



DEVELOPMENT CODE AMENDMENT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on the application process and submittal requirements for a Development Code Amendment (DCA). 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 **DEVELOPMENT CODE AMENDMENT 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 Development Code Amendment?

The Development Code is an official document of the Town of Yucca Valley which contains regulations, process, and procedures as related to land design, division of land, land uses, design standards, and other regulations related to development. Any development, use of land, or division proposed must be in conformance with regulations and procedures set forth in the Development Code. Changes to the Code require the approval of this amendment application.

All provisions of the Development Code must be consistent with the General Plan. For any amendments proposed that are not consistent with the General Plan, an amendment to the General Plan will be required to be submitted concurrently.

How is the application processed?

The process for a Development Code Amendment is set by Ordinance 79. The DCA is reviewed by the Planning Commission at a public hearing and if the request is approved, that recommendation is forwarded to the Town Council for final action. Applications denied by the Planning Commission shall terminate the process, unless an appeal is filed.

Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org

Upon the submittal of the required materials and payment of fees, the proposal will be reviewed and scheduled for the earliest Planning Commission and Town Council 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 DCA. The Planning Commission is very interested in hearing all views concerning the proposed DCA.

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 recommend approval to the Town Council, recommend approval 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 denied, the applicant has ten (10) calendar days to submit an [appeal application](#) to the Town Council. The appeal will be scheduled to be heard by the Town Council which may affirm, modify or overturn the Planning Commission action.

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 Development Code Amendment.

Please feel free to contact the Planning Division at (760) 369-6575 ext. 317 or 328 if you have any questions.

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, Morongo Unified School District 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

San Bernardino County Environmental Health Department fees can be found at:

http://www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/EHS%20Documents/fee_schedule.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 (if applicable):

<http://www.waterboards.ca.gov/resources/fees/>

California Fish and Game fees can be found at:

http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html

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

Development Code Amendment.....\$2,470 deposit

General Plan Amendment.....\$3,145 deposit

Zone Change.....\$3,145 deposit

General Plan Amendment and Zone Change.....\$4,100 deposit

Pre-Application (optional).....\$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\$2,206.25

- Environmental Impact Report\$3,045.25

- Notice of Exemption\$ 50.00

- Notice of Determination\$ 50.00

Appeal to Town Council.....\$845 deposit

**Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org**

Fish and Game Fee Requirement

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code, a fee of \$2,156.25 for a Negative Declaration and \$2,995.25 for an Environmental Impact Report, plus a \$50 Clerk of the Board Fee 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, 2012. 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 website:

http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html



Development Code Amendment Application

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(if applicable) _____

Assessor Parcel Number(s)(if applicable) _____

Project Location(if applicable) _____

Project Description(include Development Code Section to be amended): _____

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

Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org

Development Code Amendment Application Submittal Requirements

Initial Submittal Requirements	# Required
Completed and Signed Applications and Filing Fee	1
Report describing the proposed amendment in detail	15
Section(s) of the Development Code proposed to be changed (old language lined out, all new language highlighted)	15
Signed Agreement for Cost Recovery	1
Signed surrounding property owners list certification	1
Surrounding Property Owners Mailing List and labels	2
Surrounding properties radius map showing project site	1
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
<p><i>Please note that each project and each property are unique. Some projects may not require the submittal of each item listed above at time of submittal. Some circumstances may require items not included on the above list. Please contact Planning Staff if you have any questions.</i></p>	

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/We 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/We 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/We 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: _____

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

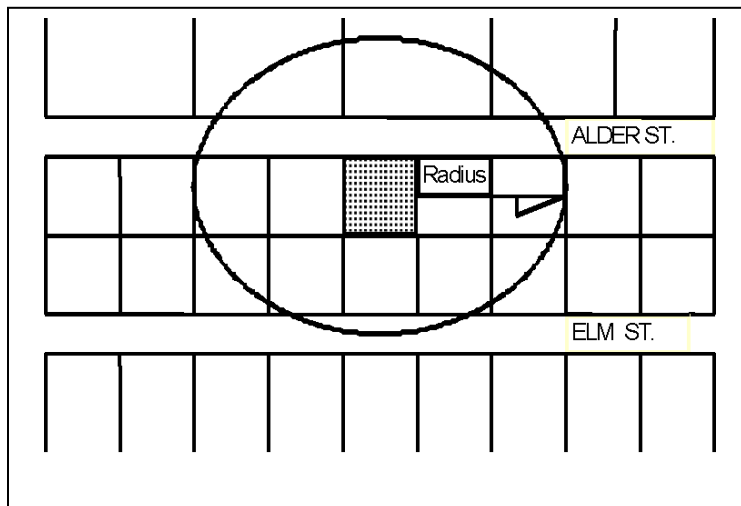
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the 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 63665 29 Palms Hwy in Joshua Tree. The general telephone number for the Assessor's office is 760-366-1420.

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.
- One (1) electronic copy of all submitted materials.

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: _____