



SPECIFIC PLAN APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on the application process and submittal requirements for a Specific Plan (S). 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 **SPECIFIC PLAN 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 Specific Plan?

A Specific Plan is a tool for the systematic implementation of the General Plan. It establishes a link between implementing policies of the General Plan and the individual development proposals for a defined area. A Specific Plan is more than zoning in that it establishes a plan for the coordination and implementation of all of the various elements that make up a functioning community. A Specific Plan contains text, plans, illustrations, and graphic details.

All provisions of the Specific Plan must be consistent with the General Plan. If you propose a Specific Plan that is not consistent with the provisions of the General Plan, you will also be asked to submit an amendment to the General Plan to eliminate this inconsistency.

Applications for a Specific Plan are reviewed by the Planning Commission in a public hearing and acted upon by the Town Council at a public hearing. The Specific Plan and any amendments are approved by an ordinance of the Town.

Before formal submission of the Specific Plan, it is required that the applicant submit a pre application to discuss the Plan. At that time, three copies of the Plan are to be submitted for review and comment.

**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**

How is the application processed?

The Applicant is first required to submit a pre-application and Draft Specific Plan for Staff Review. A conference will be held between the Town, the Applicant and other interested parties. Following that meeting preparation may begin on the formal submittal.

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 preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Planning Commission and Town Council. 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.

Specific Plans are reviewed by the Planning Commission and their recommendation is forwarded to the Town Council for final action.

It is recommended that the applicant and/or representative attend all meetings, and be prepared to answer questions and present evidence supporting the requested Specific Plan. The Planning Commission is very interested in hearing all views concerning the proposed Specific Plan, and how the project is or is not consistent with the required findings.

The Planning Commission and Town Council staff reports 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 meeting, the Planning Commission may recommend to the Council: approval, approval in an alternative form, or denial.

What are "Conditions of Approval"?

If the application is approved, the project 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.

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 Specific Plan.

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.sbctfire.org/fire_marshall/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

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

Site Plan Review

To 5 acres.....	\$2,910 deposit
Over 5 acres.....	\$3,295 deposit
Amendments.....	½ of filling fee deposit
Time Extensions.....	\$610 deposit

Conditional Use Permit

To 5 acres.....	\$2,985 deposit
Over 5 acres.....	\$3,335 deposit
Time Extensions.....	1/2 of filing fee paid
Change of Existing Building.....	\$1,265 deposit

Specific Plan	\$9,630 deposit
Specific Plan Amendment.....	\$6,700 deposit

Pre-Application\$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

Appeals

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

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



Specific Plan Application

- New Application
- Amendment

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: Unchanged, existing to remain
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: Unchanged, existing to remain

_____ % 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) _____

Specific Plan Application 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
Signed surrounding property owners list certification	1
Surrounding Property Owners Mailing List and labels	2
Surrounding properties radius map showing project site	1
8 1/2 x 11 reductions of all plans	1
Preliminary Title Report within 60 days of application date	1
Grant Deeds for all involved properties	1
Signed Hazardous Waste Site Statement	1
Underlying Conditions of Approval (if applicable)	1
Copy of underlying Recorded Map and Environmental Constraints Sheet (if applicable)	1
Specific Plan	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
<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>	

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 Jose Castro Date: _____

Applicants Name _____
(Please print)

Any and all remaining funds shall be refunded to:

Property Owners Mailing List

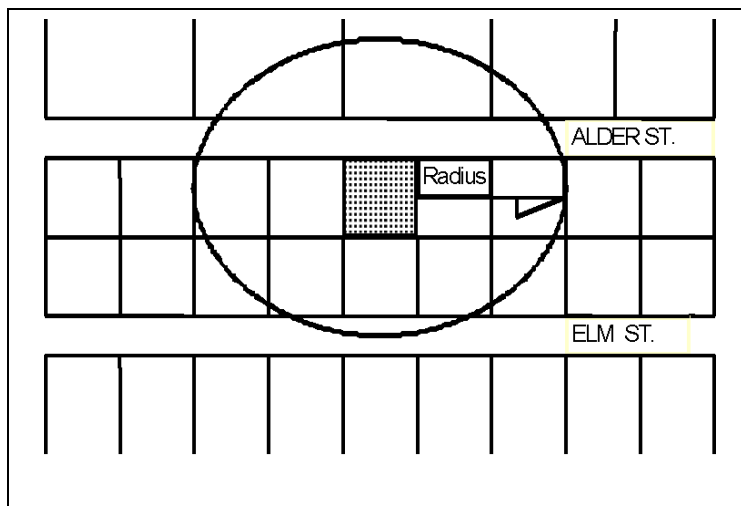
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the 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: Jose Castro

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

Jose Castro

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. The burrowing owl is listed as a species of special concern by the state Fish and Game Department. 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.dfg.ca.gov/wildlife/nongame/docs/boconsortium.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 final grading plans.

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. 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 occupants 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.