



# Town of Apple Valley Development 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 Development 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.

### APPLICATION PROCESSING FEES:

|   | <u>Initial Deposit</u> | <u>Actual Cost not to exceed</u> |
|---|------------------------|----------------------------------|
| □ Major Projects  | \$4,191                | Actual Cost                      |
| □ Minor Projects,<br><i>Additions to existing or approved buildings, except residential, more than 50% of existing floor area or 2,500 square feet of new construction.</i> | \$1,565                | Actual Cost                      |
| □ Review of new public school site  | No charge              | No charge                        |
| □ 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.***

## GENERAL REQUIREMENTS

- \_\_\_\_\_ 1. Completed General Application form and filing fees.
- \_\_\_\_\_ 2. Complete Project Description and Environmental Information Form.
- \_\_\_\_\_ 3. Items on the attached "Property Owner's Mailing List" Form (Page 7)
- \_\_\_\_\_ 4. 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.
- \_\_\_\_\_ 5. 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.
- \_\_\_\_\_ 6. 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.
- \_\_\_\_\_ 7. Building elevations of all sides of all proposed structures, with dimensions (typicals may be used).
- \_\_\_\_\_ 8. One colored elevation and a materials rendering folded to 8½" X 11". A material board and a mounted, display quality elevation and/or rendering will be required for Planning Commission review.
- \_\_\_\_\_ 9. Photographs of project site and adjacent properties.
- \_\_\_\_\_ 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. Planning Commission review = **seven (7) full sets of plans collated into individual packets and folded to 8 ½" X 11" size and one reduced set (8 ½" X 11")**  
Director review = **ten (10) full sets of plans collated into individual packets and folded to 8½" X 11" size and one reduced set (8 ½" X 11") that include the following:**

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

**SITE PLAN**

- \_\_\_\_\_ 1. Project's current 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)
  - 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.
  - Total lot square footage;
  - 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.
  
- \_\_\_\_\_ 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.

**FLOOR PLANS**

- \_\_\_\_\_14. Fully dimensioned floor plan showing proposed use of all areas (examples: office, storage, conference, etc.)
- \_\_\_\_\_15. 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.
- \_\_\_\_\_16. For multi-family residential projects, include the unit type (number of bedrooms) and the unit mix.
- \_\_\_\_\_17. One copy of a water purveyor service letter.
- \_\_\_\_\_18. One reduced Site Plan (8 1/2" X 11")

**COMMENTS**

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

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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 \_\_\_\_\_

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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.)

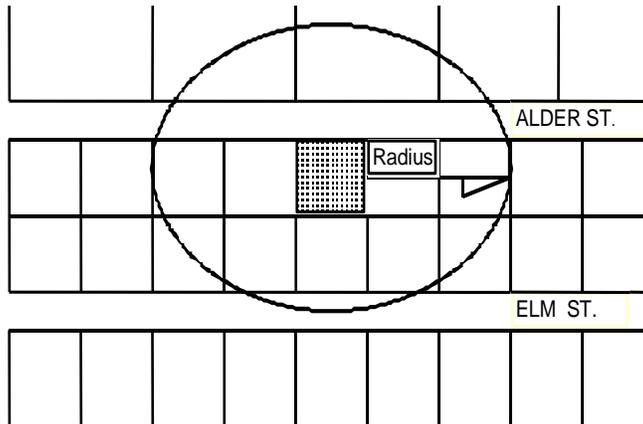
Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

## 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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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 <sup>2</sup> or more of impervious surface collectively over entire site. | <input type="checkbox"/> #2 Significant redevelopment involving the addition or replacement of 5,000 ft <sup>2</sup> 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 <sup>2</sup> of contiguous impervious surface. | <input type="checkbox"/> #4 LUPs – linear underground/overhead projects that has a discrete location with 5,000 ft <sup>2</sup> or more of new constructed impervious surface. |
|--|--|--|--|

Project Area (ft<sup>2</sup>):

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

Project Location:

