



City of Adelanto

Development Services Departments of
Planning and Public Works Engineering

New Construction Development Review (NCDR) [Including Single Family Residential]

INSTRUCTIONS TO APPLICANT

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 and processing by the Department of Public Works/Engineering.

- a) Review Fees are due at the time of submittal for Review and are determined by type of plans to be checked and number of sheets – Checks should be made payable to City of Adelanto.
- b) Average plan Check processing time is a minimum of Five Weeks per submittal [Thirty-Five (35) Business Days] – Processing time does not include weekends, City Holidays, alternating closed Fridays, or any other day that City Hall is closed.
- c) Right of Way Dedication and Improvement Requirements – Prior to the Occupancy of any structure the following requirements, per City Code 17.10.090, must be met. In order to assure compliance with these requirements, Engineering Improvement Plans must be submitted to the Public Works Engineering Department prior to submittal building plans to the Building Department for plan Check:
 1. All Right-Of-Way Dedications made to the ultimate requirements shown in the General Plan and Design Standards and dedications must be accepted by the City.
 2. All Right-Of-Way Dedications Improvements shall be constructed to the ultimate design requirements shown in the General Plan and to City Standards and improvements must be accepted by the City. Improvements shall include, but are not limited to:
 - a. Curbs and Gutters
 - b. Sidewalks
 - c. Street Paving
 - d. Street Lighting
 - e. Landscaping
 - f. Traffic Improvements
 - g. Drainage Improvements
 - h. Sewer Line Extension
 - i. Water Line Extension and Fire Hydrants

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

d) Quantities of the Plans Required:

1. **Precise/Final Grading Improvement Plans:** 4 sets of plans, 3 sets of plans for Engineering plan check 1 for Planning plan check. The plans must show the following information:
 - a. All property boundaries and abutting streets;
 - b. All setbacks of buildings for property lines;
 - c. All existing buildings, structures, fences, walls, driveways, and parking areas showing number and location of parking spaces;
 - d. All proposed buildings, structures, trees, fences, walls, driveways, parking areas and spaces;
 - e. All drainage courses: Any offsite drainage impacting or affecting the property and how onsite drainage will directed and conveyed away from the property must be addressed on the plans and in supporting documents.

Quantities of the Plans Required if applicable:

2. **Street Improvement Plans:** 3 sets of plans for Engineering plan check
 3. **Water Improvements Plans:** 5 sets of plans, 3 sets of plans for Engineering plan check and 2 for APUA plan check. *Note: 3 additional sets must also be submitted to County Fire for plan check.*
 4. **Sewer Improvement Plans:** 5 sets of plans, 3 sets of plans for Engineering plan check and 2 for APUA plan check.
- e) Copy of the Grant Deed for the subject 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.
- f) Property or a Title Report (dated within 60 days of the submittal of the application).

ADDITIONAL INFORMATION TO THE APPLICANT

The City of Adelanto Departments of Public Works Engineering and Planning are located at 11600 Air Expressway, P.O. Box 10, Adelanto, CA 92301, (760) 246 –2300 x 3036, FAX (760) 246 – 3406. Applications received after 11:00 am shall be considered received on the following business day.

The initial fee deposits are as follows:

| | |
|-------------------------------------|---|
| Precise Grading/Drainage Plan Check | \$555 per sheet* (\$520 Engineering & \$35 Planning) |
| Street Improvement Plan Check | \$730 per sheet* |
| Sewer Improvement Plan Check | \$480 per sheet* |
| Water Improvement Plan Check | \$480 per sheet* |

* Price includes two (2) plan check submittals and a submission for signatures; any necessary plan checks beyond two (2) are billed actual cost of plan check plus City administration fees.

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Average turn around time for a review is approximately five business weeks to receive corrections/comments. Average number of submittals with corrections before final approval is three submittals. However, no guarantees for return time and number of submittals are made; State Law allows twelve weeks for a plan check.

Prior to issuance of any Building Permit the required Right-Of-Way Dedications and Improvements must be completed or surety bonds for required Right-Of-Way Dedications and Improvements must be on file with the City.

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

| <u>CITY USE ONLY</u> | | |
|---|-------------|-------|
| CASE NO. _____ | DATE FILED | |
| Precise Grading/Drainage Plan Check | ___ x \$520 | _____ |
| Precise Grading/Drainage Plan Check | ___ x \$48 | _____ |
| Street Improvement Plan Check | ___ x \$730 | _____ |
| Sewer Improvement Plan Check | ___ x \$480 | _____ |
| Water Improvement Plan Check | ___ x \$480 | _____ |
| Easement Review | ___ x \$128 | _____ |
| TOTAL DUE: | | _____ |
| Total Fees Paid _____ Receipt No. _____ | | |

Project Name/Tract Number/Address: _____

Project Description:

| | | | |
|-----------------------------|-------|----------|--|
| Name of Applicant/Developer | | Phone | |
| Address | | | |
| City | State | Zip Code | |
| Name of Representative | | Phone | |
| Address | | | |
| City | State | Zip Code | |

| | | | |
|--------------------------|-------|----------|--|
| Name of Engineering Firm | | Phone | |
| Address | | | |
| City | State | Zip Code | |
| Name of Contact | | Phone | |
| Address | | | |
| City | State | Zip Code | |

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

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).

Assessors Parcel Numbers (if applicable) _____

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The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Public Works/Engineering Department Staff.

I/We _____

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

(if different from owner)

| | | | | | |
|---------------------|--|-------|-----------|----------|--|
| Signature of Owner: | | | | | |
| Mailing Address: | | | | | |
| City | | State | | Zip Code | |
| Phone (H) | | | Phone (W) | | |

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

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.

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

Policy

APPLICATION FOR NEW CONSTRUCTION DEVELOPMENT REVIEW

Procedure:

1. Time Stamp the Application
2. Login the Application in to the Department's Master Log