his outline provides you with information on the application process and submittal requirements for a Specific Plan (SP). 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. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive, 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 Drive
Yucca Valley, CA 92284
760 369-6575
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 24-07 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.

The applicant is responsible for any and all fees charged by other agencies including but not limited Hi Desert Water District, San Bernardino County Fire, San Bernardino County Environmental Health, Morongo Unified School District etc. The applicant is responsible for obtaining specific fees from the various agencies. The following are some links you may find helpful.

San Bernardino County Fire Department Fees can be found at: http://www.sbcfire.org/fire marshal/planning engineering/content/fire service fees.pdf

San Bernardino County Environmental Health Department fees can be found at: http://www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/EHS%20Documents/fee schedule.pdf

Hi Desert Water District fees can be found at: http://www.hdwd.com/Portals/0/HDWD/Documents/Handouts/Rates%20&%20Fees.pdf

Regional Water Quality Control Board Fees can be found at (if applicable): http://www.waterboards.ca.gov/resources/fees/

California Fish and Game fees can be found at: http://www.dfg.ca.gov/habcon/ceqa/ceqa changes.html

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Application Processing Fees, Per Town Council Resolution 24-07 adopted 4-2-24

	, ,		
Site Plan Review	•		
To 5 acre	es	\$3,913 deposit	
Over 5 a	cres	\$4,958 deposit	
Amendn	nents	½ of filling fee deposit	
Time Ext	ensions	\$867 deposit	
Conditional Use	Permit		
To 5 acre	es	\$4,016 deposit	
Over 5 a	cres	\$4,958 deposit	
Time Ext	ensions	1/2 of filing fee paid	
Specific Plan		\$12,191 deposit	
	an Amendment		
·		•	
Pre-Application		\$1,036 deposit	
Environmental			
Environr	nental Impact Report	actual cost +10% admin	deposit
Environr	nental Assessment	\$1,373	deposit
Mitigatio	on Monitoring	actual cost	deposit
Fish and	Game Fees (payable to the San Be	rnardino County Clerk of The Board) *	
•	Negative Declarations	\$2	,206.25
•	 Environmental Impact Report . 	\$3	,045.25
	·	\$	
•	•	\$	
Appeals			
	to Planning Commission	\$1,364	deposit
• • •	G	\$1,654	•

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 <u>not</u> 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/cega/cega changes.html

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Specific Plan Application

•	·
	New Application
	Amendment

Date Received	
Ву	
SP Case #	
EA#	
SP Fee EA Fee	

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.

1. P	ropert	y bou	ndaries, dimer	nsions, and are	a (also attach an 8 ½ x 11" site plan):
2. E	xisting	site z	oning:		
3. E	xisting	Gene	eral Plan desigr	nation:	
4. P	recisel	y des	cribe the existi	ng use and co	ndition of the site:
5. E	xisting	Zonir	ng of adjacent	parcels:	
N	Iorth		South	East	West
6. E	xisting	Gene	eral Plan desigr	nation of adjac	ent parcels:
N	Iorth		South	East	West
7. P	recisel	y des	cribe existing ι	ıses adjacent t	o the site:
returr			ufficiont or no	+	ses to questions below. If the information and
		-	ufficient or no	t complete, th	e application may be determined incomplete and
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	Maybe	-	oplicant. 9. Is the Site	on filled or slo	·
?	-	e No	oplicant. 9. Is the Site and/or so	on filled or sloils Investigations te been survey (If yes, a c	e application may be determined incomplete and property of the
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?	?	? ? ?	9. Is the Site and/or so 10. Has the site resources applicatio 11. Is the site historical 12. Does the site 13. Do any dra 14. Has a tra	on filled or slot ils Investigation te been survey ? (If yes, a con.) within a reso resource elem site contain an	e application may be determined incomplete and opes of 15% or more or in a canyon? (A geological report is required with this application.) ed for historical, paleontological, or archaeological pay of the survey report is to accompany this open of the survey report is to accompany this cent? y unique natural, ecological, or scenic resources? or channels border or cross the site? n prepared? (If yes, a copy of the study is the

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.	Com	mercial, Industrial, or Institutional Projects:					
	A.	Specific type of use proposed:					
	В.	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.	Perc	entage of project site covered by:					
		% Paving, <u>% Building,% Land</u> scaping,% P <u>arking</u>					
3.	Max	imum height of structures <u>ft.</u> <u>in.</u>					
4.	Amo	unt and type of off street parking proposed:					
5.	How	w will drainage be accommodated?					
6.	Off-s	site construction (public or private) required to support this project:					
7.	Preli	minary grading plans estimate <u>cubic</u> yards of cut and <u>cubic yards of fill</u>					
8.	Desc	ription of project phasing if applicable:					
9.	Perm	nits or public agency approvals required for this project:					
10	ls thi	is project part of a larger project previously reviewed by the Town? If yes, identify the					

11. During construction, will the project: (Explain any "yes" or "maybe" responses to questions below – attach extra pages if necessary.)							
Yes I	Yes Maybe No						
?	?	?	A.	Emit dust, ash, smoke, fumes, or odors?			
?	?	?	В.	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?			
?	?	?	н.	Require unusually high demands for such services as police, fire, sewer, schools, water, public recreation, etc.			
?	?	?	I.	Displace any residential occupants?			
				Certification			
				the information furnished above, and in the attached exhibits, is true and my knowledge and belief.			
Signatı	ıre: _			Date:			

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: Name:

Owner/Applicant Authorization

Dated:

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 (if applicable)	2
<u>All</u> 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

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.

