TENTATIVE TRACT/PARCEL MAP APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on the application process and submittal requirements for a tentative map and how a tentative map is processed. We hope that this information is beneficial in instructing you on what information is required and what steps must be taken to process your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **TENTATIVE MAP APPLICATION, ENVIRONMENTAL ASSESSMENT FORM AND OTHER REQUIRED DOCUMENTS**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317 or x328. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit the Town's website for additional information at: http://www.yucca-valley.org/departments/planning.html

Things You Should Know Before You Start

What is a Tentative Map?

The Tentative Map process is designed to ensure that the subdivision of land occurs in a manner which is consistent with the California Subdivision Map Act, the Yucca Valley General Plan, and with the Yucca Valley Development Code. Tentative map review is concerned, among other things, with the design, improvements and survey data for subdivisions, and the form and content of subdivision maps. The map process also allows public review of subdivision proposals which could affect adjacent neighborhoods and Town wide development patterns. This process requires that the Planning Commission conducts a public hearing and ensures consistency with the Yucca Valley General Plan, the Yucca Valley Development Code and compatibility with existing or desired conditions of surrounding neighborhoods.

Which type of map should I prepare?

Residential projects with four or fewer proposed lots should be submitted as a Tentative Parcel Map. Residential projects of five or more proposed lots (regardless of phasing) must be submitted as a Tentative Tract Map. Commercial projects regardless of the number of lots can be submitted as either a Tentative Tract or Parcel Map. Please consult a recognized professional for final determination of your mapping needs.

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Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org

How is the application processed?

Tentative Maps are approved based upon the discretion (subject to appeal) of the Planning Commission, including consistency with the California Subdivision Map Act, the Yucca Valley General Plan and the Yucca Valley Development Code. Upon the submittal of the required materials and payment of fees, the proposal will be reviewed and scheduled for the earliest Development Review Committee (if necessary) and Planning Commission meetings. Assuming the materials submitted are accurate and complete, Community Development Department staff can process the application and present it to the Planning Commission within approximately 30 to 45 days if the project is exempt from the California Environmental Quality Act (CEQA) or 45 to 60 days if a Mitigated Negative Declaration is required. The processing includes the notification of all surrounding property owners within 300', public notice in a newspaper of general circulation and the preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Planning Commission. If it is determined that an Environmental Impact Report (EIR) is required to be completed, the timing for review will be dependent upon the complexity of the project.

It is recommended that the applicant and/or representative attend all meetings, and be prepared to answer questions and present evidence supporting the requested Tentative Map. The Planning Commission is very interested in hearing all views concerning the proposed Tentative Map, and how the map is or is not consistent with the required findings. It is suggested that applicants prepare themselves to answer questions pertaining to the required findings during the public hearing.

The Planning Commission staff report will be available to the applicant no less than 72 hours prior to the Planning Commission meeting.

What Happens after Planning Commission's Decision?

At the closing of the Commission's Public Hearing, the Planning Commission may approve, approve in an alternative form, deny, or continue the application to a later meeting for further study and consideration.

It is important to know that if an application is approved, that approval does not become final for ten (10) calendar days. During this time an appeal may be filed by the applicant or anyone requesting that the Town Council reconsider the decision of the Planning Commission. The appeal will be scheduled to be heard by the Town Council which may affirm, modify or overturn the Planning Commission action.

What are "Conditions of Approval"?

If the application is approved, the Tentative Map will contain conditions of approval affecting the design, construction, operation or maintenance of the use. The Community Development Department recommends conditions of approval to the Planning Commission for the mitigation and/or improvement of the project based on the individual circumstances of each project to ensure compliance with the General Plan, Development Code and compatibility of the use with surrounding land uses and other applicable plans.

Included with the application materials are sample Conditions of Approval that are applied to most Tentative Maps. Please review these conditions and contact Staff with any questions you may have.

