



## VARIANCE PERMIT APPLICATION

This application is required when a Variance from a development standard is requested. It does not apply for land uses, only development standards. A Major Variance is any variance that is not a Minor Variance as described in Section 83.030905 of the City Development Code. Minor Variance can be approved administratively by the City Planner, whereas Major Variance are approved by the Planning Commission.

### APPLICATION FEE

#### Minor Variance

\$875.00 (#4209)

#### Major Variance

\$2000.00 Planning Review Initial Deposit (#2105)

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

### FEE POLICY

**Minor Variance:** This is a **Set Fee** application. The application fees must be paid to the City at the time the application is submitted. If this application is combined with other Set Fee applications, the sum all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

**Major Variance:** This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the

project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

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## **PART A: INFORMATION AND PROCEDURES**

1. Before submitting your application, we encourage you or a representative to discuss the proposal with the Planning Division staff at the public information counter to obtain general information regarding applicable regulations and the necessary procedures. In addition, visit any outside agencies where permits may be required (ex. Yucaipa Valley Water District).
2. Applicant will prepare a Letter of Justification identifying need for a variance.
3. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
4. Within thirty days of the acceptance of the completed application package the Planning Division will determine if the proposed action is subject to California Environmental Quality Act, and if it is, an Initial Study is prepared to evaluate the potential environmental effects of the proposed project. If it is determined that the project will not result in a significant adverse effect on the environment, a Negative Declaration or Mitigated Negative Declaration (ND/MND) will be prepared in accordance with the California Environmental Quality Act at the applicant's expense. If the project is found to have a potentially significant adverse environmental impact, the preparation of an Environmental Impact Report (EIR) will be required at the applicant's expense.
5. For large projects, the chairman of the Development Review Committee will distribute the site plan and relevant information to members of the Committee, for review and comment.

6. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, appropriate outside agencies for their comment, and surrounding property owners.
7. Prior to conditionally approving a Major Variance Permit, the decision making authority must find and justify that all of required findings listed in the Development Code are true.
8. Actions to approve or deny a Major Variance Permit application are taken by the City's Planning Commission after conducting a public hearing on the proposal. A Minor Variance can be approved administratively, unless associated with a project that requires Planning Commission approval.
9. A public hearing before the City Planning Commission, which meets on the first and third Wednesdays of each month, is scheduled approximately 4 weeks after all Environmental Review procedures have been completed. The applicant and the surrounding property owners are notified in writing of the hearing date and time, and the hearing may be advertised in the local newspaper. The applicant and/or his representative should be present at the hearing to answer any questions that may arise.
10. Before an approval letter will be issued, the deposit account balance must be paid in full, and the applicant must provide the City with an electronic file (PDF or TIFF) containing the final version of the approved site plan. Failure to pay may result in the denial of the project. (Minor Variance is a set fee application and is not subject to a deposit account.)

## **APPLICATION PROCESS SUMMARY**

1. Pre-application meeting (for large, complex projects only)
2. Preparation of Property Plot Map.
3. Application Acceptance
4. Notification Acceptance
  - a. Surrounding property owners/other interested parties
  - b. Other agencies
5. The planner will determine if Project is subject to the California Environmental Quality Act. The procedures and timeline established by State Law for the CEQA process would then occur.
6. Application review by the Development Review Committee (DRC) composed of representatives of interested City agencies (for large, complex projects only). Applicant has the opportunity to discuss the proposed Preliminary Conditions of Approval.
7. Applicant or interested third party may appeal the Land Use authority determinations within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.
8. Applicant submits the final processing fee payment and an electronic copy (PDF or TIFF) of the approved Property Plot plan.



**PART B: LAND USE APPLICATION QUESTIONNAIRE**

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

**A. PROJECT INFORMATION**

Application Type: \_\_\_\_\_

[List all Land Use Application types that are proposed as part of your project, i.e. "Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Representative Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Assessor Parcel Number(s):

\_\_\_\_\_  
\_\_\_\_\_

Describe project and use in detail (use attachment if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

Cross street (nearest): \_\_\_\_\_

Side of street: \_\_\_\_\_ Parcel size: \_\_\_\_\_

Development area (If different from parcel size): \_\_\_\_\_

Prior project or associated project case no. (if applicable): \_\_\_\_\_

**B. SITE DESCRIPTION**

1. Provide the following information for the site.

Official Land Use District and Improvement Level onsite:

(This can be obtained from the public service counter.)

