



# 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	\$4,191	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.)

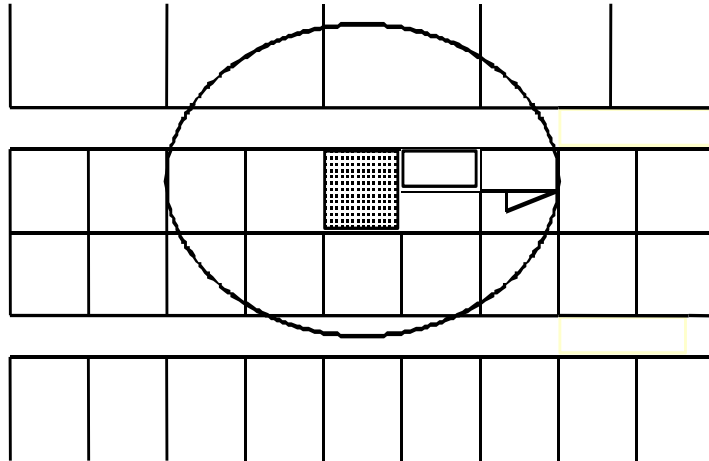
Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

**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 \_\_\_\_\_ ALDER ST \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Radius



A Better Way of Life

**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 \_\_\_\_\_

