



# Town of Apple Valley Planned Residential Development Permit Application



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.

The Planned Residential Development (PRD) procedure provides the opportunity for greater design flexibility for residential developments than would otherwise be possible through conventional residential zoning or land use district regulations. Through the PRD procedure, certain “bonuses” may be granted to the developer in exchange for a greater level of innovation and creativity not normally accorded residential developments.

Listed below are the fees and materials that must be submitted with your application for a Planned Residential Development. 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.

## APPLICATION PROCESSING FEES

Planned Residential Development (PRD) planning review is done at actual cost:

	<u>Initial Deposit</u>	<u>Actual Cost Not to Exceed</u>
<input type="checkbox"/> Planning Division Review.....	\$3,688	Actual Cost

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

<input type="checkbox"/> Apple Valley Fire District Review Fees (checks payable to the Apple Valley Fire District)		
Tentative Parcel Maps (4 or less parcels)	\$ 460	
Tentative Tract Maps (up to 300 lots)	\$1,010	
Tentative Tract Maps (300 + lots)	\$1,200	

## SUBMITTAL REQUIREMENTS

Listed below are the general requirements for all applications.

- 1. Completed General Application
- 2. Items on the attached “Property Owner’s Mailing List” Form (Page 6)
- 3. Two (2) copies of current title report dated within thirty (30) days of filing of the application.
- 4. One (1) 8 1/2” x 11”reduced site plan.

- 5. Project description letter. The letter should provide a brief description of the project including, but not limited to: proposed density and percentage of density bonus being requested (if any); types of dwelling units (i.e., attached, detached conventional, manufactured, etc.) and service uses to be constructed; number of phases proposed, and any unique features of the project or project site. The project description should also explain how the proposed project will provide a greater excellence of design than could be achieved through the use of conventional residential development standards in order to justify the granting of any special development “bonuses.”
  
- 6. Seven (7) copies of the site plan drawn to scale, preferably 1”-100’ or larger, folded to a maximum size of 8 1/2” x 14” with the title block plainly visible and containing the information described below:
  - Provide a vicinity map showing the proposed project in relation to adjacent projects, established roads, landmarks, etc.
  - List the assessor’s Parcel Number(s) for the entire project site.
  - Provide a legal description of the land included within the proposed project.
  - Show the unit/space layout, dimensions of each (ditto marks are not acceptable) and a number for each in consecutive order. Circle the last unit/space.
  - List the total acreage, the number of numbered units/spaces and the number of lettered lots. Also list the size of each numbered and/or lettered lot and remainder parcels. List the minimum, maximum, and average unit/space size.
  - Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed subdivision, including that which is across any street. Indicate the distances from all property lines and use of any structures on adjoining property.
  - Show the number of linear feet of proposed new streets.
  - List by note the required building setback lines.
  - Show the locations, name and existing rights-of-ways of all adjoining highways, streets, alleys and/or ways, roads, etc. If none exist, show access to the property.
  - Show the centerline profile and grade for each proposed highway, street or drainage improvement.
  - Show the width and location all recorded and/or proposed easements, dedication of streets or rights-of-way.
  - Show the radius of all curves on highways and streets.
  - Show the location, width and direction of flow of all watercourses and the location of all areas that are subject to floodwaters, overflow and inundation and all flood hazard areas and their designations.
  - Show the location and outline, to scale, of each building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the project.

- Show the location of existing wells, sewers, culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the project.
- Provide accurate contours of the existing topography at the intervals listed below. At least every fifth (5th) contour line shall be clearly labeled and indicated with a bold line so as to be distinctive. The contour lines shall extend at least fifty(50) feet beyond the subdivision boundary. The topographic map is to be done by aerial or field survey under the supervision of a licensed land surveyor or registered civil engineer.
  - One (1) foot, where the slope is less than 15 percent.
  - Two (2) feet, where the slope is between than 15 and 20 percent.
  - Five (5) foot, where the slope is between than 20 and 30 percent.
  - Ten (10) foot, where the slope is greater than 30 percent.
- Indicate all native trees that are four (4) inches or greater in diameter or state in a note that none exist on the site. Also indicate which trees are to be removed and/or relocated.
- If the project is located in a fault zone, show the location of the fault zone on the map.
- 7. Seven (7) copies of Preliminary Grading Plans and Preliminary Hydrology study/ Drainage Plan containing information on all existing and proposed street grades, pad elevations, circulation and drainage improvements, including streets, drainage courses on the site and within 100 feet of the boundaries of the site. Show drainage area tributary to the site and a statement explaining storm water conveyance and the manner in which disposal beyond the site boundaries will be accomplished, and one (1) water quality management plan (WQMP) as specified in the attached template.
- 8. A preliminary soils report, prepared by a qualified engineer registered in this State and based on adequate test borings, may be required for use in evaluating and reporting the environmental impact that the subdivision may have on the Town. The requirement for a preliminary soils report may be waived by the Town Engineer if he finds that, due to the qualities of the soils in the subdivision, no preliminary analysis is necessary.
- 9. One copy of applicable Utility Service Availability letter.
- 10. Three copies of a detailed slope analysis if the project contains any slopes of 15% or greater.
- 11. One copy of a water purveyor service letter or ground water report prepared and signed by a Registered Civil Engineer.



# 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:**

**P**roperty Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**A**pplicant \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**A**pplicant'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.)

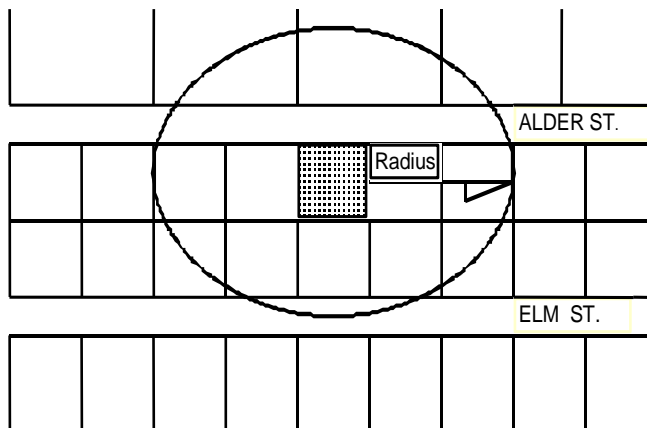
Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

## PROPERTY OWNERS MAILING LIST

The surrounding property owner information must be obtained from the most current San Bernardino County Assessor's roll. 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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