\_\_\_\_\_

Type of Existing Development (i.e., residence, office bldg.) onsite:

\_\_\_\_\_

Type of Existing Development (i.e., residence, office bldg.) surrounding the subject site:

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

2. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application. Yes \_\_\_\_\_ No \_\_\_\_\_

4. Describe any prominent landform features on the site such as canyons, ravines, bluffs, cliffs or rock outcroppings.

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5. Is the property part of a known overflow area or traversed by natural (blue-line) stream beds, channels, ground swales or washes, or subject to high water table? If yes, indicate the approximate location and depth of each. Yes \_\_\_\_\_ No \_\_\_\_\_

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6. Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs) or other restrictions on the title of the property? If yes, please explain. Yes \_\_\_\_\_ No \_\_\_\_\_

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7. Please state the name of the fire department that serves this site.

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8. Please state the approximate distance to the nearest fire hydrant.

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9. Please describe the type, width, and condition of the road(s) abutting this site, give name(s).

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10. Is this property located within an established sanitation district. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of district: \_\_\_\_\_

If no: Does an area exist on each parcel for a septic system. Yes \_\_\_\_\_ No \_\_\_\_\_

11. Please state if this application is the result of an enforcement action by Building and Safety or Code Enforcement?

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12. If an enforcement action of any type, is (are) the structure(s) existing? Yes \_\_\_\_\_ No \_\_\_\_\_  
If existing, were building permits issued for the structure? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give building permit numbers and date issued.

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13. If an encroachment exists, please describe the encroachment and state how long it has existed.

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14. Please state the parcel size of each of the existing parcels, and the resulting size of the parcels if the request Lot Line Adjustment is approved.

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

15. Will the proposed new lot lines or proposed variance provide for rear, side and front setbacks as required by the General Plan and the Development Code for this land use district?

Yes \_\_\_\_\_ No \_\_\_\_\_ If not, please indicate existing and proposed setbacks.

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

16. What is the separation (feet) between the structures involved in this application?

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17. List approximate number, size, and type of native trees in the area to be disturbed by construction. Please list number, type, and size of trees/plants to be removed:

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## VARIANCES

18. List any similar variances that have been granted in the immediate area. Please state the location of the variance, the address, and the assessor parcel number. Also, please include any photographs of the variance.

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19. Please explain why you are unable to meet the requirements for which a variance is being requested.

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**APPLICATION CERTIFICATE**

**ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE** (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED  
LAND SURVEYOR)  
**REGISTRATION NO.**

**PRINT NAME**

**SIGNATURE**

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(APPLICANT OR AGENT)

(DATE)

---

(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

\*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.



## **PART C: HAZARDOUS WASTE SITE CERTIFICATION**

### **INSTRUCTIONS:**

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.

**HAZARDOUS WASTE SITE CERTIFICATION FORM:**

I, the undersigned, hereby state that I am the \_\_\_applicant, \_\_\_owner, \_\_\_officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site \_\_\_is, \_\_\_is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

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**SIGNATURE OF PERSON CERTIFYING THIS REVIEW:**

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Name (Print)	Signature	Date
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**PART D: SURROUNDING PROPERTY OWNERS' CERTIFICATION**

Prepare labels for all property owners within the area as prescribed by the formulas listed below. Please include the applicant, representative and the owner of record in these labels. Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter:

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Printed Name	Signature	Date
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FORMULA: The property for which this application is being processed is:

Minor Subdivision, Minor or Major Variance, Special Use Permit, Planning Use Permit, Home Occupation Permit, or Massage Therapy Establishment = all contiguous properties. Contiguous means touching or across street including corners.

ALL OTHER APPLICATIONS:

20.0 acres or less = contains all parcels within 300 feet of the external boundaries.

