



## CONDITIONAL USE PERMIT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on the application process and submittal requirements for a Conditional Use Permit (CUP). 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 are the **CONDITIONAL USE PERMIT APPLICATION AND ENVIRONMENTAL ASSESSMENT FORM**. 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 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 Conditional Use Permit?

A Conditional Use Permit (CUP) is required for certain land uses which may be subject to special conditions to ensure compatibility with surrounding land uses and to minimize or eliminate impacts on surrounding properties. These projects are specified under "Use Classifications" for each specific land use district. To be approved, a CUP must be consistent with the adopted General Plan, the Development Code (except approved variances), any Specific Plans and other local, state and federal regulations.

Major issues involved with the evaluation of CUP requests include consistency with the General Plan; compatibility with surrounding land uses; conditions to ensure compatibility; land suitability and physical constraints; project design; availability of adequate access, public services, and facilities to serve the development; and potential environmental impacts and mitigation measures.

#### How is the application processed?

Conditional Use Permits are approved based upon the discretion (subject to appeal) of the Planning Commission, including consistency with State Laws, 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 Development Review Committee (if necessary) and Planning Commission hearing.

Town of Yucca Valley  
Community Development Department  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

In accordance with Government Code Section 65943, the Town has 30 days within which to notify an applicant, in writing, that an application is complete or that additional materials will be required.

The processing of the application includes public notice in a newspaper of general circulation, 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 the notification to all surrounding property owners pursuant to Chapter 9.85 of the Development code. 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 Conditional Use Permit. The Planning Commission is very interested in hearing all views concerning the proposed project, and how the project 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 Conditional Use Permit 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 other applicable plans, and compatibility of the use with surrounding land uses.

Included with the application materials are sample Conditions of Approval that are applied to most Conditional Use Permits. 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 Conditional Use 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 CUP.

Please feel free to contact the Planning Division at (760) 369-6575 ext. 317 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://cms.sbcounty.gov/portals/58/Documents/About/FeeSchedule.pdf>

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

[http://www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/EHS%20Documents/fee\\_schedule.pdf](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 Wildlife fees can be found at:

<http://www.wildlife.ca.gov/conservation/ceqa/fees>

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

**Conditional Use Permit**

To 5 acres.....	\$2,985 deposit
Over 5 acres.....	\$3,335 deposit
Time Extensions.....	½ of filling fee deposit
Change of Existing Building.....	\$2,765 deposit

<b>Specific Plan</b> .....	\$9,630 deposit
Specific Plan Amendment.....	\$6,700 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 Wildlife Fees (payable to the San Bernardino County Clerk of The Board)\*

- Negative Declarations .....
- Environmental Impact Report .....
- Notice of Exemption .....
- Notice of Determination .....

**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 Wildlife Game Code, fees shall be paid to the County Clerk at the time of recording the Notice of Determination for this project. 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.

***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 1<sup>st</sup> 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 Environmental Filing Fee is also available at the Department of Fish and Wildlife website: <http://www.wildlife.ca.gov/conservation/ceqa/fees>



# Conditional Use Permit Application

Date Received 12 13 2023

By EW

Fee CUP \$2,985. & EA \$925.

Case # CUP 04-23

EA # 18-23

## 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.

Town of Yucca Valley  
Community Development Department  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

**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:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

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)  |

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<b>Project Description</b>
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Complete the items below as they pertain to your project. Attach 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** \_\_\_\_\_

**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 plan estimate of cut and fill** \_\_\_\_\_

**8. Description of project phasing if applicable:** \_\_\_\_\_  
Owner to have 2 phases of site  
please see phasing on the site plan for locations. All site work would be in phase 1.

**9. 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**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Emit dust, ash, smoke, fumes or odors?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Alter existing drainage patterns?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Create a substantial demand for energy or water?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Discharge water of poor quality?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Increase noise levels on site or for adjoining areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Generate abnormally large amounts of solid waste or litter?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Use, produce, store, or dispose of potentially hazardous materials such as toxic or radioactive substances, flammable or explosives? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Require unusually high demands for such services as police, fire, sewer, schools, water, public recreation, etc.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I. Displace any residential occupants?  |

**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.

Signature: Robert Billings

Name: \_\_\_\_\_

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.

Signature: Robert Billings

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Town of Yucca Valley is hereby granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application including phone numbers, addresses and e-mail addresses, for the Town's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act (CPRA). If any of these statements cannot be affirmatively acknowledged, please inform the planner before submitting a development application.