The Town of Yucca Valley encourages prospective applicants to submit a pre-application with the Planning Division prior to formal submittal of a permit application. The conference should take place prior to any substantial investment.

Fees

In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for your project may not cover the total cost of processing this application. If the account has 25% or less remaining prior to completion of the project, staff will notify the applicant of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Listed on the following page are the fees that might be required with your application for a Tentative Map application.

Please feel free to contact the Planning Division at (760) 369-6575 ext. 317 if you have any questions.

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Application Processing Fees, Per Town Council Resolution 04-38 adopted 9-2-04

Tracts

Tentative Tract Map Base Fee .....$3,110 + $40 per lot deposit
Tentative Tract Map – Amendment ..... 50% of original deposit
Tentative Tract Map – Amendment
After Recordation..... 50% of original deposit
Tentative Tract Map- Extension..... $1,240 deposit

Parcel

Parcel Map Base Fee……$2,350 +$30 per lot deposit
Parcel Map-Amendment…… $2,348 deposit
Parcel Map-Revision……$2,348 deposit
Parcel Map-Time Extension……$1,700 deposit
Parcel Map- reversion to acreage……$1,658 deposit

Planned Development

Filed Concurrently with Tentative Map
1-10 acres ..... $1,395 deposit
10.1 - 20 acres..... $1,685 deposit
Over 20 acres ..... $2,010 deposit
Not Filed Concurrently with Tentative Map
1-10 acres ..... $3,050 deposit
10.1 - 20 acres ..... $3,645 deposit
Over 20 acres..... $4,590 deposit

Pre-Application (optional)..... $1,535 deposit

Environmental

Environmental Impact Report ..... actual cost +10% admin deposit
Environmental Assessment ..... $925 deposit
Mitigation Monitoring ..... actual cost deposit

Fish and Game Fees (payable to the San Bernardino County Clerk of The Board)*

- Negative Declarations $2,151.50
- Environmental Impact Report $2,969.00
- Notice of Exemption .....$ 50.00
- Notice of Determination .....$ 50.00

Appeals

Appeals to Planning Commission ..... $720 deposit
Appeals to Town Council ..... $845 deposit

The applicant is responsible for any and all fees charged by other agencies including but not limited Hi Desert Water District, San Bernardino County Fire, San Bernardino County Environmental Health, etc. The applicant is responsible for obtaining specific fees from the various agencies. The following are some links you may find helpful.

San Bernardino County Fire Department Fees can be found at: http://www.sbcfire.org/fire_marshal/planning_engineering/content/fire_service_fees.pdf

Hi Desert Water District fees can be found at:
http://www.hdwd.com/Portals/0/HDWD/Documents/Handouts/Rates%20&%20Fees.pdf

Regional Water Quality Control Board Fees can be found at:
http://www.waterboards.ca.gov/resources/fees/

Fish and Game Fee Requirement

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code, a fee of $2,151.50 for a Negative Declaration and $2,969.00 for an Environmental Impact Report shall be paid to the County Clerk at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after December 31, 2010. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building and other development permits cannot be approved until this fee is paid. *These fees are required to be submitted to the Town at time of application submittal.*

Effective January 1 of each year the fees are subject to an increase.

This fee is **not** a Town of Yucca Valley or County of San Bernardino fee; it is required to be collected by the County pursuant to State law for transmission to the State Department of Fish and Game. This fee was enacted by the State Legislature in 2006, and is adjusted each January 1st in accordance with *Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as Published by the U. S. Department of Commerce.*

Information regarding the updated 2012 Environmental Filing Fee is also available at the Department of Fish and Game at http://dfg.ca.gov/habcon/ceqa_changes.html and the OPR Web site at www.opr.ca.gov.

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Park Fee Requirement

Pursuant to Section 66477 of the California Government Code jurisdictions are authorized to require the dedication of land for park and recreation facilities or the payment in lieu of the dedication as a condition of approval for tract maps. These fees are intended to help the Town implement the General Plan and the Parks and Recreation Master Plan. This will assist to ensure adequate provision of park and recreation facilities to meet the needs of the neighborhood residents for both active and passive recreational functions. These fees are only to be used for the purpose of providing park and recreation facilities within the Town.

