



## LAND USE COMPLIANCE REVIEW – TEMPORARY SHORT-TERM VACATION RENTAL APPLICATION AND INFORMATION OUTLINE

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This outline provides you with information on how to apply for a Land Use Compliance Review – Temporary Short-Term Vacation Rental. 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 – TEMPORARY SHORT-TERM VACATION RENTAL APPLICATION**. Should you have any questions, please contact the Planning Division at (760)369-6575 Extension 317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio Avenue 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?

For Temporary Short-Term Vacation Rental (TSTVR) units with four (4) or more bedrooms a Land Use Compliance Review (LUCR) is required for requests to increase the total number of occupants, vehicles, and guests permitted in a temporary short-term vacation rental unit.

### Who evaluates the Land Use Compliance Review?

LUCR applications are reviewed Planning Division Staff. Applications may be approved by staff or forwarded to the Planning Commission for review and approval.

### 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.

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## Fees

The fee for processing a LUCR must be paid to the Town at the time the application 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

LUCR 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 \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_

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 8½" 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

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.)                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Is the site within a resource area as identified in the archaeological and historical resource element?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Does the site contain any unique natural, ecological, or scenic resources?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Do any drainage swales or channels border or cross the site?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Has a traffic study been prepared? (If yes, a copy of the study is to accompany this application.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. Temporary Short-Term Vacation Rental:

- A. Gross square footage by each type of use: \_\_\_\_\_  
\_\_\_\_\_
- B. Gross square footage and number of floors of structure: \_\_\_\_\_  
\_\_\_\_\_
- C. Planned outdoor activities: \_\_\_\_\_
- D. Floor plan of structure: \_\_\_\_\_
- E. Number of bedrooms: \_\_\_\_\_
- F. Number of off-street parking spaces: \_\_\_\_\_
- G. Gross lot size of property: \_\_\_\_\_
- H. Is property accessible from a paved road: Yes \_\_\_\_\_ No \_\_\_\_\_
- I. Internet listing for TSTVR: \_\_\_\_\_
- J. Traffic control in neighborhood: \_\_\_\_\_

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

\_\_\_\_\_ % Paving, \_\_\_\_\_ % Building, \_\_\_\_\_ % Landscaping, \_\_\_\_\_ % Parking

### 3. Amount and type of off-street parking proposed: \_\_\_\_\_

### 4. How will drainage be accommodated? \_\_\_\_\_ \_\_\_\_\_

### 5. Off-site construction (public or private) required to support this project: \_\_\_\_\_ \_\_\_\_\_

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

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7. During construction or operation, 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?

**Yes Maybe No**

- 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
Floor Plan	4
Nuisance Response Plan	4
8 ½" 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
<b>All</b> maps, plans, special studies, reports, etc. submitted in hard copy as part of this application are also to be delivered electronically, by flash drive or email at time of submittal.	1
<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>	

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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 8½" 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, drainpipes, 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: \_\_\_\_\_

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## 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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## 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](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

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