



# Town of Apple Valley

## Tentative Tract and Parcel Map Application



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.

Listed below are the fees and materials that must be submitted with your application for a Tentative Tract or Parcel Map application. 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, 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

	<u>Initial Deposit</u>	<u>Actual Cost not to exceed</u>
<input type="checkbox"/> Tentative Parcel Map (4 or less parcels)	\$5,451+\$45/lot	Actual Cost
<input type="checkbox"/> Amendment or Revision	\$3,529+\$40/lot	Actual Cost
<input type="checkbox"/> Tentative Tract Map (5 or more parcels)	\$10,126+\$68/lot	Actual Cost
<input type="checkbox"/> Tentative Tract Map Amendment or Revision	\$3,529+\$40/lot	Actual Cost
<input type="checkbox"/> Vesting Tentative Parcel Map (4 or less Parcels)	\$5,451+\$40/lot	Actual Cost
<input type="checkbox"/> Vesting Tentative Parcel Map Amendment or Revision	\$3,529+\$40/lot	Actual Cost
<input type="checkbox"/> Vesting Tentative Tract or Parcel Map-Commercial	\$12,158+\$59/lot	Actual Cost
<input type="checkbox"/> Amendment or Revision	\$3,403+\$57/lot	Actual Cost
<input type="checkbox"/> Condominium Conversion	\$3,223+\$85/unit	Actual Cost
<input type="checkbox"/> Engineering Division Review Fee		
Special Study (traffic, hydrology, geology, etc.)	\$147.27 per study	Actual cost +30% Overhead

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

<input type="checkbox"/> Apple Valley Fire District Fees (checks payable to the Apple Valley Fire District)	
<input type="checkbox"/> Site Plan Review	\$447
Tentative Parcel Maps (5 lots and under)	\$149
Tentative Tract Maps (to 100 lots)	\$298
Tentative Tract Maps (101 to 200 lots)	\$372
Tentative Tract Maps (201 to 300 lots)	\$447
Tentative Tract Maps (301 + lots)	\$521
<input type="checkbox"/> Environmental Filing Fees (payable to the San Bernardino County Clerk of The Board)	
<input type="checkbox"/> Negative Declarations	\$2,548.00
<input type="checkbox"/> Environmental Impact Report	\$3,539.25
<input type="checkbox"/> Notice of Exemption	\$ 50.00
<input type="checkbox"/> Notice of Determination	\$ 50.00

*The Town of Apple Valley Community Development Department  
14955 Dale Evans Parkway, Apple Valley, CA 92307 • (760) 240-7000 • Fax: (760) 240-7399*

MATERIALS REQUIRED:

Listed below are the general requirements for all TTM, VTM and TPM applications.

- \_\_\_\_\_ 1. Completed General Application
- \_\_\_\_\_ 2. Completed Project Description and Existing Conditions letter.
- \_\_\_\_\_ 3. Completed Environmental Information form
- \_\_\_\_\_ 4. Items on the attached "Property Owner's Mailing List" Form (Page 7)
- \_\_\_\_\_ 5. Completed Hazardous Waste Site Statement (Page 8)
- \_\_\_\_\_ 6. One (1) copy of a current:
  - a) Preliminary title report within thirty (30) days of filing the application that shows all recorded easements;
  - b) Assessor's parcel map; and
  - c) Grant Deeds for all involved properties.
  
- \_\_\_\_\_ 7. Fifteen (15) copies of the tentative maps drawn to scale, preferably 1"=100' or larger, folded to a maximum size of 8 1/2" x 14" with the title block plainly visible and containing the information described below:
  - a) Scale, north arrow, boundary lines, dimensions of the project and the date of preparation of the map.
  - b) Provide a vicinity map at a scale of 1"=800' feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one-quarter (1/4) mile of the exterior boundaries of the proposed subdivision.
  - c) A licensed land surveyor or registered civil engineer shall sign, seal and provide their California registration or license number and the date of expiration of such number.
  - d) List the names, addresses and telephone numbers of the owners of record, the subdivider and the surveyor or engineer preparing the map.
  - e) List the names, addresses and telephone numbers of all utility companies that will serve the subdivision including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
  - f) List the Assessor's Parcel Number(s) for the entire subdivision.
  - g) Provide a legal description of the land included within the proposed tentative map.
  - h) Show all boundary lines of the proposed subdivision with accurate bearings and distances.
  - i) Show the lot layout, dimensions of each lot (ditto marks are not acceptable) and a number or letter for each lot in consecutive order. Circle the last lot number and/or letter.
  - j) List the total acreage, the number of numbered lots and the number of lettered lots. Also list the size of each numbered and/or lettered lot and remainder parcels, if shown.
  - k) List the minimum, maximum and average lot size. Also, list the existing and proposed Zoning District classification for each lot and its proposed use.

Show the General Plan Land Use designation, Zoning District classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed subdivision, including that which is across any street. Indicate the distances from all property lines and use of any structures on adjoining property.