Site Design Practices:

| <b>Site Design Practices Checklist</b>   |
|--|
| Site Design Practices<br><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"/><br>Explanation:  |
| Maximize natural infiltration capacity; Including improvement and maintenance of soil: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:  |
| Preserve existing drainage patterns and time of concentration: Yes <input type="checkbox"/> No <input type="checkbox"/><br>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"/><br>Explanation: |
| Use of Porous Pavement: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:   |
| Protect existing vegetation and sensitive areas: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:  |
| Re-vegetate disturbed areas. Including planting and preservation of drought tolerant vegetation: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:  |
| Minimize unnecessary compaction in stormwater retention/infiltration basin/trench areas: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:  |
| Utilize naturalized/rock-lined drainage swales in place of underground piping or imperviously lined swales: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:   |
| Stake off areas that will be used for landscaping to minimize compaction during construction: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:   |
| Use of Rain Barrels and Cisterns, Including the use of on-site water collection systems: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:  |
| Stream Setbacks. Includes a specified distance from an adjacent stream: Yes <input type="checkbox"/> No <input type="checkbox"/><br>Explanation:   |

LID Design Capture Volume:

| <b>LID BMP Performance Criteria for Design Capture Volume</b>   |   |  |
|---|---|--|
| <b>1</b> Project area DA 1 (ft <sup>2</sup> ):  | <b>2</b> Imperviousness after applying preventative site design practices (Imp%): | <b>3</b> Runoff Coefficient (Rc): _<br>$R_c = 0.858(\text{Imp}\%)^3 - 0.78(\text{Imp}\%)^2 + 0.774(\text{Imp}\%) + 0.04$ |
| <b>4</b> Determine 1-hour rainfall depth for a 2-year return period $P_{2\text{yr-1hr}}$ (in):  |   | <a href="http://hdsc.nws.noaa.gov/hdsc/pfds/sa/sca_pfds.html">http://hdsc.nws.noaa.gov/hdsc/pfds/sa/sca_pfds.html</a>    |
| <b>5</b> Compute $P_6$ , Mean 6-hr Precipitation (inches):<br>$P_6 = \text{Item 4} * C_1$ , where $C_1$ is a function of site climatic region specified in Form 3-1 Item 1 ( Desert = 1.2371)   |   |  |
| <b>6</b> Drawdown Rate<br><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"/><br>48-hrs <input type="checkbox"/>   |
| <b>7</b> Compute design capture volume, DCV (ft <sup>3</sup> ):<br>$DCV = 1/12 * [\text{Item 1} * \text{Item 3} * \text{Item 5} * C_2]$ , where $C_2$ is a function of drawdown rate (24-hr = 1.582; 48-hr = 1.963)<br>Compute separate DCV for each outlet from the project site per schematic drawn in Form 3-1 Item 2  |   |  |

Infiltration BMP Feasibility:

| <b>Infiltration BMP Feasibility</b>  |  |
|--|--|
| Feasibility Criterion – Complete evaluation for each DA on the Project Site  |  |
| <p><sup>1</sup> Would infiltration BMP pose significant risk for groundwater related concerns?<br/><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><sup>2</sup> Would installation of infiltration BMP significantly increase the risk of geotechnical hazards?<br/>(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"> <li>• The location is less than 50 feet away from slopes steeper than 15 percent</li> <li>• The location is less than ten feet from building foundations or an alternative setback.</li> <li>• 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.</li> </ul> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, Provide basis: (attach)  |  |
| <p><sup>3</sup> 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><sup>4</sup> 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><sup>5</sup> 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><sup>6</sup> 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?<br/><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><sup>7</sup> Any answer from Item 1 through Item 3 is “Yes”:<br/><i>If yes, infiltration of any volume is not feasible onsite. Proceed to Form 4.3-4, Selection and Evaluation of Biotreatment BMP.<br/>If no, then proceed to Item 8 below.</i></p>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p><sup>8</sup> Any answer from Item 4 through Item 6 is “Yes”:<br/><i>If yes, infiltration is permissible but is not required to be considered. Proceed to Form 4.3-2, Site Design BMP.<br/>If no, then proceed to Item 9, below.</i></p>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p><sup>9</sup> All answers to Item 1 through Item 6 are “No”:<br/><i>Infiltration of the full DCV is potentially feasible, LID infiltration BMP must be designed to infiltrate the full DCV to the MEP.<br/>Proceed to Form 4.3-2, Site Design BMPs.</i></p>  |  |

Infiltration BMPs:

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

Note<sup>1</sup>: 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  |                           |  |
|---|---------------------------|--|
| <b>2</b> Biotreatment BMP Selected<br><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<br><input type="checkbox"/> Planter box with underdrain<br><input type="checkbox"/> Constructed wetlands<br><input type="checkbox"/> Wet extended detention<br><input type="checkbox"/> Dry extended detention |