To determine the amount of land required to be dedicated the number of dwelling units (du) in the subdivision are multiplied by the average number of residents per du. This number is determined by the California Department of Finance at the beginning of each year with the population estimates. A link to their web page can be found here: http://www.dof.ca.gov/research/demographic/reports/estimates/e-5/2001-10/view.php . That number is divided by 1,000 then multiplied by 5.

# of du x 2.496* = X (year of data)
X÷1,000= X
X x 5acres= Total acres required

Total acres required x 43,560 = X square feet

A current appraisal is required to determine the fair market value. That square foot price is multiplied against the required park square footage. This will provide you with your estimated park fees. Staff would be happy to assist you if there are any questions. You may also want to review Ordinance 175, Dedication of Land for Park and Recreation Purposes.

Tract Map Application

Map # _____
☐ Parcel
☐ Tract

Date Received _____
By _____
Fee _____
Case # _____
EA # _____

General Information

APPLICANT _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

REPRESENTATIVE _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ ZIP _____

PROPERTY OWNER _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Project Information

Project Address _____ Assessor Parcel Number(s) _____

Project Location _____

Project Description: _____

_____

_____

_____

Please attach any additional information that is pertinent to the application.

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Environmental Assessment

1. Property boundaries, dimensions and area (also attach an 8 ½ x 11" site plan):

   _____

2. Existing site zoning: _____ 3. Existing General Plan designation: _____

4. Precisely describe the existing use and condition of the site: _____

   _____

5. Existing Zoning of adjacent parcels:

   North _____ South _____ East _____ West _____

6. Existing General Plan designation of adjacent parcels:

   North _____ South _____ East _____ West _____

7. Precisely describe existing uses adjacent to the site: _____

   _____

8. Describe the plant cover found on the site, including the number and type of all protected plants: _____

   _____

Note: Explain any "Yes" or '"Maybe" responses to questions below. If the information and responses are insufficient or not complete, the application may be determined incomplete and returned to the applicant.

Yes	Maybe	No	
☐	☐	☐	9. Is the Site on filled or slopes of 15% or more or in a canyon? (A geological and/or soils Investigation report is required with this application.)
☐	☐	☐	10. Has the site been surveyed for historical, paleontological or archaeological resources? (If yes, a copy of the survey report is to accompany this application.)
☐	☐	☐	11. Is the site within a resource area as identified in the archaeological and historical resource element?
☐	☐	☐	12. Does the site contain any unique natural, ecological, or scenic resources?
☐	☐	☐	13. Do any drainage swales or channels border or cross the site?
☐	☐	☐	14. Has a traffic study been prepared? (If yes, a copy of the study is to accompany this application.)
☐	☐	☐	15. Is the site in a flood plain? (See appropriate FIRM)

Project Description

Complete the items below as they pertain to your project. Attach a copy of any plans submitted as part of the project application and any other supplemental information that will assist in the review of the proposed project pursuant to CEQA.

1. **Commercial, Industrial, or Institutional Projects:**

   A. Specific type of use proposed: _____

   B. Gross square footage by each type of use: _____

   _____

   C. Gross square footage and number of floors of each building: _____

   _____

   D. Estimate of employment by shift: _____

   E. Planned outdoor activities: _____

2. **Percentage of project site covered by:**

   _____% Paving, _____% Building, _____ % Landscaping, _____% Parking

3. **Maximum height of structures** _____ft._____ in.

4. **Amount and type of off street parking proposed**: _____

5. **How will drainage be accommodated?** _____

   _____

   _____

6. **Off-site construction (public or private) required to support this project:** .

