



Development Services Department

Planned Unit Development (PUD)

Applications will not be accepted any later than 12:00 p.m. on the application deadline date.

INSTRUCTIONS TO APPLICANT

1. It is advisable to confer with the Engineering Department on questions concerning planning, water, etc. Engineering will then refer specific questions to the proper department (i.e., Building and Safety).

Engineering: (760) 246-2300 extension 3025.

2. All applicable utility companies should be contacted prior to submission.

In addition, 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) Property Owners List – One (1) copy of the Property Owner’s list (Including names, addresses, and Assessor’s Parcel Numbers) and 300 foot radius map (700 feet if site is 20 acres to 160.0 acres, or 1,300 feet if site is greater than 160.0 acres) from the exterior limits of the property in the application must be typed or neatly printed and numbered to correspond with the numbering on the radius map. Plus, one (1) set of mailing labels with the property owner’s names and addresses. This information can be obtained from either: (1) any Title company; or (2) San Bernardino County Assessor’s Office, 14420 Amargosa Road, Victorville, or 172 West Third Street, San Bernardino, California.
- b) Application fee of \$3,640 + \$15 per lot – Checks should be made payable to City of Adelanto. The appeal fee is \$150. No refunds.

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 applications, however, additional deposits may be required to cover the 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.

- c) Plans and PUD Documents - 20 copies of the Planned Unit Development Documents and Plans, and 3 copies of a preliminary grading plan. Indicate one foot (1’) contour intervals (or other contour intervals, if approved by the Planning Department).

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- d) 2 copies of a Preliminary Drainage Study prepared by a registered Civil Engineer.
- e) 1 original copy of the Environmental Assessment Information Form, along with the \$150 fee, plus a \$1,285 check made payable to the *San Bernardino County Clerk of the Board of Supervisors* for State of California Fish and Game Negative Declaration filing fee (see Environmental Assessment Information Form for additional information and requirements).
- f) Copy of the Grant Deed for the subject property, and a Title Report (dated within 60 days of the submittal of the application). If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
- g) Letter of Intent – Describe, in detail, the proposed use. Give as much information as possible, including types and quantities of materials to be stored on-site; types and quantities of any potentially hazardous materials (gasoline, bottled chemicals, etc.) to be stored on-site; number of employees, etc.
- h) Compact Disc – All required information, including this application shall be copied onto a compact disc and turned in with the original documents.

For MANUFACTURING/WAREHOUSE uses, describe the product being manufactured/stored; number of employees; types and quantities of materials used in the manufacturing process; number of items to be produced monthly; types and quantities of chemicals being used and/or stored; number of anticipated truck trips per day; etc.

For SOCIAL CARE FACILITIES, include the number of beds; age range of patients; number of ambulatory/non-ambulatory patients; number of employees; types of treatments administered, if any; type and quantities of chemicals (including bottled oxygen) to be stored on-site; etc.

For COMMERCIAL uses, specifically describe the types of service provided (i.e., Auto Repair could include maintenance, repair, body work, painting, restoration, etc.). Included types and quantities of materials used an/or stored on-site; number and type of spark of flame producing equipment; types and quantities of any potentially hazards materials used and/or stored on-site; number of employees; etc.

I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED ABOVE AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY OF THE PROCESSING OF MY APPLICATION.

Signature of Plan Preparer

Date

Signature of Applicant

Date

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PROCEDURE BY PLANNING COMMISSION

The Adelanto Planning Commission meets at 7:00 p.m. on the first and third Tuesdays of every month in the City Council Chambers, 11600 Air Expressway, Adelanto, California, 92301.

The applicant (or representative) is requested to appear at the public hearing before the Planning Commission; otherwise, the hearing may be held over, or an adverse decision may be rendered because sufficient information is not available.

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CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____ Meeting Date _____

Environmental Assessment required YES NO.

If no, give reason or categorical exemption classification no. _____

Name of Applicant				Phone	
Address					
City		State		Zip Code	
Name of Representative				Phone	
Address					
City		State		Zip Code	
Owner of Record				Phone	
Address					
City		State		Zip Code	

[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.]

Assessor's Parcel No(s). _____

General Location of the Site:

Site Address (if applicable): _____

When did the present owner acquire the property? _____

General Plan Designation: _____

Zoning: _____

Are any other applications being filed with this project? Yes No

If yes, please list: _____

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Proposed use of property:

What are the uses and zoning of the adjacent properties?

	Use	Zoning
North:	<hr/>	<hr/>
South:	<hr/>	<hr/>
East:	<hr/>	<hr/>
West:	<hr/>	<hr/>

Describe in detail the present use and condition of the property. Include the following information, as well as any other information that will assist in the review of the project.

A. Location:

B. Dimensions:

C. Type of use:

D. Drainage courses:

E. Easements:

F. Existing street improvements (curb, gutter, etc.):

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G. Existing structures:

H. Vegetation:

I. Other:

The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

SIGNATURES:

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. All owners must sign as their names appear on the deed to the land. A copy of the deed and a current preliminary title report must be included with the application.

Owner(s) of Record:

Name (Printed)

Signature

Date

Name (Printed)

Signature

Date

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I certify under penalty of perjury that I am the APPLICANT and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

Applicant:

Name (Printed)

Signature

Date

Applicant's Representative:

Name (Printed)

Signature

Date

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LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.