



City of Victorville

Department of Development

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

14343 Civic Drive
PO Box 5001
Victorville, CA 92393-5001
(760) 955-5135
Fax (760) 269-0070
planning@ci.victorville.ca.us

Application for Zoning Administrator Action

GENERAL INFORMATION

Applicant: _____ Contact Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Applicant's Representative: _____ Contact Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Property Owner: _____

Address: _____

Telephone No.: _____ Fax No.: _____

TYPE OF REVIEW REQUESTED

- | | |
|--|---|
| <input type="checkbox"/> Certificate of Compliance\$628.80 | <input type="checkbox"/> Minor Deviation\$262.00 |
| <input checked="" type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Fence height adjustment |
| <input type="checkbox"/> Categorical Exemption.....\$104.80 | <input type="checkbox"/> Lot coverage |
| <input type="checkbox"/> Initial Study/Negative Declaration.....\$1,048.00 | <input type="checkbox"/> Parking space reduction |
| <input type="checkbox"/> Finding of Public Convenience or Necessity.....\$104.80 | <input type="checkbox"/> Stock Plan Change |
| <input type="checkbox"/> Interim Use Permit *.....\$366.80 | <input type="checkbox"/> Yard dimension |
| <input type="checkbox"/> Lot Line Adjustment\$262.00 | <input type="checkbox"/> Pet Permit\$26.20 |
| <input type="checkbox"/> Lot Merger\$262.00 | <input type="checkbox"/> Storage Container(s).....\$52.40 |
| <input type="checkbox"/> Master Sign Program\$524.00 | <input type="checkbox"/> Tentative Tract/Parcel Map Mod\$340.60 |
| <input type="checkbox"/> Minor Conditional Use Permit *.....\$366.80 | <input type="checkbox"/> Wireless Communication Facility (WCF) |
| <input type="checkbox"/> Minor Site Plan.....\$419.20 | <input type="checkbox"/> Co-location on existing WCF.....\$419.20 |
| <input type="checkbox"/> Minor Variance *.....\$759.80 | <input type="checkbox"/> New location.....\$786.00 |
| <input type="checkbox"/> Model Home Complex\$314.40 | |

SPECIAL STUDIES AND DEPOSIT FEES*

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Hydrology Study-\$681.20.....(Subdivision fee-\$1,100.40) | <input type="checkbox"/> Preliminary Traffic Study-\$681.20.....(Subdivision fee-\$1,100.40) |
| <input type="checkbox"/> Preliminary WQMP-\$681.20.....(Subdivision fee-\$1,100.40) | <input type="checkbox"/> Water Feasibility Study.....\$5,764.00 |
| <input type="checkbox"/> Preliminary Sewer Study-\$681.20.....(Subdivision fee-\$1,100.40) | <input type="checkbox"/> Water Supply Assessment.....\$15,720.00 |

***PLEASE NOTE: All fees include a technology fee of 4.8%**

(Applications that require a public hearing - Refer to the deadline list for processing dates.*

PROJECT LOCATION

General Location/Address of Project: _____

Assessor's Parcel No(s): _____ Tract Map No(s): _____ Lot No(s): _____

Existing Zoning: _____

PROJECT DESCRIPTION :

Case Nos: _____	Related Files: _____
Date: _____	Rec'd by: _____
Fees Paid: _____	Receipt No.: _____

APPLICANT AFFIDAVIT

APPLICANT'S NAME (Please Print)

APPLICANT'S
SIGNATURE X

DATE

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that documents.

State of California

County of _____



On _____ before me,
Date

Here Insert Name and Title of the Officer

personally appeared _____

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____

Signature of Notary Public

Application Filing Requirements

The minimum filing requirements are listed below for each application. An application that does not include all of the listed information will not be accepted for processing.

