



LAND USE COMPLIANCE REVIEW APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Land Use Compliance Review. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review 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 **LAND USE COMPLIANCE REVIEW APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317. 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 our website for additional information at: <http://www.yucca-valley.org/departments/planning.html>

What is a Land Use Compliance Review?

A Land Use Compliance Review (LUCR) is a Staff level review of minor additions or modifications to existing businesses. The LUCR is implemented by Chapter 9.66 of the Yucca Valley Development Code which limits the square footage of the addition. Cumulative expansions which meet these criteria may require a Conditional Use Permit (CUP) or Site Plan Review (SPR). The chart below shows the maximum square foot expansion allowed subject to the review of a LUCR.

SQUARE FOOTAGE OF EXISTING BUILDING	MAXIMUM SQUARE FOOTAGE	MAXIMUM PERCENTAGE
up to 5,000	1250 SQ FT	50%
5,001-10,000	2000 SQ FT	40%
10,001 +	2500 SQ FT	25%

Who evaluates the Land Use Compliance Review?

Typically the applications are reviewed and approved by Planning Division Staff. Some projects which may have a unique design or land use issues may be forwarded to the Planning Commission for review and approval.

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

How is the application processed?

Your completed application must be submitted with the required plans to the Planning Division. The materials that are required to be submitted are outlined in this packet. For the application to be considered complete all applicable materials must be submitted and all required information must be shown on the design plans. The appropriate initial fee deposit must be submitted with the application. Once a complete application and deposit have been received, Planning Division Staff will evaluate the submittal and verify that the proposal meets the requirements of the Development Code.

Fees

The fee for processing a LUCR must be paid to the Town at the time the appeal is filed. 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 may not cover the total cost of processing this application and additional deposits may be required. The application deposit is \$840.

Schedule

These applications are generally reviewed and approved by the Planning Division in approximately 30-45 business days. If the application is incomplete, requires Planning Commission review, or other unforeseen issues occur additional time may be required.



Land Use Compliance Review Application

Date Received _____
By _____
Fee _____
Case # _____

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: _____

Land Use Compliance Review Submittal Requirements

Initial Submittal Requirements	# Required
Completed and Signed Applications and Filing Fee	1
Signed completed Project Description and Existing Conditions Letter	1
Signed completed Environmental Information form	1
Signed Agreement for Cost Recovery	1
Site Plan (See Section A)	4
Building elevations	4
Preliminary Landscape Plans (if applicable)	4
Native Plant Plan (If applicable)	4
8 1/2 x 11 reductions of all plans	1
Preliminary Title Report within 60 days of application date	1
Signed Hazardous Waste Site Statement	1
Underlying Conditions of Approval (if applicable)	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>	

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Plan Preparation and Guidelines

All plans should 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.

Section A. Site Plan 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
 - Existing and proposed General Plan designation
 - Existing and proposed land use
 - Total Gross Area: square feet and acres
 - Total Net Area: square feet and acres

- ◆ 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(if applicable)
- ◆ Date plan prepared
- ◆ Surrounding information for adjoining properties including zoning and land use
- ◆ Existing topography at least fifty (50) feet beyond project boundary including natural features to be preserved.
- ◆ Existing buildings and traveled ways within the proposed project 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 location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures, or excavated areas within two hundred feet of any portion of the project noting thereon whether or not they are to be abandoned, removed, or remain in operation.
- ◆ 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.

- ◆ 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.).
- ◆ If the site is proposed to be developed in phases, the proposed sequence of phasing shall be provided.

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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 the letter, staff may stop processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council.

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 time spent processing this application will be paid to the Town of Yucca Valley

Deposit Paid: \$ _____

Applicant's Signature _____ Date: _____

Applicants Name _____
(Please print)

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