20.1 acres to 160.0 acres = contains all parcels within 700 feet of the external boundaries.

160.1 acres or greater = contains all parcels within 1,300 feet of the external boundaries.

If project involves a "Hazardous Waste Facility" = contains all parcels within 3,000 feet of the external boundaries.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

NOTE: **No punctuation** is to be placed on the last line between city, state and zip code. **Italic type print** is **not** permitted, and characters **cannot** touch; please verify that each label is legible. **No extraneous print** is allowed on or below the delivery address line. Each label shall be a rectangle of 1" x 2-5/8" or greater. Information must be in the format designated below. (i.e. APN number must be on top line.)

Accessor Parcel Number Name Address City, State ZIP
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0318-000-00 John Doe 12345 Main Street Yucaipa CA 92399
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## **PART E: VARIANCE PERMIT SUBMITTAL CHECKLIST**

### **+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING +**

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. **Two\* copies** of completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **Two\* copies** of the site plan, floor plans, and all building elevations on separate sheets (do not attach them together) drawn at a scale to accurately delineate the project (**no larger than 24" x 36" if possible**), and they must be **folded** accordion style (8" x 10 ½" in size). Refer to the Site Plan Checklist for specific requirements (a conceptual plan is not acceptable).
- \* Two copies of the questionnaire and the site plan, floor plans, and building elevations are required for the initial filing of this application. Revisions may or may not be required. When staff determines that both the questionnaire and site plan are complete, you will be required to submit additional copies of both the questionnaire and the site plan. The specific number of copies to be submitted will be determined at that time.
3. **One copy** of a Letter of Intent addressed to the City of Yucaipa that discusses in detail the proposed use.
4. **One signed and dated copy** of the "Hazardous Waste Site Certification" (Part C).
5. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
6. **One copy** of the appropriate assessor's map obtained from the County Assessor's Office.
7. Surrounding Property Owners Certification, mailing labels, and surrounding ownership radius map:
  - a. **One copy** of the signed Surrounding Property Owners Certification (Part D). (Property owner information may be obtained from Assessor's Parcel Books in the County Assessor's Office).
  - b. **Three sets** and **one xerox copy** of labels (see format on Part D) listing names and addresses of all surrounding property owners. Please include a label for the applicant, the owner, and all representatives.
  - c. **One copy** of the surrounding ownership map.
8. A Water Service Letter from the water company or Yucaipa Valley Water District.
9. A Sewer Service Letter from the Yucaipa Valley Water District.
10. Letter of Justification – You must provide a letter addressed to the City of Yucaipa which

discusses the following items:

- a. Proposed use.
- b. How the following required “findings” can be made in the applicant’s favor:
  - i. The granting of such variance will not be materially detrimental to other properties or land uses in the area and will not substantially interfere with the present or future ability to use solar energy systems, because...
  - ii. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply to other properties in the same district or vicinity, because...
  - iii. The strict application of the land use district deprives such property of privileges enjoyed by other properties in the vicinity or in the same land use district, because...
  - iv. The granting of the variance is compatible with the objectives, policies, general land uses and programs specified in the General Plan and any applicable plan, because...

Each of the “findings” must be addressed separately and must be in a section of the letter titled “FINDINGS”.

11. If any other agencies have been contacted concerning this project, submit **one copy** of any correspondence with any state, federal or other local agencies or departments in which the proposed projects are discussed.
12. The appropriate fee made payable to the City of Yucaipa.
13. At project completion, submit **one copy** of an electronic file (PDF or TIFF) that contains the final version of the approved site plan and associated project plans. An electronic file of the revised project plans is also required prior to scheduling any public hearings.



## **PART F: SITE PLAN CHECKLIST FOR MAJOR VARIANCE PERMIT**

A site plan is a detailed drawing, drawn to scale, on one (1) sheet of paper (**minimum 18" x 24"**) of the entire land parcel showing buildings, improvements, other physical site features, and all dimensions. The site plan should not be larger than 24" x 36" (**a "D" Sheet**) if possible.