   _____

   _____

7. **Preliminary grading plans estimate**_____ **cubic yards of cut and** _____ **cubic yards of fill**

8. **Description of project phasing if applicable:** _____

   _____

9. **Permits or public agency approvals required for this project**: _____

   _____

10. **Is this project part of a larger project previously reviewed by the Town? If yes, identify the review process and associated project title(s)** _____

    _____

11. During construction, will the project: (Explain any "yes" or "maybe" responses to questions below – attach extra pages if necessary.)

Yes	Maybe	No	
☐	☐	☐	A. Emit dust, ash, smoke, fumes or odors?
☐	☐	☐	B. Alter existing drainage patterns?
☐	☐	☐	C. Create a substantial demand for energy or water?
☐	☐	☐	D. Discharge water of poor quality?
☑	☐	☑	E. Increase noise levels on site or for adjoining areas?
☐	☑	☐	F. Generate abnormally large amounts of solid waste or litter?
☑	☑	☐	G. Use, produce, store, or dispose of potentially hazardous materials such as toxic or radioactive substances, flammable or explosives?
☐	☑	☑	H. Require unusually high demands for such services as police, fire, sewer, schools, water, public recreation, etc.
☑	☑	☑	I. Displace any residential occupants?

Certification

I hereby certify that the information furnished above, and in the attached exhibits, is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Owner/Applicant Authorization

Applicant/Representative: I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs

Signed: _____

Date: _____

Property Owner: I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs. I am hereby authorizing

_____

to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: _____

Dated: _____

Tentative Map Application Submittal Requirements

Initial Submittal Requirements	TTM	TPM	TVM
Completed and Signed Applications and Filing Fee	1	1	1
Signed completed Project Description and Existing Conditions Letter	1	1	1
Signed completed Environmental Information form	1	1	1
Signed Agreement for Cost Recovery	1	1	1
Tentative Map (See Section A)	15	15	15
Preliminary Grading and Drainage Plan (Section B)	15	15	15
8 1/2 x 11 reductions of all plans	1	1	1
Signed surrounding property owners list certification	1	1	1
Surrounding Property Owners Mailing List and labels	2	2	2
Surrounding properties radius map showing project site	1	1	1
Preliminary Title Report within 60 days of application date that shows all recorded easements	1	1	1
Grant Deeds for all involved properties	1	1	1
Detailed slope analysis if project contains any slopes of 15 percent or greater	15	15	15
Applicable utility service availability letter	1	1	1
Utility Plan including location and capacity	15	15	15
Water purveyor service letter or ground water report prepared and signed by a registered civil engineer	1	1	1
Signed Hazardous Waste Site Statement	1	1	1
Signed statement indicating method of sewage disposal and if Regional Water Quality Control Board approval is required	1	1	1
Geologic Report or Waiver thereof if the land division lies within a special studies zone	4	4	4
Air Quality and Greenhouse Gas Inventory/Analysis	4	4	4
Traffic Study/Analysis prepared by a registered Civil Engineer	4	4	4
Preliminary Soils and Geotechnical Report, unless waived by TE	4	4	4
Drainage Study/Analysis prepared by a registered Civil Engineer	4	4	4
Underlying Conditions of Approval (if applicable)	1	1	1
Copy of underlying Recorded Map and Environmental Constraints Sheet (if applicable)	1	1	1
Conceptual Plan for Park and Recreation Facilities (if applicable) Both public and private parks must be submitted	15	15	15
Planned Development Document (if applicable)	15	15	15
Specific Plan (if applicable)	15	15	15
All maps, plans, special studies, reports, etc. submitted in hard copy as part of this application are also to be delivered electronically, by CD, flash drive or email at time of submittal.	1	1	1
Additional Items for a Vested Map	-	-	1
Details on the height, size and location of proposed buildings	-	-	1
Architectural elevations, schematic plans, and materials board for proposed building(s)	-	-	1

Plan Preparation and Guidelines

All plans shall be drawn on uniform sheets no less than 24" X 36" (or as approved by the Community Development Department). All plans must be collated, stapled and folded as close as possible to 8 ½" x 11" notebook size. All plans shall be clear, legible and accurately scaled. The tentative map, preliminary landscape plan and preliminary grading plan, and native plant plan should all be at the **same** scale and shall be consistent with each other.

