



LAND USE COMPLIANCE REVIEW APPLICATION

The Land Use Compliance Review process is an administrative process to review smaller scale additions to projects, and other expansions of permitted uses as provided for in the Yucaipa Development Code. Such uses permitted by the applications include, but are not limited to:

- A change in use of the property which would require additional parking or have an occupant load of more than thirty
- An alteration of an existing use which involves an expansion or disturbance of land associated with an expansion of no more than 500 square feet or is no greater than 25% of the ground area covered by the land use or square footage of the original permitted structure.
- The development of an Accessory Dwelling Unit (Section 84.0570) or second dwelling unit (Section 84.0510(a)(1)).
- The construction of up to four (4) multi-family dwelling units in the RM Land Use District.
- The conversion of a residential structure from a residential land use to an office land use. (Conversion to a retail commercial land use requires a Conditional Use Permit).
- Review of a new freestanding or monument sign is subject to Planning Commission approval.

FEE POLICY

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 of all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

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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. 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.
3. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, and to any appropriate outside agencies for their comment.
6. Prior to conditionally approving a Land Use Compliance Review, the decision making authority must find and justify that all of required findings listed in the Development Code are true.
7. Actions to approve or deny a Land Use Compliance Review application are taken by the City Planner, except for signs, which are approved by the Planning Commission.
8. Before any grading or construction work of any kind can be started, all applicable Conditions of Approval must be completed.

APPLICATION PROCESS SUMMARY

1. Preparation of Site Plan, Floor Plans, Buildings Elevations (all sides) etc.
2. Application filing with other required elements, including, but not limited to:
 - a. Sewer/Water Letter
3. Application Acceptance.
4. Notification Acceptance; project routed for Comments and Conditions.

5. Project reviewed by City Planner for approval or denial of the project. Signs are reviewed and scheduled for a Planning Commission meeting for consideration of approval.
6. Applicant or interested third party may appeal the determinations within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.

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 _____

Applicant's Email: _____

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. List type, density and size of vegetation existing on site, including number, size and type of native trees.

4. Indicate the general percentage slope of the site and describe if there are any prominent topographical or natural features on the site, such as canyons, ravines, bluffs, cliffs or rock outcroppings.

5. 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 _____

6. 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 _____

7. Identify the entities that are/or would be providing the following services or utilities:

Electricity:

(Name of Agency)

a) Site presently served: Yes _____ No _____

Gas:

(Name of Agency)

a) Site presently served: Yes _____ No _____

Water:

(Name of Agency)

a) Site presently served: Yes _____ No _____ Well _____

Sewage Disposal:

(Name of Agency)

a) Site presently served: Yes _____ No _____

8. Are any modifications to existing utilities required for the Project? Yes _____ No _____

C. PROJECT IMPACT

Will the Project:	Yes	No
Cause noise, vibration, night glare, dust or air pollution?		
Result in an increase in the presence of rodents, flies or other insects?		
Result in odors?		
Use hazardous materials?		
Result in the removal of any trees?		
Create new impervious surfaces?		

If yes, please elaborate:

D. PRE-DECISION REVIEW REQUEST:

A pre-decision review of the proposed action on the project and the proposed Conditions of Approval, if applicable, may be requested for land use applications which are not scheduled for public hearing or Development Review Committee consideration. A Pre-Decision Review allows applicants ten (10) days to contact Staff about possible changes to the preliminary decision and/or proposed conditions.

Please initial the appropriate block:

___ A Pre-Decision Review is hereby requested. (A notice of a Pre-Decision will be mailed to you along with any proposed conditions. If you wish to discuss the decision or any of the conditions, you will need to make an appointment with the project planner or appropriate agency representative.)

___ A Pre-Decision Review is not requested.

APPLICATION CERTIFICATE

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

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

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:

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

(APPLICANT OR AGENT)

(DATE)

(OWNER OF RECORD)*

(DATE)

(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.