**All items listed below must be on the site plan. The application will not be taken in if any items are left off. ATTACHMENTS ARE NOT ACCEPTABLE. PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL.**

1. **Identification:** Indicate names, addresses, and telephone numbers of the Record Owner, Applicant, and the person preparing the plan.
2. **Utilities:** Indicate names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone, f) cable television. If no utility company, state method of supply.
3. **Legal Description:** Provide a **complete** legal description of the property involved, including the number of acres, **and include the Assessor's Parcel Number**. If a portion of a large parcel is being developed, include a detailed description of that portion.
4. **Project:** Identify type of project **in detail**, including the use of each existing and proposed structure and/or open storage areas. Include the number of dwelling units and the number of units per acre for residential projects, and/or number of offices/units/shops for commercial/industrial projects.
5. **North Point:** Indicate north point, date of drawing, and the scale. Use an **Engineer's Scale** (i.e., 1" to 10', 1" to 20', 1" to 30', etc.). The direction of the "north" arrow should be shown pointing towards the **top or right hand side** of the site plan.
6. **Dimensions:** Indicate property lines and show dimensions. Indicate boundary lines of project if only a portion of the property is being developed.
7. **Roads/Easements:** Indicate location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. **Where none exist, indicate by a note that no easements exist**. If property is not on a road or easement, show access to property. Indicate existing right-of-way as well as ultimate right-of-way.
8. **Drainage:** Indicate any drainage channels or hilly terrain by flow-line arrows and contour lines. **If none exist, indicate by a note that no hilly terrain or drainage channels exist**.
9. **Grading/Topographic Information:**
  - a. Show existing rough grade contours and finish contours.
  - b. Show finished elevations at lot corners and graded areas. Show typical lot drainage and swales.
  - c. Show finish grades for all structures, pads and parking surfaces.
  - d. In the event no such grading is proposed, a statement to that effect shall be placed on

the submitted plan.

- e. Show location and size of any proposed retaining walls.
  - f. All grading subject to Appendix 33, U.B.C.; Development Code or any related City ordinance for Hillside Preservation.
10. **Land Use District (Project Area):** Indicate existing and proposed General Plan Land Use District of project.
  11. **Land Use District (Adjacent Areas):** Indicate General Plan Land Use District classification on all adjacent property including across any streets.
  12. **Structures (Adjacent Areas):** Indicate type of development on **all adjacent property** including across any streets. Show distance of structure(s) on adjacent properties that are within 30 feet of project property line. If no structures exist, please indicate this by a note. Indicate type of construction and approximate age (if known) of any existing structures.
  13. **Structures (Project Area):** For all **existing or proposed** structures, including but not limited to power poles, towers, walls, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:  
  
Locate by distance in relation to other structures and property lines and indicate existing structures that are to remain or be removed.
    - a. Indicate height, building footprint dimensions (including eave overhang projections), square footage of each story and number of stories, including basements.
    - b. Indicate the proposed type of construction (if known) or as exists.
    - c. Indicate all curb radii.
    - d. Indicate trash enclosures with minimum internal dimensions of 5' x 8', and of decorative masonry construction. Consider accessibility and turning movements of trash trucks with a 10' wheel base and 24' length. Contact Yucaipa Disposal Co., (909) 797-9125 for further details.
  14. **Vicinity Map:** Vicinity Map showing location of project so field team can locate and inspect the site.
  15. **Signage:** A side elevation of any proposed identification sign is to be shown scaled and dimensioned separately on the site plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to City Development Code for detailed information on type and size of sign. If no signs are proposed or not proposed at this time, include a note indicating signage will be submitted at a later date.
  16. **Parking:** Show parking areas for the proposed project: Please refer to the Development Code and the City's Design Guidelines for the number of required parking spaces, aisle/driveway width and surfacing requirements for your project and substantiate that the proposed site layout meets the requirements. Include the following details:

