



A Better Way of Life

# Town of Apple Valley Conditional Use, Special Use Permit Second-Dwelling Unit- Guest Quarters Application



The Town of Apple Valley encourages prospective applicants to attend a conference with the Development Advisory Board, prior to formal submittal of a permit application. The conference should take place prior to any substantial investment.

Listed below are the fees and materials that must be submitted with your application for a Special Use Permit or Conditional Use Permit. The project application will not be accepted for processing unless all requested information and materials have been submitted and determined to be complete and adequate. Upon initial review of the project, additional technical studies may be required prior to determining that the application is complete. **Project submittals which do not include these items will not be accepted for processing. All plans must be collated, stapled and folded to 8 1/2" x 11" notebook size.** Upon submittal, filling fees will be collected as listed below. Make checks payable to the Town of Apple Valley. Please feel free to contact the Planning Division at (760) 240-7000 Ext.7200 if you have any questions.

**\*Should processing time exhaust the initial deposit amount, the applicant will be required to deposit additional funds.**

## APPLICATION PROCESSING FEES:

	<b>*Initial Deposit</b>	<b>Actual Cost Not to Exceed</b>
<input type="checkbox"/> Residential	\$2,970 + \$20 per unit	Actual Cost
<input type="checkbox"/> Commercial/Industrial/Expansion of Non-conforming or Institutional:		
<input type="checkbox"/> No new construction	\$3,398	Actual Cost
<input type="checkbox"/> New construction	\$2,967 + \$42 per 1,000 square foot of new building area	Actual Cost
<input type="checkbox"/> Large Family Day Care Permit	\$ 125	Actual Cost
<input type="checkbox"/> Special Use Permit	\$ 1,552	Actual Cost
<input type="checkbox"/> Places of Assembly as an ancillary use	No Charge	No Charge
<input type="checkbox"/> <b>Apple Valley Fire District review (check made payable to AVFPD)</b>		
<b>0 to 4,999 sq. ft.</b>	\$ 275	<b>50,001 to 75,000 sq. ft.</b> \$ 645
<b>5,000 to 10,000 sq. ft.</b>	\$ 370	<b>75,001 to 100,000 sq. ft.</b> \$ 735
<b>10,001 to 25,000 sq. ft.</b>	\$ 460	<b>100,000 + sq. ft.</b> \$ 830
<b>25,001 to 50,000 sq. ft.</b>	\$ 550	
<b>Plus \$80 each additional 10,000 sq. ft. or portion thereof</b>		
<b>Mobile Home Parks</b>	\$50 per lot/space	
<input type="checkbox"/> *Environmental Filing Fees (payable to the San Bernardino County Clerk of The Board)		
<input type="checkbox"/> Negative Declarations	\$2,354.75	
<input type="checkbox"/> Environmental Impact Report	\$3,271.00	
<input type="checkbox"/> Notice of Exemption	\$ 50.00	
<input type="checkbox"/> Notice of Determination	\$ 50.00	

*\*Environmental filing fees shall be submitted to the Town at the time of the Public Noticing for the project.*

## GENERAL REQUIREMENTS

- \_\_\_ 1. Completed General Application form and filing fees.
- \_\_\_ 2. Completed Project Description and Environmental Information form
- \_\_\_ 3. Items on the attached "Property Owner's Mailing List" Form (Page 6)
- \_\_\_ 4. Completed Hazardous Waste Site Statement (Page 7)
- \_\_\_ 5. One (1) Copy of a Current:
  - a. Preliminary title report dated within thirty (30) days of filing of the application that shows all recorded easements;
  - b. Assessor's parcel map; and
  - c. Grant Deeds for all involved properties.
- \_\_\_ 6. One (1) set of preliminary grading and drainage plans containing information on existing structures, contours, elevations; proposed grades, circulation and drainage improvements, including streets, drainage courses on the site and within 100 feet of the boundaries of the site.
- \_\_\_ 7. One (1) set of conceptual landscape plans containing information (the plan shall be consistent with all other required plans): (a) type, location, size, number and spacing of plant materials and (b) plant list which includes common and botanical names.
- \_\_\_ 8. Building elevations of all sides of all proposed structures, with dimensions (typicals may be used).
- \_\_\_ 9. One colored elevation and a materials rendering, folded to 8 ½" X 11" size. A material board and a mounted, display quality elevation and/or rendering will be required for Planning Commission review.
- \_\_\_ 10. One (1) floor plan drawn to scale and fully dimensioned.
- \_\_\_ 11. One (1) CD containing all submitted graphics in both .jpg and .pdf formats.
- \_\_\_ 12. One (1) map showing existing land uses within 100 ft of the boundaries of the property.
- \_\_\_ 13. Conditional Use Permit = **fifteen (15) full sets of plans collated into individual packets and folded to 8 ½" X 11" size or;**