SIGNATURE OF PERSON CERTIFYING THIS REVIEW:

Name (Print)

Signature

Date

PART D: LAND USE 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. A Water Service Letter from the water company or Yucaipa Valley Water District.
8. A Sewer Service Letter from the Yucaipa Valley Water District.
9. **Special Studies (if applicable):**
 - a. Two copies and one .pdf of Geologic Report for any property within the Geologic Hazard Overlay District (Figure S-1 of the General Plan).
 - b. Two copies of a Slope Analysis Map for any project within the Hillside Overlay District (Figure CDL-4 of the General Plan).
 - c. Two copies of any studies or other documents (soils, marketing, etc.) prepared for this project, if available.
 - d. The following is a list of possible items that may be required to process your application¹. Any one of them may be required at any time during the process.

¹ These studies may be used during the project review process to meet the requirements of the California Environmental Quality Act and/or National Environmental Policy Act. If a large number of reports are required, the City will enter into a professional services agreement with a qualified planning firm for the preparation of the reports and/or appropriate environmental review document, and a deposit account from the applicant for the environmental review will be established.

- i. Conceptual Landscape Plan
- ii. Drainage Study
- iii. Archeological and Cultural Resources Study iv.

Biological Resources Assessment

- v. Jurisdictional Delineation
- vi. Arborist Report
- vii. Traffic Memorandum, Traffic Study or Traffic Impact Assessment including Vehicle Miles Traveled
- viii. Noise Study
- ix. Air Quality GHG (Greenhouse Gas) Study including Energy Analysis
- x. Phase I and/or II Environmental Site Assessment xi. Surface and Groundwater Study xii. Motel Feasibility Study xiii. Risk Assessment
- xiv. Analysis of Maximum Credible Accident (if acutely hazardous wastes are involved.)
- xv. Any information that may be particularly helpful for the planner to determine the merits of your particular application (i.e., amount of water usage for intensive water usage projects).

10. The appropriate fee made payable to the City of Yucaipa.

11. 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 E: SITE PLAN CHECKLIST FOR LAND USE 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. **Land Use District (Project Area):** Indicate existing and proposed General Plan Land Use District of project.
10. **Land Use District (Adjacent Areas):** Indicate General Plan Land Use District classification on all adjacent property including across any streets.
11. **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.
12. **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 Inc. for further details.

13. **Vicinity Map:** Vicinity Map showing location of project so field team can locate and inspect the site.

14. **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, setbacks from property line, and overall square footage of the signage. 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.

15. **Parking:** Show parking areas for the proposed project: Please refer to Section 87.0601 to 87.0630 of 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 (parking details is not required for signs application). 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	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

16. **Lot Coverage:** Show percentages of site covered by building, paving, landscaping, and open space. Show landscaped area (conceptual landscaping only) on site plan.
17. **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
18. **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.
19. **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.**

1. **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.)
2. **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.
3. **Conceptual Landscape Plan:** Provide a detail drawing of all conceptual landscaping 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.
4. **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.
5. **Brochure:** If available, provide a brochure from the building contractor/manufacturer to reference colors and materials.

LAND USE COMPLIANCE REVIEW FOR SIGNS

Provide a site plan and elevation of building and signs from all sides (designated by direction) **All exhibits are to be on separate sheets and all details should be legible.**

1. **Site Plan:** Provide name, address, and telephone number of Record Owner, Applicant, and person preparing the map. Assessor's Parcel Number must be displayed. Indicate the location of the sign(s), including setbacks and landscape area where signs are to be located. Also identify landscape features near the sign(s).
2. **Diagram of signs:** Provide the length, width, and height of the proposed structure, including the decorative base. Identify the overall square footage and specify all colors and materials of all architectural details of the proposed sign project. Provide a "General Notes" section with an itemized list detailing the colors and materials to be used.
3. Total summary of all signage on site (wall sign(s), roof sign(s), monument sign(s), and/or freestanding sign(s)).