- a. Indicate the dimensions of the parking stalls. Identify any handicap and/or compact spaces, as well as loading zones.
- b. Show dimension/type of parking spaces, aisle/driveway widths and directional arrows indicating the flow of traffic.
- c. Indicate the existing and proposed type of surfacing for parking area and aisle/driveways.
- d. Show the formula consistent with the City’s Development Code by which you compute the number of spaces required for each use/tenant/unit. Indicate the number of spaces required for each use and indicate the number of spaces proposed. Use the following as an example:

Use	Sq. ft.	Formula	Required	Provided
Warehouse	5,000	1 space per 1,000 sq. ft and 1 loading zone per 5,000 sq. ft.	5 spaces and 1 loading zone	6 spaces and 1 loading zone
Office	2,500	1 space per 250 sq. ft.	10 spaces	10 spaces
Total:			15 spaces and 1 loading zone; one space ADA accessible	16 spaces and 1 loading zone; one space ADA accessible

17. **Lot Coverage:** Show percentages of site covered by building, paving, landscaping, and open space. Show landscaped area (conceptual landscaping only) on site plan.
18. **Plant and Tree Protection:** If **no** protected or native trees, indicate by a note that no such trees exist. Show location, size and type of all native trees, (a list of native trees can be obtained from the Planning Division). Indicate whether any trees are to be removed per the following:
  - a. Six (6) inches or greater in diameter or 19 inches in circumference measured at 4 ½ feet above average ground level of the base.
  - b. Any Coastal Live Oak Trees
19. **Commercial, Industrial, or Institutional Projects:** State the days and hours of operation. If the project consists of a residential care facility, day care center, hospital, school, animal shelter, etc., state the age or grade of students, number of students or children, beds, residents or animals as well as number of staff members. If anticipated, state the occupancy and interior square feet of seating area in auditorium.
20. **Variance:** If a variance is requested, indicate in the Application Questionnaire and by a note on the site plan the following: a) What is the variance for? b) Where is the proposed variance located on the project site? A letter of justification for the Variance is also required.

## **ARCHITECTURAL REVIEW**

**FLOOR PLANS, BUILDING ELEVATION, AND CONCEPTUAL LANDSCAPE:** Provide floor plans and elevations from all sides (designated by direction) **All exhibits are to be on separate sheets and all details should be legible.**

21. **Floor Plan:** Provide a detailed drawing from an overhead view looking down at the structure(s), which shows the size, shape, and overall layout of rooms in a building.
  - a. Indicate all new and existing structure(s).
  - b. Including use of each room (bedroom, kitchen, and living room for residence; office, retail, and kitchen spaces for commercial, etc.)
22. **Building Elevation Plan:** Provide a detailed drawing of the façade of the proposed structure(s) from each direction (north, south, east, and west).
  - a. **Colors and Materials:**
    - i. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
    - ii. One (1) materials and colors sample board. Use manufacturers' samples for all color chips, roofs materials, stone work, glass, awnings, etc.
    - iii. One (1) colored rendering showing each architectural design/style or proposed sign.
  - b. **Dimensions:**
    - i. Indicate the length, width and height of the proposed structure(s). Include the height and width of all architectural details, which include but are not limited to: doors, windows, and awnings. If any overhangs are proposed, identify the width of the overhang measured from the structure(s) to the edge of the overhang.
    - ii. Identify the roof pitch of the proposed structure(s). Identify height at the peak of the roof.
23. **Conceptual Landscape Plan:** Provide a detail drawing of all conceptual landscape for the proposed project. Include:
  - a. Trees, shrubs, and ground cover areas or other softscape elements.
  - b. Water elements.
  - c. Slope planting scheme.
  - d. Plazas, sidewalks, or other hardscape elements (i.e. special paving materials or rockscape).
  - e. Common or public open space/recreation areas (i.e. tot lots, barbeque areas, pools/spas,

recreation buildings, sports courts, etc.).

- f. Include a listing of conceptual landscape palette.
24. **Photos:** Provide colored photos of the existing structure(s) (if applicable); photos should clearly depict the method of construction and colors of the structure(s). If the subject structure(s) is existing, provide colored photos from each side (north, south, east, and west) of the building.
  25. **Brochure:** If available, provide a brochure from the building contractor/manufacturer to reference colors and materials.