Special Use Permit = **ten (10) full sets of plans collated into individual packets and folded to 8 ½" X 11" size that include the following items listed under Site Plan:**

**INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS:**

**SITE PLAN**

- \_\_\_\_ 1. Project's address, Assessor's parcel number. Applicant's name and phone number.
- \_\_\_\_ 2. Site plan shall be accurately dimensioned, drawn to scale (preferably 1"=20', 1"=30', or 1"=40' scale) and include, but not limited to:
  - Scale, north arrow, and vicinity map.
  - Location of existing and proposed buildings.
  - Location and width of all easements and dedicated right-of-ways and offers of dedication.
  - Location and dimension and type of surfacing of all driveways, parking spaces and loading areas.
  - Footprint and overhangs of all existing and proposed structures on the site and within twenty-five (25) feet of the boundaries of the site.
  - Location of all building entrances and loading doors.
  - All setbacks and distances between buildings and/or structures.
  - Location of all trash enclosures, transformers and any equipment outside of building.
  - Location of all existing fire hydrants within 300 feet of project site.
  - Proposed phases (if any) of project and estimated timing of completion for each phase.
  - Location and heights of all walls or fences with details, materials, construction and height differentials from abutting property if fence/wall is located on a property line.
  - Identify septic location/relocation.
- \_\_\_\_ 3. Provide a legend on the site plan with a statistical inventory including:
  - Current Zoning
  - Project area (ac/sf)
  - Number and size of dwelling units and number of bedrooms, if applicable.
  - Structure sf
  - Percentage of site covered by buildings.
  - Parking circulation and landscaping sf and %
  - Useable floor area sf
  - Structure height
  - Construction materials.
  - Number of parking and loading spaces required and provided.
- \_\_\_\_ 4. Correctly dimension all streets and alleyways from their centerline to curb, curb to sidewalk and sidewalk to property line. Show location of all driveways or streets opposite your project. Indicate all street names for those streets serving or abutting your property.
- \_\_\_\_ 5. Show existing fire hydrants within 300 feet of your project site. Indicate any proposed fire hydrants.
- \_\_\_\_ 6. Show proposed Fire Department vehicle access lane.
- \_\_\_\_ 7. Show and dimension all property lines and setbacks. Provide locations and dimensions of all existing and proposed easements and all property to be dedicated to the Town.
- \_\_\_\_ 8. Provide the distance to all buildings within 100 feet of your site. State the type of construction of those buildings, including length, height and roof construction. (This is necessary so the Fire Department can evaluate fire flow requirements.)
- \_\_\_\_ 9. Dimension all existing and proposed buildings. Specify all structures to be demolished or removed. Show location, height and construction type of exterior walls and fences.

- \_\_\_\_\_ 10. Indicate and fully dimension the location and size of all trash storage areas, landscape and open space areas. Parking layout must be fully dimensioned and tabulated for both on-site and off-site parking.
- \_\_\_\_\_ 11. On your site plan provide the location of all utility related equipment (including electrical transformer, meters, etc.).
- \_\_\_\_\_ 12. Location & heights of all walls or fences with details, materials, construction and height differentials from abutting property if fence/wall is located on a property line.
- \_\_\_\_\_ 13. Septic location\relocation.
- \_\_\_\_\_ 14. Information to verify that adequate sewage disposal is available, as determined by the Apple Valley Public Works Department.
- \_\_\_\_\_ 15. One (1) copy of a water purveyor service letter.
- \_\_\_\_\_ 16. One (1) 8 1/2" x 11" reduced site plan.
- \_\_\_\_\_ 17. Three (3) copies of a detailed slope analysis if the project contains any slopes of 15% or greater.

