



Town of Apple Valley Conditional Use, Special Use Permit 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, 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.

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

APPLICATION PROCESSING FEES:

| | <u>*Initial Deposit</u> | <u>Actual Cost Not to Exceed</u> |
|---|---|----------------------------------|
| <input type="checkbox"/> Residential | \$3,462 + \$23 per unit | Actual Cost |
| <input type="checkbox"/> Commercial/Industrial/Expansion of Non-conforming or Institutional: | | |
| <input type="checkbox"/> No new construction | \$3,962 | Actual Cost |
| <input type="checkbox"/> New construction | \$3,458 + \$50 per 1,000 square foot of new building area | Actual Cost |
| <input type="checkbox"/> Special Use Permit | \$ 1,860 | Actual Cost |
| <input type="checkbox"/> Places of Assembly as an ancillary use | No Charge | No Charge |
| <input type="checkbox"/> Apple Valley Fire District review (check made payable to AVFPD) | \$447 | |
| | | |
| <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 | |

**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 plans and preliminary hydrology study/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, and one (1) Preliminary Water Quality Management Plan (WQMP) as specified in the attached template.
- ___ 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 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)



A Better Way of Life

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:

Property Owner _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Applicant _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Applicant'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.)

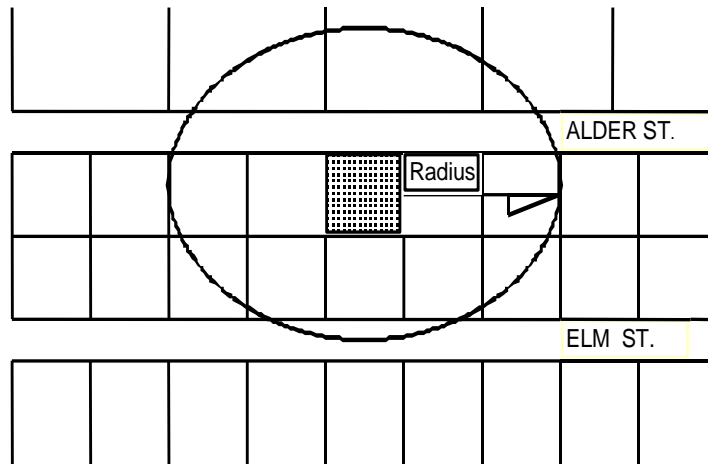
Signature of Representative _____ Date _____

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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