



Town of Apple Valley Tract Subdivision Development Permit Application



After submitting your plans to the Planning Division for a Subdivision Development Permit, (SDP) your housing plans will be reviewed and evaluated by the Planning Divisions and scheduled for presentation to the Planning Commission. All items listed on the checklist below must be included in your submittal package so that the Planning 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:

Development Permit review is done at actual cost.	<u>Initial Deposit</u>	<u>Fee</u>
<input type="checkbox"/> Tract Subdivision Development Permit	\$4,007	Actual Cost

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

GENERAL REQUIREMENTS

- ___ 1. Completed General Information Application.
- ___ 2. Completed Project Description letter that will describe range of square footages of single family residences, architecture styles, one-story and two-story units.
- ___ 3. Final Tentative Tract Map Conditions of Approval.
- ___ 4. Items on the attached "Property Owner's Mailing List" Form (page 8)
- ___ 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. Tract Map (folded to 8 1/2" X 14" max)
- ___ 7. Preliminary grading plan
- ___ 8. Ten (10) full sets of plans collated into individual packets that include:
 - a. Fully dimensioned site plan (tract map plotting);
 - b. Fully dimensioned floor plan; and
 - c. Fully dimensioned elevations for all sides of buildings (keyed to material board). Scale to be no smaller than one inch = 40 feet.
- ___ 9. One (1) set conceptual 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.
- ___ 10. Materials Board
- ___ 11. One (1) set of reduced site plan, floor plan and elevations (8 1/2"X 11").

INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS:

SITE PLAN

- ___ 1. Projects current address, Tract Map number, assessor's parcel number, Applicant's name and phone number.
- ___ 2. Provide a legend on the site plan that includes:
 - a. Current Zoning;
 - b. The legend shall indicate proposed square footage of all single family units;
 - c. Show the building setbacks from property lines, walls and manufactured slopes;
 - d. Driveway location, grade and width;
 - e. Plan number, elevation reference and materials/colors.
 - f. Proposed walls, fences with details, material, construction and height differential from abutting property.

FLOOR PLANS

- ___ 1. Provide the following:
 - A minimum of three (3) floor plans for subdivisions of less than 40 lots;
 - A minimum of four (4) floor plans for subdivisions of 40 to 100 lots;
 - A minimum of five (5) floor plans for subdivisions of more than 100 lots.
- ___ 2. Complete dimensions of each floor plan.
- ___ 3. Interior garage dimensions demonstrating minimum of 20' x 20' clear of obstructions.
- ___ 4. Show all variations (3-car garages, bonus rooms, media rooms, etc.)
- ___ 5. All architectural features extending beyond the footprint (chimneys, balconies, stairways, bay windows).

BUILDING ELEVATIONS

- ___ 1. Provide distinct architectural styles for the subdivision as follows:
 - A minimum of six (6) elevations for subdivisions of less than 40 lots;
 - A minimum of twelve (12) elevations for subdivisions of 40 to 100 lots;
 - A minimum of fifteen (15) elevations for subdivision of more than 100 lots.
- ___ 2. Elevation of each unit, all sides including overhangs, eaves and gables showing all dimensions.
- ___ 3. Identification of specific color and material scheme for each elevation.
- ___ 4. Overall height of structure from finished pad elevation.
- ___ 5. Color rendering of each elevation
- ___ 6. Plotting Mix Chart (Sequence sheet).

NOTE: *Proposed architectural elevations must demonstrate compliance with the attached "Plotting and Design Criteria for Single Family Homes".*

Plotting and Design Criteria For Single Family Homes

PLOTTING CRITERIA

1. A floor plan shall not be used consecutively more than three times in a row (whether reversed or not).
2. If the same floor plan is used for adjacent homes, one shall be the reverse of the other and have a different elevation.
3. No more than 65% of any one floor plan shall be used on any cul-de-sac or along any street between intersecting streets.
4. No two adjacent homes using the same floor, elevation and/or color scheme shall be constructed on any cul-de-sac or along any street between intersecting streets.
5. No two adjacent homes using the same floor plan shall have the same exterior color scheme/treatment.
6. Adjacent homes shall have varying setbacks. Minimum variation shall be five (5) feet unless located on a curvilinear street, which provides a varied street scene and, then the minimum variation shall be three (3) feet. When one and two-story homes are adjacent, the two-story home shall have the larger front setback.

