Zip Code	
Name of Representative		Phone	
Address			
City	State	Zip Code	
Name of Engineer/Architect		Phone	
Address			
City	State	Zip Code	

Project Location (Include Tract Number and specific lots):

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 CONSENT*******

I/We the owner(s) of the above property hereby grant permission for the above listed applicant(s) to act on my/our behalf.

Name (Print) Signature Phone Date

*Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.