Signature: Robert Billings

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

Applicants Name \_\_\_\_\_

Applicant's Signature Robert Billings

Date: \_\_\_\_\_

(Please print)

## Conditional Use Permit Application Submittal Requirements

Initial Submittal Requirements	# Required
Completed and Signed Applications and Filing Fee	1
Project Description and Existing Conditions Letter	1
Signed completed Environmental Information form	1
Signed Agreement for Cost Recovery	1
Signed Hazardous Waste Site Statement	1
Preliminary Title Report within 60 days of application date	1
Grant Deeds for all involved properties	1
Site Plan (See Section A)	5
Floor Plans	5
Building elevations, including a minimum of one (1) color set	5
Preliminary Grading and Drainage Plan (Section B)	5
Detailed slope analysis if project contains any slopes of 15 percent or greater	5
Preliminary Landscape Plans	5
Native Plant Plan	5
Photometric Plan	5
Exterior Lighting Cutsheets	1
Utility Plan including location and capacity	5
Materials Board	1
8 1/2 x 11 reductions of all plans	1
Applicable utility service availability letters	1
Water purveyor service letter or ground water report prepared and signed by a registered civil engineer	1
Signed statement indicating method of sewage disposal and if Regional Water Quality Control Board approval is required	1
Signed surrounding property owners list certification	1
Surrounding property owners mailing list and labels	2
Surrounding properties radius map showing project site	1
Underlying Conditions of Approval (if applicable)	1
Copy of underlying Recorded Map and Environmental Constraints Sheet (if applicable)	1
Planned Development Document (if applicable)	2
Specific Plan (if applicable)	2
<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 CD, flash drive or email at time of submittal.	1
<b>Upon review of the initial submittal, the Town will determine which of the following studies will be required for the project:</b>	
Air Quality and Greenhouse Gas Inventory/Analysis	2
Archaeological Survey	2
Biological Report to include Native Plant Inventory and Focused Desert Tortoise	2
Geological Report, if property is located within an Alquist Priolo zone	2
Geotechnical/Soils Report	2
Hydrology Report prepared by a registered Civil Engineer	2
Noise Study	2
Traffic Study/Analysis prepared by a registered Civil Engineer	2
<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>	

## 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 site plan, preliminary landscape plan, photometric plan, building elevations and native plant plan should all be at the **same** scale and shall be consistent with each other.

### **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
  - 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
  - Name of utility purveyors and type of sewage disposal
  
- ◆ Name, address, phone number, and email of applicant, owner and 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
- ◆ Date plan prepared
- ◆ Revision block indicating date when plan is revised through the development review process
- ◆ Surrounding information for adjoining properties including zoning and land use
- ◆ 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 within 100 feet of the project boundaries that provide legal access to the property.
- ◆ The location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures, or excavated areas within 100 feet of any portion of the project noting thereon whether or not they are to be abandoned, removed, or remain in operation.
- ◆ The location of all existing and proposed fire hydrants.
- ◆ Location of on-site utilities and locations of existing public utilities including sanitary sewers, water mains and storm drains.

- ◆ 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.

## **Section B. Preliminary Grading Plan Content**

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), include cut and fill
  - 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 50' 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
- ◆ Delineation of special hazard zones (i.e., earthquake faults, liquefaction zones, etc.)
- ◆ Existing topography at least fifty (50) feet beyond project boundary including natural features to be preserved.
- ◆ Proposed street grades with arrows indicating the direction of flow.

## Property Owners Mailing List

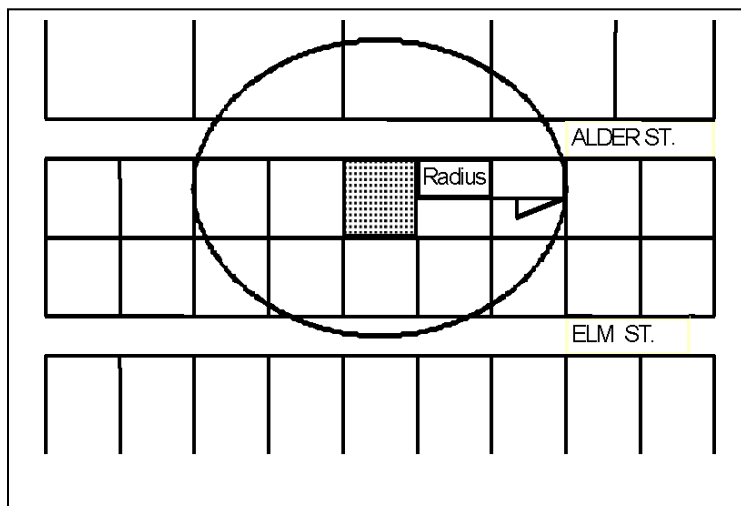
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the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

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

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

State of Registration \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

Attach additional sheets if necessary

Agent for Service of Process

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

The Owner is a:

Limited Liability Company (LLC)

Partnership

Corporation

x None of the above

Information for LLC, Partnership, Corporation

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

State of Registration \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

Attach additional sheets if necessary

Agent for Service of Process

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

Limited Liability Company (LLC)

Partnership

Corporation

X None of the above

Information for LLC, Partnership, Corporation

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

City \_\_\_\_\_

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

State of Registration \_\_\_\_\_

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

City \_\_\_\_\_

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

Attach additional sheets if necessary

Agent for Service of Process

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

City \_\_\_\_\_

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

*Robert Billings* \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Title: \_\_\_\_\_

Date of signing \_\_\_\_\_

Location: \_\_\_\_\_

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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

*Robert Billings*

\_\_\_\_\_  
Applicant/Representative signature

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.