DESIGN CRITERIA

1. A variety of enhanced architectural features and materials shall be provided on every front elevation. This can include, but is not limited to, porches, bay windows, pop-outs, veneers, rock, brick, wood siding, etc., or such other features approved by the Planning Commission.
2. At least two out of every three models shall provide general architectural relief at the rear elevation of each home in order to avoid one continuous wall or flat surface on the rear of the home. Fireplaces, rear yard trellises, and media niches may be considered in this requirement.
3. A variety of designs shall be used on garage doors, with no two adjoining homes that have the same floor plan and elevation using the same garage door pattern. In no case shall more than three homes of any floor plan or elevation have the same garage door pattern in a row. At least two out of three shall be provided with garage door windows in a variety of designs.
4. All garage doors shall be sectional and roll-up. The applicant shall provide a color board indicating proposed garage door colors for Planning Commission approval.
5. Trim with a stucco covering may be painted in a contrasting color. The contrasting color shall be color compatible with the structure's primary color.
6. Homes with a trim (band) feature, which distinguishes the first and second floors, should have the band on the front and rear elevation of the homes. The band will only be required on the side elevation, on corner lots where the elevation is visible from the street.
7. Two-story homes with a second story elevation facing a public right-of-way shall be provided with design features which could include pot shelves, shutters, wood siding under roof peaks, color contrasting paint under roof peaks and/or windows, etc./ or such other features approved by the Planning Commission.
8. The Community Development Director, or designee, shall have the authority for minor architectural changes focusing around items such as window treatments, color combinations, façade treatments, and architectural reliefs. Questions on the interpretation of this provision or changes not clearly within the scope of this

- provision shall be submitted to the Planning Commission for consideration under a Revision to the Design Review.
9. Architectural treatment shall be provided on each chimney stack.
 10. When used, mullions shall be provided on first, second and third-story windows, as approved by the Planning Commission. The mullions shall be provided in a variety of shapes.
 11. A wall-mounted decorative lighting fixture shall be provided at the front porch area, as well as one on each side of the garage door(s) for a maximum total of three lighting fixtures.
 12. All front entry doors shall provide either a window or the decorative treatment approved by the Commission under the Development Permit.
 13. The electric and/or gas meter adjacent to and serving each home shall be screened from view from any public right-of-way by shrubs or other landscaping approved by Planning Division. All above ground utility boxes or pedestals located within the front or side yard setback area(s), or within the public right-of-way adjacent to such setback area(s), shall be camouflaged with shrubs or other landscaping approved by Planning Division.
 14. All block walls shall be capped with a prefabricated block cap.



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 _____

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

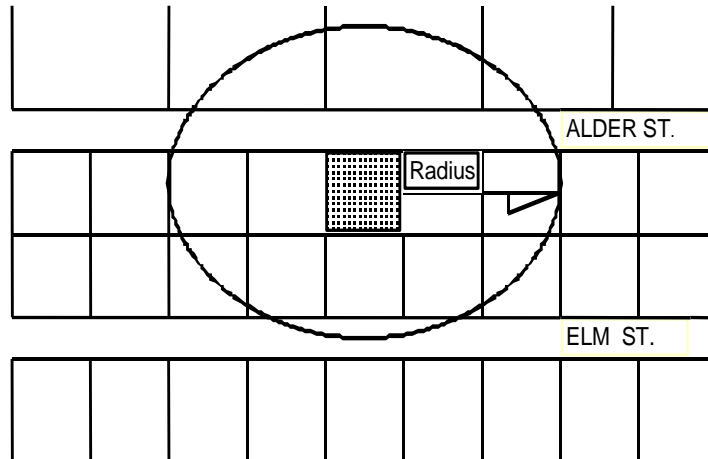
The surrounding property owner information must be obtained from the most current San Bernardino County Assessor's roll or shall be prepared and verified by a title company doing business in San Bernardino County. The County Assessor's office is located at 15900 Smoke Tree Street, Suite 221, Hesperia, 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 _____