**FLOOR PLANS**

- \_\_\_\_\_ 18. Fully dimensioned floor plan showing proposed use of all areas (examples: office, storage, conference, etc.)
- \_\_\_\_\_ 19. For ABC License submittals, the square footage of the displays and storage area for alcoholic beverages shall be on the floor plans. For restaurants, include a seating plan.
- \_\_\_\_\_ 20. For multi-family residential projects, include the unit type (number of bedrooms) and the unit mix.

Geologic, soils, noise, biological, traffic, cultural resources and other studies may be required as part of the environmental and planning review of this project.

gfa = gross floor area  
 sf = square feet  
 ac = acre(s)



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# Town of Apple Valley General Application



FOR TOWN USE ONLY

Date Submitted: \_\_\_\_\_ Case No.: \_\_\_\_\_ Received By: \_\_\_\_\_  
 \*Planning Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Case Planner: \_\_\_\_\_

**Please type or print legibly in ink**  
**TYPE OF APPLICATION:**

Conditional Use Permit _____	Specific Plan _____
Development Permit _____	Temporary Use Permit _____
Deviation Permit _____	Tentative Parcel Map _____
Modification or Amendments _____	Tentative Tract Map _____
General Plan Amendment _____	Variance _____
Special Use Permit _____	Zone Change _____
Other _____	Site Plan Review _____

Case No. (Staff) \_\_\_\_\_

Project Address/Location Description \_\_\_\_\_

**APPLICANT INFORMATION:**

**P**roperty Owner \_\_\_\_\_ Telephone \_\_\_\_\_

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

**A**pplicant \_\_\_\_\_ Telephone \_\_\_\_\_

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

**A**pplicant's Representative \_\_\_\_\_ Telephone \_\_\_\_\_  
*(if different than Applicant)*

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

Email \_\_\_\_\_ Fax \_\_\_\_\_

**PROJECT INFORMATION:**

Related Projects \_\_\_\_\_

Assessor's Parcel No. (s) \_\_\_\_\_ Tract \_\_\_\_\_ Lot \_\_\_\_\_

Property Size: Gross Acres \_\_\_\_\_ Net Acres \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Square Footage of Proposed Building(s) \_\_\_\_\_ No. Of Units \_\_\_\_\_

General Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Proposed Use of Land/Building(s) \_\_\_\_\_

Detailed Description of Project (**Required**) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER'S AUTHORIZATION AND AFFIDAVIT:**

I am/We are the legal owner(s) of said property and do hereby certify that all the foregoing information is true and correct and recognize that if any information proves to be false or incorrect the Town shall be released from any liability incurred and any permits or approvals may be null and void.

Printed Name(s) of Legal Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

This will serve to notify you and verify that I am/we are the legal owner(s) of the property described in the project application and do hereby authorize the listed representative to file this and represent my/our interest in the application.

Signature \_\_\_\_\_

(A Letter of Authorization form may be submitted in lieu of the legal owner's signature.)

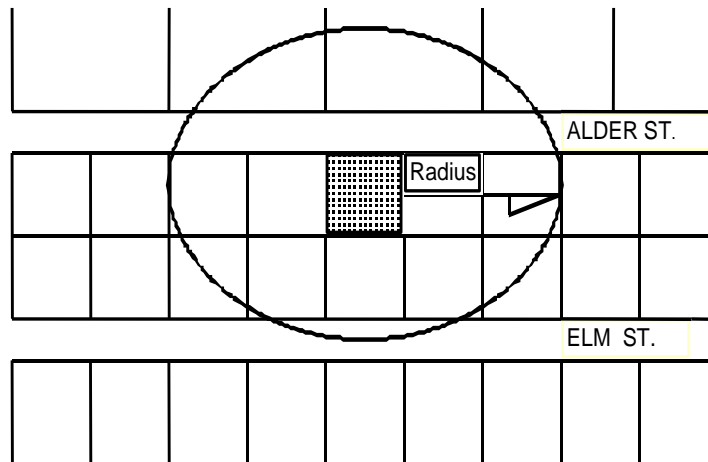
Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

## PROPERTY OWNERS MAILING LIST

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. The County Assessor's office is located at 15900 Smoke Tree Street, Suite 221, Hesperia, CA. 92345.

