



A Better Way of Life

# Town of Apple Valley Site Plan Review for Specific Plans



The Town of Apple Valley encourages prospective applicants to attend a pre-application conference with the Planning Division prior to formal submittal of a permit application. The conference should take place prior to any substantial investment.

After submitting your plans to the Planning Division for a Site Plan Review, your plans will be distributed to all Town Divisions involved in the permit process. All items listed on the checklist below must be included in your submittal package so that each Town Division can efficiently evaluate your project. **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, filing 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.

## APPLICATION PROCESSING FEES

	<b><u>Initial Deposit</u></b>	<b><u>Actual Cost not to exceed</u></b>
<input type="checkbox"/> Site Plan Review	\$2,041	Actual Cost
<input type="checkbox"/> Reimbursement Fee – NAVISP only	\$261/acre	\$261/acre
<input type="checkbox"/> Apple Valley Fire District review (check made payable to AVFPD)		
0 to 4,999 sq. ft.	\$ 275	
5,000 to 10,000 sq. ft.	\$ 370	
10,001 to 25,000 sq. ft	\$ 460	
25,001 to 50,000	\$ 550	
50,001 to 75,000	\$ 645	
75,001 to 100,000	\$ 735	
100,000 +	\$ 830	
Plus \$80 each additional 10,000 sq. ft. or portion thereof		

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

## SUBMITTAL REQUIREMENTS

- \_\_\_ 1. Completed General Information and Affidavit letter.
- \_\_\_ 2. Completed Project Description and Existing Conditions letter.
- \_\_\_ 3. Two Copies of a Current:
  - a. (6 months) Preliminary title report that shows all recorded easements;
  - b. Assessor's parcel map; and
  - c. Grant Deeds for all involved properties.
- \_\_\_ 4. One colored elevation with a detailed description of all colors and materials

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- \_\_\_ 5. Photographs of project site and adjacent properties
- \_\_\_ 6. Ten full sets of plans collated that include:
  - a. Fully dimensioned site plan;
  - b. Fully dimensioned floor plan; and
  - c. Fully dimensioned elevations for all sides of building. Scale to be no smaller than one inch = 40 feet.
- \_\_\_ 7. Three sets of landscape plans that include (a) type location, size, number and spacing of plant materials and (b) a plant list which includes common and botanical name.
- \_\_\_ 8. One reduced (8-½" X 11") of each plan/sheet
- \_\_\_ 9. Three sets preliminary grading & drainage plan 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.
- \_\_\_ 10. One copy of a water purveyor and other utility companies service letter.
- \_\_\_ 11. A Phase I Biological study to determine the potential occupation of the project site by endangered or listed species, including but not limited to, the Mojave Ground Squirrel, the Burrowing Owl and the Desert Tortoise.
- \_\_\_ 12. A project specific air quality study that analyzes construction and operational emissions.

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

**SITE PLAN**

- \_\_\_ 1. Projects current address, Assessor's parcel number, Applicant's name and phone number.
- \_\_\_ 2. Provide a legend on the site plan that includes:
  - a. Current Zoning;
  - b. Total lot square footage;
  - c. The proposed use and square footage of all building;
  - d. Show the required and proposed number of parking spaces for your project.
  - e. Indicate the intended occupancy type of all buildings on your site and designate the type of construction (exterior walls and roof included). Identify buildings to be sprinklered and non-sprinklered.
- \_\_\_ 3. North Arrow.
- \_\_\_ 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. Fully dimensioned floor plan showing proposed use of all areas (examples: office, storage, conference, etc.)

**COMMENTS**

Be aware that, if determined by Town staff, additional reports, such as a traffic study, biological study, hydrology study or noise report, may be requested for inclusion with the Site Plan Review submittal.

**REVIEWED BY:** \_\_\_\_\_

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



# 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 \_\_\_\_\_

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**PROJECT INFORMATION:**

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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**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**OWNER'S AUTHORIZATION AND AFFIDAVIT:**

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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 \_\_\_\_\_

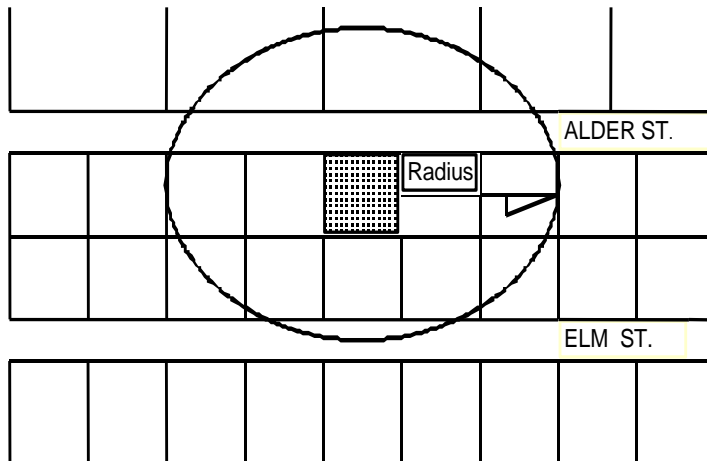
## PROPERTY OWNERS MAILING LIST

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.  
 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:

<https://dtsc.ca.gov/dtscs-cortese-list/>

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

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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"/>

**Yes**    **No**

- 31. Relationship to a larger project or series of projects, existing or future.
- 32. Impacts upon the quality or quantity of existing recreational opportunities.
- 33. Impacts to existing parking or transportation facilities, generate substantial additional vehicle movement or the need for additional parking or transportation facilities.

**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 \_\_\_\_\_

Discuss all items checked "Yes" on previous page:

Lined area for handwritten notes and discussion.