PWQMP Checklist

Project Name: _____

Prepared For:

Owner/Developer Name _____

Address _____

Street, City, State, ZIP _____

Phone Number _____

Prepared By:

Engineer Name _____

RCE # _____

Engineering Firm Name _____

Address _____

City, State, ZIP _____

Phone Number _____

Project Description: _____

Regulated Development Project Category: _____

<input type="checkbox"/> #1 New Development involving the creation of 5,000 ft ² or more of impervious surface collectively over entire site.	<input type="checkbox"/> #2 Significant redevelopment involving the addition or replacement of 5,000 ft ² or more of impervious surface on an already developed site.	<input type="checkbox"/> #3 Road Project – any road, sidewalk, or bicycle lane project that creates greater than 5,000 ft ² of contiguous impervious surface.	<input type="checkbox"/> #4 LUPs – linear underground/overhead projects that has a discrete location with 5,000 ft ² or more of new constructed impervious surface.
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Project Area (ft²):

Project Type: (e.g. residential, commercial, industrial)

Project Location:

Site Design Practices:

Site Design Practices Checklist
Site Design Practices <i>If yes, explain how preventative site design practice is addressed in project site plan. If no, other LID BMPs must be selected to meet targets</i>
Minimize impervious areas: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Maximize natural infiltration capacity; Including improvement and maintenance of soil: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Preserve existing drainage patterns and time of concentration: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Disconnect impervious areas. Including rerouting of rooftop drainage pipes to drain stormwater to storage or infiltration BMPs instead of to storm drain: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Use of Porous Pavement: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Protect existing vegetation and sensitive areas: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Re-vegetate disturbed areas. Including planting and preservation of drought tolerant vegetation: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Minimize unnecessary compaction in stormwater retention/infiltration basin/trench areas: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Utilize naturalized/rock-lined drainage swales in place of underground piping or imperviously lined swales: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Stake off areas that will be used for landscaping to minimize compaction during construction: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Use of Rain Barrels and Cisterns, Including the use of on-site water collection systems: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:
Stream Setbacks. Includes a specified distance from an adjacent stream: Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:

LID Design Capture Volume:

LID BMP Performance Criteria for Design Capture Volume		
1 Project area DA 1 (ft ²):	2 Imperviousness after applying preventative site design practices (Imp%):	3 Runoff Coefficient (Rc): _ $R_c = 0.858(\text{Imp}\%)^3 - 0.78(\text{Imp}\%)^2 + 0.774(\text{Imp}\%) + 0.04$
4 Determine 1-hour rainfall depth for a 2-year return period $P_{2\text{yr-1hr}}$ (in):		http://hdsc.nws.noaa.gov/hdsc/pfds/sa/sca_pfds.html
5 Compute P_6 , Mean 6-hr Precipitation (inches): $P_6 = \text{Item 4} * C_1$, where C_1 is a function of site climatic region specified in Form 3-1 Item 1 (Desert = 1.2371)		
6 Drawdown Rate <i>Use 48 hours as the default condition. Selection and use of the 24 hour drawdown time condition is subject to approval by the local jurisdiction. The necessary BMP footprint is a function of drawdown time. While shorter drawdown times reduce the performance criteria for LID BMP design capture volume, the depth of water that can be stored is also reduced.</i>		24-hrs <input type="checkbox"/> 48-hrs <input type="checkbox"/>
7 Compute design capture volume, DCV (ft ³): $DCV = 1/12 * [\text{Item 1} * \text{Item 3} * \text{Item 5} * C_2]$, where C_2 is a function of drawdown rate (24-hr = 1.582; 48-hr = 1.963) Compute separate DCV for each outlet from the project site per schematic drawn in Form 3-1 Item 2		