Section A. Tentative Map Content

Scale: Engineering scale not to exceed 1"=100'.

The following information shall be included on the plan:

- Data table formatted in the following order:
  - Assessor's Parcel Number(s) (book, page and parcel number)
  - Legal description
  - Existing and proposed zoning designation
  - Number of lots
  - Number of open space lots
  - Average lot size
  - Minimum lot size
  - Existing and proposed General Plan designation
  - Specific Plan identification and land use designation (if applicable)
  - Existing and proposed land use
  - Total Gross Area: square feet and acres
  - Total Net Area: square feet and acres
  - Approximate earthwork quantities, (CY) include cut and fill(based upon preliminary grading plan)
  - Name of utility purveyors and type of sewage disposal

- Name, address, phone number, and email of applicant and owner
- Name, address, phone number, and email of registered civil engineer or licensed Surveyor
- Graphic scale (with bar scale) and north arrow
- North arrow (make top of map north)
- Vicinity map with labeled streets
- Map number
- Date map prepared
- No building footprints shall be shown on the tentative map
- Revision block indicating date when map is revised through the development review process
- Surrounding information for adjoining properties including zoning and land use, including Map Number, map book and page numbers
- A statement as to whether the Tentative Map includes the entire contiguous ownership of the land divider or only a portion thereof.
- Existing topography at least fifty (50) feet beyond project boundary including natural features to be preserved.

- Existing buildings and traveled ways within the proposed subdivision and within 100 feet of the exterior boundaries.
- Property lines, dimensions (metes & bounds) and location of adjoining lot lines.
- The locations, names and existing widths of all highways, streets, or easements that provide legal access to the property.
- The proposed lot layout, approximate dimensions of each lot, area of each lot in square footage, or acreage for each lot over one acre in size and the approximate finish grade of the building pads.
- All buildable lots shall be numbered in consecutive order. Each separate tentative map (or map phase) should start with Lot No. 1. The last buildable lot number of the tract (or each phase) shall be circled to indicate that it is the last buildable lot. Open space lot numbers shall follow the last buildable lot number.
- Street(s) dedicated for public right-of-way shall show proposed street names. A list of alternative names shall also be provided.
- The location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures, or excavated areas within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or remain in operation.
- The location of all existing and proposed fire hydrants.
- The location, identification and dimensions of all existing and proposed easements, including rights-of-way, whether public or private.
- Location of on-site utilities and locations of existing public utilities including sanitary sewers, water mains and storm drains.
- The locations, names and existing widths of all streets within 100 feet of the property line.
- Proposed street grades with arrows indicating the direction of flow.
- The widths, approximate grades and curve radii of all new streets within the proposed subdivision, the approximate location of all beginning and ending points of curve of the street centerlines, with street names proposed on map. A separate list of alternative choices in a number proportionate to the number of streets to be named shall be submitted by the developer.
- The approximate location of all areas subject to storm water overflow, inundation or flood hazard (indicate limits of FEMA floodplain and floodway), and the location and direction of flow of each watercourse.
- Delineation of special hazard zones (i.e., earthquake faults, liquefaction zones, etc.).
- The Tentative Map shall clearly indicate the proposed method of handling storm waters. In the event that complete information cannot be shown on the tentative map, the map shall be accompanied by supplemental maps or written reports as necessary to show the proposed storm drain facilities.
- Identify slope/landscape maintenance areas proposed to be maintained by Home Owners Association.
- Identify park site location(s) and trails proposed.
- If the subdivider plans to develop the site in phases, the proposed sequence of phasing/ final maps shall be provided.
- If the Tentative Map is for condominium a statement shall be added as follows: This is a map of a residential/commercial/industrial condominium project as defined in Section 1350 of the State of California Civil Code.