- l) Show the locations, name and existing rights-of-ways of all adjoining highways, streets, alleys, roads, etc. If none exist, show access to the property.
- m) Show the centerline profile and grade for each proposed highway, street or drainage improvement shown on the tentative map.
- n) Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- o) Show the radius of all curves on highways and streets.
- p) Show the location, width and direction of flow of all water courses and the location of all areas that are subject to floodwaters, overflow and inundation and all flood hazard areas and their designations.
- q) Show to scale, the location and outline of each building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within, the subdivision.
- r) Show the location of existing wells, sewers, culverts, bridges, drain pipes, fire hydrants, sand, gravel or other excavations within the subdivision.
- s) Provide accurate contours of the existing topography at the intervals listed below. At least every fifth (5th) contour line shall be clearly labeled and indicated with a bold line so as to be distinctive. The contour lines shall extend at least fifty (50) feet beyond the subdivision boundary. The topographic map is to be done by aerial or field survey under the supervision of a licensed land surveyor or registered civil engineer.
  - One (1) foot, where the slope is less than 15 percent.
  - Two (2) feet, where the slope is between 15 and 20 percent.
  - Five (5) foot, where the slope is between 20 and 30 percent.
  - Ten (10) foot, where the slope is greater than 30 percent.
- t) In a subdivision consisting of a condominium project or a planned unit development, the tentative map shall show the location of all building envelopes and other structures to be erected, including sidewalks, parking spaces, etc. These locations shall be indicated by the use of dashed lines with unit or space numbers shown.
- u) Indicate all native trees that are four (4) inches or greater in diameter, or state in a note that none exist on the site. Also, indicate which trees are to be removed and/or relocated.
- v) If the project is located in a fault zone, show the location of the fault zone on the map.

\_\_\_\_\_8. Five (5) copies of a preliminary grading and drainage plan containing information on all existing and proposed street grades, pad elevations, circulation and drainage

improvements, including streets, drainage courses that are on-site and within one hundred (100) feet of the boundaries of the site. Show drainage area tributary to the site and a statement explaining storm water conveyance and the manner in which disposal beyond the site boundaries will be accomplished.

- \_\_\_\_\_ 9. Provide information to verify that adequate sewage disposal is available, as determined by the Apple Valley Public Works Division, which shall include one of the following:
- a) Sewer feasibility study (consult with Public Works Division for required fees and agreements).
  - b) Two (2) copies of soil percolation report. Consult with the Public Works Division regarding sewer availability and requirements for sites. Also, prior to preparation of any reports, consult with the Engineering Division for required inspections of on-site testing
  - c) A waiver of the feasibility report or percolation report, issued by the Public Works Division, based on inclusion within an assessment district agreement to install sewer or other data sufficient to verify adequate sewage disposal.
- \_\_\_\_\_ 10. A preliminary soils report, prepared by a qualified engineer registered in this State and based on adequate test borings, may be required for use in evaluating and reporting the environmental impact the subdivision may have on the Town. The requirement for a preliminary soils report may be waived by the Town Engineer if findings are that, due to the qualities of the soils in the subdivision, no preliminary analysis is necessary.
- \_\_\_\_\_ 11. One (1) copy of applicable utility service availability letter.
- \_\_\_\_\_ 12. Three (3) copies of a detailed slope analysis if the project contains any slopes of 15 percent or greater.
- \_\_\_\_\_ 13. One (1) copy of a water purveyor service letter or ground water report prepared and signed by a registered civil engineer.
- \_\_\_\_\_ 14. One (1) 8 1/2" x 11" reduced site plan.



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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 \_\_\_\_\_

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**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.)

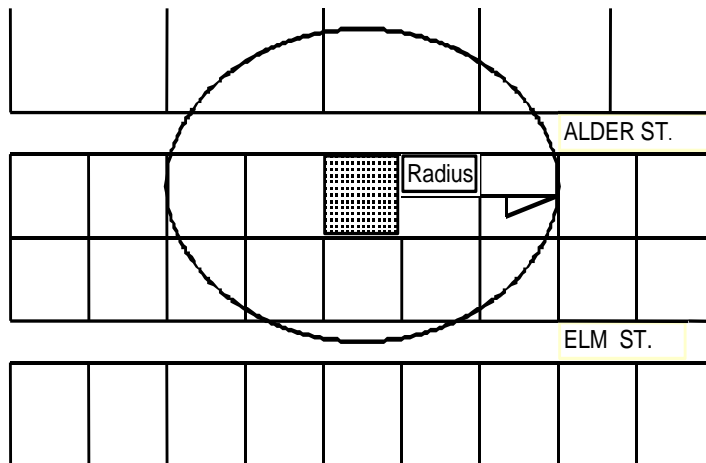
Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

**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.  
 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
- \_\_\_\_\_
- \_\_\_\_\_
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"/>

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 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"/> |
| 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 \_\_\_\_\_