Infiltration BMP Feasibility:

Infiltration BMP Feasibility	
Feasibility Criterion – Complete evaluation for each DA on the Project Site	
<p>¹ Would infiltration BMP pose significant risk for groundwater related concerns? <i>Refer to Section 5.3.2.1 of the TGD for WQMP</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>² Would installation of infiltration BMP significantly increase the risk of geotechnical hazards? (Yes, if the answer to any of the following questions is yes, as established by a geotechnical expert):</p> <ul style="list-style-type: none"> • The location is less than 50 feet away from slopes steeper than 15 percent • The location is less than ten feet from building foundations or an alternative setback. • A study certified by a geotechnical professional or an available watershed study determines that stormwater infiltration would result in significantly increased risks of geotechnical hazards. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>³ Would infiltration of runoff on a Project site violate downstream water rights?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>⁴ Is proposed infiltration facility located on hydrologic soil group (HSG) D soils or does the site geotechnical investigation indicate presence of soil characteristics, which support categorization as D soils?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>⁵ Is the design infiltration rate, after accounting for safety factor of 2.0, below proposed facility less than 0.3 in/hr (accounting for soil amendments)?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>⁶ Would on-site infiltration or reduction of runoff over pre-developed conditions be partially or fully inconsistent with watershed management strategies as defined in the WAP, or impair beneficial uses? <i>See Section 3.5 of the TGD for WQMP and WAP</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Provide basis: (attach)	
<p>⁷ Any answer from Item 1 through Item 3 is “Yes”: <i>If yes, infiltration of any volume is not feasible onsite. Proceed to Form 4.3-4, Selection and Evaluation of Biotreatment BMP. If no, then proceed to Item 8 below.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>⁸ Any answer from Item 4 through Item 6 is “Yes”: <i>If yes, infiltration is permissible but is not required to be considered. Proceed to Form 4.3-2, Site Design BMP. If no, then proceed to Item 9, below.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>⁹ All answers to Item 1 through Item 6 are “No”: <i>Infiltration of the full DCV is potentially feasible, LID infiltration BMP must be designed to infiltrate the full DCV to the MEP. Proceed to Form 4.3-2, Site Design BMPs.</i></p>	

Infiltration BMPs:

Selection of Infiltration BMPs	
Pre-treatment BMPs (required for infiltration)	Infiltration BMPs
<input type="checkbox"/> Catch Basin Filter Inserts <input type="checkbox"/> Vegetated Swale <input type="checkbox"/> Hydrodynamic Separator <input type="checkbox"/> Filter Strip <input type="checkbox"/> Sedimentation Forebay <input type="checkbox"/> Other	<input type="checkbox"/> Infiltration Basin <input type="checkbox"/> Infiltration Trench <input type="checkbox"/> Bioretention with no underdrain <input type="checkbox"/> Drywell ¹ <input type="checkbox"/> Underground Infiltration System ¹

Note¹: Class V Injection Wells (including underground infiltration systems) must be registered with the U.S. EPA Region 9's Underground Injection Control (UIC) Program.

Biotreatment BMPs:

Selection of Biotreatment BMPs		
2 Biotreatment BMP Selected <i>(Select biotreatment BMP(s) necessary to ensure all pollutants of concern are addressed through Unit Operations and Processes, described in Table 5-5 of the TGD for WQMP)</i>	Volume-based biotreatment	Flow-based biotreatment
		<input type="checkbox"/> Bioretention with underdrain <input type="checkbox"/> Planter box with underdrain <input type="checkbox"/> Constructed wetlands <input type="checkbox"/> Wet extended detention <input type="checkbox"/> Dry extended detention