Section B. Preliminary Grading Plan Content

On large scale drawings, 1"=40', or larger it will generally be desirable to include the conceptual grading of the site on the tentative map in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=50'), a separate conceptual grading plan should be submitted.

Scale: Engineering scale not to exceed 1"=40'.

The following grading information shall be included on the plan:

- Title Block
    - Name, address, phone, and email address of applicant, owner, and engineer
- Legend, north arrow, bar and graphic scale
- Data Table
    - Assessor's Parcel Number(s)
    - Project Name
    - Legal Description (i.e. Tract/Parcel Map and lot(s)/parcel(s))
    - Approximate earthwork quantities (CY)
    - Date and Source of Topography (should be current)
- Preliminary pad elevations
- Minimum 1-foot contour interval
- Drainage facilities
- Existing and proposed easements, property lines, rights-of-way
- Overall cut and fill cubic yards (quantity to be called out on the plan)
- Vicinity map, bar and graphic scale
- Existing and proposed improvements within and 100' beyond the site boundaries (label those proposed to remain or to be removed)
- Shade pavement areas and fill slopes 3:1 or steeper
- Streets; typical cross-sections to show existing and proposed improvements, utilities, right-of-way, etc.
- Limits of FEMA floodplain and floodway
- Delineate open space areas
- The location of any previously filled areas within the subdivision
- Delineation of special hazard zones (i.e., earthquake faults, liquefaction zones, etc.)

Agreement to Pay All Development Application Fees

In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project (as indicated below) may not cover the total cost of processing this application. I/We are aware that if the account has 25% or less remaining prior to completion of the project, staff will notify the undersigned in writing, of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Further, I understand that if I do not submit the required additional deposit to the Town within 15 business days from the date of notification by the Town, the Town will cease processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council until the fees have been paid.

Any remaining deposit will be refunded to me at time of closeout after I have submitted any required approved project plans and forms, including signed conditions of approval, or upon my written request to withdraw the application.

As the applicant, I understand that I am responsible for the cost of processing this application and I agree that the actual costs incurred processing this application will be paid to the Town of Yucca Valley.

Deposit Paid: $_____

Applicant's Signature_____ Date: _____

Applicants Name _____
(Please print)

Property Owners Mailing List

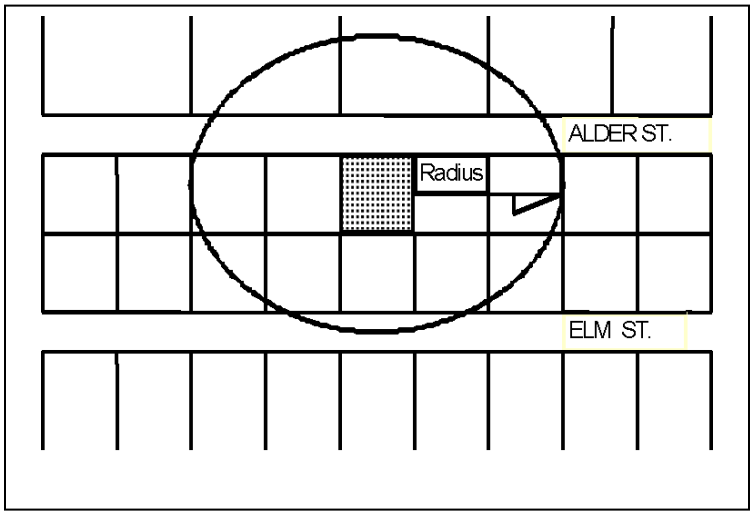
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the immediate vicinity. Staff will send public notices to these individuals informing them of the proposed project and scheduled public hearings.

