



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, 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.

APPLICATION PROCESSING FEES

	Initial Deposit	Actual Cost not to exceed
<input type="checkbox"/> Site Plan Review	\$2,245	Actual Cost
<input type="checkbox"/> Reimbursement Fee – NAVISP only	\$277/acre	\$277/acre
<input type="checkbox"/> Apple Valley Fire District review (check made payable to AVFPD)	\$ 447	

****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

- ___ 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.
- ___ 13. Preliminary Water Quality Management Plan

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: _____



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 _____

The Town of Apple Valley Community Development Department

14955 Dale Evans Parkway, Apple Valley, CA 92307 • (760) 240-7000 • Fax: (760) 240-7399

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.)

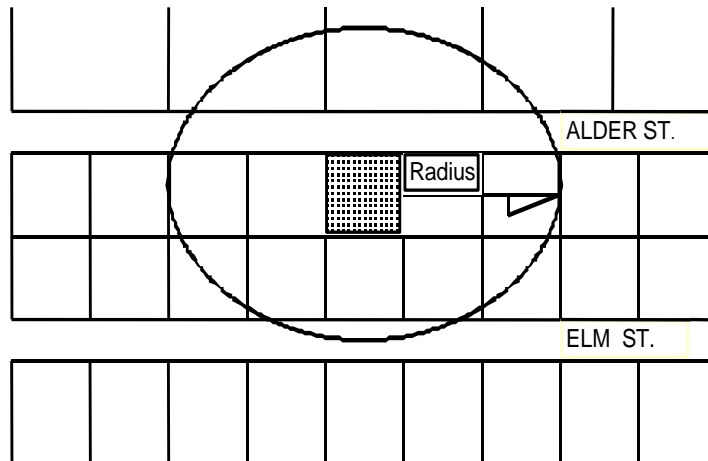
Signature of Representative _____ Date _____

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 _____

*The Town of Apple Valley Community Development Department
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