- 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.  
 Site of 5 acres or less properties within a radius of 300 feet.  
 Site of 5 - 20 acres properties within a radius of 500 feet.  
 Site of 21 - 160 acres properties within a radius of 700 feet.  
 Site of 161 acres or more properties within a radius of 1,300 feet.  
 Any Wireless Telecommunications Facility all properties within a radius of 1,500 feet.  
 Mailing address should 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.

Sample Vicinity/Radius Map  
(See above for required radius)



### 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 Apple Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners or surrounding properties within a radius of \_\_\_\_\_ feet from the 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 refection or denial of the development application.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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# TOWN OF APPLE VALLEY MEMO

Date: July 12, 2007  
TO: Applicants/Representatives  
FROM: Lori Lamson, Assistant Director of Community Development  
SUBJECT: **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 Apple 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. The “Environmental Information Form” is a section within the Town of Apple Valley General Application packet. 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

LL:df



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# HAZARDOUS WASTE SITE STATEMENT

I have been informed by the Town of Apple 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 have also been informed by the Town of Apple Valley that, as of the date of executing this Statement, the OPR has not yet complied and distributed a list of hazardous waste sites as required by said Section 65962.5.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Representative printed name

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



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## **ENVIRONMENTAL INFORMATION FORM**

*(To be completed by applicant)*

Date Submitted \_\_\_\_\_

### **General Information**

1. Indicate type(s) of permit application for the project to which this form pertains:  
\_\_\_\_\_
2. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Existing Zoning District: \_\_\_\_\_
4. Existing General Plan designation \_\_\_\_\_
5. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Project Description**

6. Site size \_\_\_\_\_
7. Square footage \_\_\_\_\_
8. Number of floors of construction \_\_\_\_\_
9. Amount of off-street parking provided \_\_\_\_\_
10. Anticipated incremental development/phasing \_\_\_\_\_  
\_\_\_\_\_
11. Associated project \_\_\_\_\_
12. If residential, include the number of units, schedule of unit sizes and type of household size expected \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. If commercial, indicate the type, whether neighborhood, town or regionally oriented, square footage of sales area, and loading facilities \_\_\_\_\_
14. If industrial, indicate type, estimated employment per shift, and loading facilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. If the project involves a Variance, Conditional Use or Zone Change application, state this and indicate clearly why the application is required \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Are the following items applicable to the project or its effects? Discuss below all items checked "Yes." (attach additional sheets as necessary).*

**Environmental Impacts**

	<u>Yes</u>	<u>No</u>
17. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
18. Change in scenic vistas or views from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
19. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
20. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
21. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
22. Changes in ocean, bay, lake, river, stream, lake, or ground water quality or quantity, or alteration of existing drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>
23. Substantial change in existing noise or vibration levels in the vicinity	<input type="checkbox"/>	<input type="checkbox"/>
24. Substantial new light or glare.	<input type="checkbox"/>	<input type="checkbox"/>
25. Alterations in the location, distribution, density, or growth rate of the human population of the area.	<input type="checkbox"/>	<input type="checkbox"/>
26. Impacts on existing housing or create a demand for additional housing.	<input type="checkbox"/>	<input type="checkbox"/>
27. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
28. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
29. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Relationship to a larger project or series of projects, existing or future.	<input type="checkbox"/>	<input type="checkbox"/>

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 32. Impacts upon the quality or quantity of existing recreational opportunities.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Impacts to existing parking or transportation facilities, generate substantial additional vehicle movement or the need for additional parking or transportation facilities. | <input type="checkbox"/> | <input type="checkbox"/> |

**Environmental Setting**

34. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures,. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
35. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family, apartment house, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

Signature \_\_\_\_\_

For \_\_\_\_\_