The surrounding property owner information must be obtained from the most current San Bernardino County Assessor's roll or shall be prepared and verified by a title company doing business in San Bernardino County. A County Assessor's office is located at 57407 29 Palms Outer Hwy in Yucca Valley, however hours of operation at this location are limited. The general telephone number for the Assessor's office is 909-387-8307.

MATERIALS REQUIRED:

- Two (2) sets of adhesive labels containing the mailing address of the owner(s), applicant(s) and of all surrounding property owners, including vacant properties. Mailing labels must contain: Assessor's Parcel Number, property owners name, address and zip code.
- One (1) copy of the labels sheets.
- One (1) radius map showing the subject property and all surrounding properties. The appropriate radius shall be drawn from the exterior boundaries of the subject property as shown in the sample below. The scale of the radius map shall be large enough to clearly show all surrounding properties.

Sample Vicinity/Radius Map



SURROUNDING PROPERTY OWNERS LIST CERTIFICATION
(To be submitted with application)

I,_____ , certify that on _____ the attached property owners list was prepared by _____ pursuant to the requirements of the Town of Yucca Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners of surrounding properties within a radius of_____ feet from all exterior boundaries of the subject property and is based on the latest equalized assessment rolls of the San Bernardino County Assessor's Office dated_____ . I further certify that the information filed is true and correct to the best of my knowledge; I understand that incorrect and erroneous information may be grounds for rejection or denial of the development application.

Signed:_____

Print Name:_____ Date:_____

Developer Disclosure Statement

This portion of the Application must be fully completed and signed by the Applicant. If not fully completed and signed, the Application will be deemed incomplete.

Address of subject property:_____

Cross street:_____

Date this Disclosure Statement is completed:_____

Name of Applicant:_____

The Applicant is a:

- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Corporation
- ☐ None of the above

Information for LLC, Partnership, Corporation

Name_____ Phone _____ Fax _____

Mailing Address _____ Email_____

City _____ State _____ Zip _____

State of Registration _____

Managing member(s), General Partner(s) officer(s)

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Attach additional sheets if necessary

Agent for Service of Process

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

For Corporations, Shareholder with Fifty Percent or More Share or Controlling Shareholder

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

The Owner is a:

- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Corporation
- ☐ None of the above

Information for LLC, Partnership, Corporation

Name_____ Phone _____ Fax _____

Mailing Address _____ Email_____

City _____ State _____ Zip _____

State of Registration _____

Managing member(s), General Partner(s) officer(s)

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Attach additional sheets if necessary

Agent for Service of Process

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

For Corporations, Shareholder with Fifty Percent or More Share or Controlling Shareholder

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

The Party in escrow is a (if property is in escrow):

- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Corporation
- ☐ None of the above

Information for LLC, Partnership, Corporation

Name_____ Phone _____ Fax _____

Mailing Address _____ Email_____

City _____ State _____ Zip _____

State of Registration _____

Managing member(s), General Partner(s) officer(s)

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Attach additional sheets if necessary

Agent for Service of Process

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

For Corporations, Shareholder with Fifty Percent or More Share or Controlling Shareholder

Name_____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

For any deeds of trust or other liens on the property (other than real property tax liens) please state the following:

A. Name of beneficiary of the deed of trust or lien _____

B. Date of the deed of trust or lien. _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on the date and location set forth below

_____

Signature

Print Name:_____

Title:_____

Date of signing:_____

Location:_____

Hazardous Waste and Substance Sites

Government Code Section 65962.5 requires each applicant for any development project to consult the State List of Hazardous Waste and Substance Sites. Based upon the list, the applicant/representative is required to submit a signed statement to the Town of Yucca Valley indicating whether the project is located on a site which is included on the list before the Town accepts the application as complete. If the project is listed by the State as a hazardous waste or substance site, the applicant must fully describe on the "Environmental Information Form" the nature of the hazard and the potential environmental impact. Attached is a standard statement for the applicant to sign.