Agreement to Pay All Development Application Fees

In accordance with Town Council Resolution 24-07 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	
Applicants Name (Please print)	_
Any and all remaining funds shall be refunded to:	

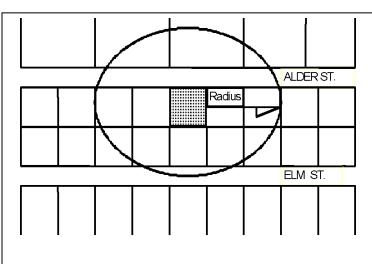
Property Owners Mailing List

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 Twentynine Palms Highway 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 owner's name, address, and zip code.
- One (1) copy of the label 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)

l,	, certify that on	the	attached
property owners list was prepared by		_ pursuant	to the
requirements of the Town of Yucca Valle	ey. Said list is a complete comp	ilation of the	owner(s)
applicant(s) and representative of the su	bject property and all owners of	surrounding	properties
within a radius of feet from a	ll exterior boundaries of the subje	ect property a	nd is based
on the latest equalized assessment rolls of	of the San Bernardino County As	sessor's Offic	e dated
I further certify th	nat the information filed is true a	nd correct to	the best of
my knowledge; I understand that income	rrect and erroneous informatio	n may be gr	ounds for
rejection or denial of the development a	pplication.		
Signed:			
signeu			
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 s	subject property:			
Cross stree	et:			
Date this Dis	closure Statement is completed:			
Name of App	olicant:			
The Applican	nt is a:			
?	Limited Liability Company (LLC) Partnership Corporation None of the above			
Information	for LLC, Partnership, Corporation			
Name			Phone	
Mailing Addr	ress		Email	
City			State	Zip
State of Regi	stration			
Managing m	ember(s), General Partner(s) officer(s)			
Name			Phone	
Mailing Addr	ress <u>Er</u>	<u>ma</u> il		
City		_	State	Zip
Attach addit	ional sheets if necessary			
Agent for Se	rvice of Process			
Name			Phone	
Mailing Addr	ress <u>Er</u>	<u>ma</u> il	_	
City			State	Zip
For Corporat	cions, Shareholder with Fifty Percent or More Share or	Cont	rolling Shar	eholder
Name		_	Phone	
Mailing Addr	ress <u>Er</u>	<u>m</u> ail	_	
City		_	State	Zip

The O	wner is a:		
?	Limited Liability Company (LLC)		
?	Partnership		
?	Corporation		
?	None of the above		
Inforr	nation for LLC, Partnership, Corporation		
Name	·	Phone	
Mailir	ng Address <u>Ema</u> il		
City _		State	Zip
State	of Registration		
Mana	ging member(s), General Partner(s) officer(s)		
Name		Phone	
Mailir	ng Address <u>Em</u> ail		
City _		State	Zip
Attac	h additional sheets if necessary		
Agent	for Service of Process		
Name	·	Phone	
Mailir	ng AddressEmail		
City		State	Zip
For Co	orporations, Shareholder with Fifty Percent or More Share or Con	trolling S	hareholder
Name		Phone	
Mailir	ng Address <u>Em</u> ail		
City		State	Zip

The Pa	arty in escrow is a (if property is in escrow):				
?	Limited Liability Company (LLC)				
?	Partnership				
?	Corporation				
?	None of the above				
Inforn	nation for LLC, Partnership, Corporation				
Name			Phone		
Mailir	ng Address	<u>Em</u> ail			
City _			State	Zip	
State	of Registration				
Mana	ging member(s), General Partner(s) officer(s)				
Name			Phone		
Mailir	ng Address		Email		
City _			State	Zip	
Attacl	n additional sheets if necessary				
Agent	for Service of Process				
Name			Phone		
Mailir	ng Address	<u>Em</u> ail			
City _			State	Zip	
For Co	orporations, Shareholder with Fifty Percent or More Shar	re or Con	trolling Share	eholder	
Name			Phone		
Mailir	ng Address	<u>Em</u> ail	_		
City _			State	Zip	

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

For any deeds of trust or other liens on the property (other than real property tax liens) please state the

following:

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
	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.

<u>Native Plant Plans</u>: 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.

<u>Traffic:</u> 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.

<u>Geotechnical/Soils Report:</u> 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.

<u>Photometric Analysis:</u> 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.

<u>Geotechnical/Fault Hazard Investigation</u>: 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.

<u>Air Quality Assessment:</u> 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.

<u>Greenhouse Gas Inventory:</u> 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.