The State list of Hazardous Waste and Substance Sites (which is annually updated) may be reviewed at the following web site address:

http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm

Attachment: Hazardous Waste Site Statement

HAZARDOUS WASTE SITE STATEMENT

I have been informed by the Town of Yucca Valley of my responsibilities, pursuant to California Government Code Section 65962.5, to notify the Town as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Office of Planning and Research, State of California (OPR).

I am informed and believe that the proposed site, for which a development application has been submitted, is not within any area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated:_____

_____
Applicant/Representative printed name

_____
Applicant/Representative signature

Special Studies

In order to ensure a project will comply with applicable local, State and Federal requirements special studies or reports may be required for a project. These special studies can include biological, hydrologic, soils, geotechnical, noise, photometric, traffic, etc. Some of these studies are valid for a limited period of time. The following information is intended to provide some basic information on the types of studies that may be necessary based upon the project

Biological:

A General Biological Assessment is typically required for projects that have seen little or no disturbance. The report generally includes a focused tortoise survey and burrowing owl habitat assessment. The desert tortoise is protected under both state and federal law. Together this study helps to evaluate the site and recommend mitigation measures to help avoid impacts to biological resources if required.

Additional information on the Desert Tortoise can be obtained from the following website:http://www.deserttortoise.org/documents/2010DTPre-projectSurveyProtocol.pdf

Additional information on the Burrowing Owl can be obtained from the following website:http://www.safca.org/documents/Environmental%20Protections%20page%20folders/Protection.southsacstreams/CDFG.BUOWsurveyProtocol.pdf

The studies are valid for a period of one year. If a project is in the planning process and the report expires prior to the start of construction it is possible that an update will be required.

Native Plant Plans: Should your site be enriched with native plants, including but not limited to joshua trees, mojave yuccas, or junipers a native plant plan is required to be submitted with your project. The plan shall include an inventory of the size, health, and condition of the plant. Recommendations for the plant can include relocate, protect in place or destroy. It is encouraged to incorporate as many plants as possible back into the project landscaping.

Traffic: When it is anticipated that a project will have an impact on traffic circulation or a project is expected to generate in excess of 50 average daily trips (ADTs) then a traffic study is likely required. These reports can range from a simple one page letter prepared by a traffic engineer to complex traffic studies depending on the scope of the project.

Hydrology: The project shall provide retention for the incremental storm flows generated during the worst case 100 year storm event plus an additional 10% minimum, and 20% incremental retention is desired. A hydrology study shall be provided detailing the retention amounts required.

Geotechnical/Soils Report: This study evaluates what type of soils occur onsite and makes recommendations for construction on the site. These are required to be submitted with the tentative map application.

Photometric Analysis: A photometric analysis evaluates lighting to be installed on the site and predicts the intensity of the light and locations on the site. These are generally not required on Tract Map applications. Additionally, lighting cut sheets of all proposed exterior lights shall be submitted.

Geotechnical/Fault Hazard Investigation: If any portion of your site is in an Alquist-Priolo Special Study, area fault trenching approved and coordinated with the Town and San Bernardino County Geologist, is required. The trenching is to determine the location of any faults on the site. The consultants, in conjunction with the County Geologist will determine if there are any restrictions that must be imposed for construction on the site.

Noise: A noise study or acoustical analysis may be required for different reasons. One example is if the project is expected to generate large amounts of noise that could impact surrounding neighbors, businesses, etc. Another example is if a nearby roadway may be generating noise in excess of acceptable standards and mitigation to protect the future residents is required.

Air Quality Assessment: Larger projects and/or those that involve the movement of significant amounts of earth, or will have an impact on air quality are required to provide an air quality assessment. This assessment will recommend mitigation measures to reduce the impacts to less than significant levels.

Greenhouse Gas Inventory: In order to comply with state requirements, many projects are required to prepare and submit a greenhouse gas emissions inventory. The study will look at both short and long term impacts the project will have on Greenhouse gas and make recommendations to reduce any impacts to levels which are less than significant.