Certificate of Compliance:

- Completed *Application* with a summary of the creation of the subject parcel(s) and filing fee.
- Chain of Title, which chronologically lists of the parcel history. Copies of all deeds listed in the chain of title shall be submitted.
- Legal description(s) entitled Exhibit "A" being a description of the property with which the Certificate of Compliance is issued.
- Two (2) copies of a title map corresponding with the chain of title depicting the different configurations of the properties listed in the chain of title.
- Two (2) copies of a site map that provides a graphical depiction the subject property
- One complete set of required plans and text in .pdf format on CD-ROM.
- Current Title Report or Title Guarantee Report (prepared or dated within 30 days of submittal date) and Current Grant Deed
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Finding of Public Convenience or Necessity:

- Completed *Application* and filing fees. The application should include a complete description of the use and the proposed type of alcohol sales.
- Written correspondence from the Department of Alcohol Beverage Control shall be submitted that indicates that a Finding of Public Convenience or Necessity is required.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Interim Use Permit (Per Council Policy CP-11-05):

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, parking needs, expected maximum number of customers or clients at any one time, traffic impacts, occupancy patterns, noise, environmental impacts, etc.
- The applicant shall further describe how the proposed use will not negatively impact economic vitality of the area, neighboring businesses & residents, overall integrity of a center, district or area.
- Two (2) sets of plans, which best show the proposed changes (i.e. a site plan or floor plan). Each set shall be stapled together as a single package and folded to no larger than 9"X14".

- One complete set of required plans in .pdf format on CD-ROM.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Lot Line Adjustment:

- Completed *Application* and filing fee.
- Legal description(s) with any exhibits and plat(s) prepared by a licensed land surveyor or engineer.
- Two (2) copies of a tentative map or plot plan to a scale that clearly portrays the existing and proposed resulting parcel(s), as well as any existing structures, utilities and/or easements. Each plan shall be folded to no larger than 9"x14".
- One complete set of required plans and text in .pdf format on CD-ROM.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Lot Merger:

- Completed *Application* and filing fee.
- Legal description with any exhibits an plat(s) prepared by a licensed land surveyor or engineer.
- Two (2) copies of a tentative map or plot plan to a scale that clearly portrays the existing and proposed resulting parcel(s), as well as any existing structures, utilities and/or easements. Each plan shall be folded to no larger than 9"x14".
- One set of required plans and text in .pdf format on CD-ROM.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Master Sign Program

- Completed *Application* and filing fees.
- Six (6) copies of the sign program. The Sign Program shall be prepared in 8 1/2" x 11" and 11" x 17" format (three (3) copies of each size required and shall include the following information:
 - a. A master plan, drawn to scale, delineating the site proposed to be included in the sign program and the general location of all signs.
 - b. Drawings indicating the exterior surface details of all buildings within the site upon which wall signs, directory signs or projecting signs are proposed to be located.
 - c. Proposed color schemes of the signs.

Application Filing Requirements

- Submit one (1) electronic word version and one (1) .pdf version of the document including exhibits/figures.
- Deviations from the City's sign standards may be granted through the approval of a Sign Program by the Planning Commission when the following findings can be made:
 - a. The program's contribution to the overall design quality of the site and the surrounding area will be superior to the quality that would result under regulations normally applicable to the site;
 - b. The proposed signs are compatible with the style or character of existing improvements on the site and are well related to each other; and
 - c. Any deviations from the sign standards are fully consistent with the purpose and intent as outlined in Section 16-3.22.070 (Signs) of the City's Municipal Code.
- Public hearing information prepared in accordance with the *Public Notice Requirements*, only if the Sign Program includes deviations from the City's sign standards.

Minor Condition Use Permit:

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed changes, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Two (2) sets of plans, which best show the proposed changes (i.e. a site plan or floor plan). Each set shall be stapled together as a single package and folded to no larger than 9"x14".
- One complete set of required plans in .pdf format on CD-ROM.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Deviation – Fence height adjustment:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- Two (2) site plans with location and height of proposed fencing, including elevations of the proposed fencing as viewed from the street.
- One complete set of required plans in .pdf format on CD-ROM.
- Pictures of the site.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Public noticing information prepared in accordance with the *Public Notice Requirements*.

- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Deviation – Lot coverage:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- Two (2) site plans, to scale, showing location and sizes of all buildings on the property.
- One complete set of required plans in .pdf format on CD-ROM.
- Pictures of the site.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Public noticing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Deviation – Parking space reduction:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Pictures of the site and surrounding area.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Two (2) copies of a tentative map or plot plan of a scale large enough to clearly portray the subject properties and all necessary details. Each plan shall be folded to no larger than 9"x14".
- One complete set of required plans in .pdf format on CD-ROM.
- Public noticing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Deviation – Stock Plan Change:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- Pictures of the existing houses within Tract and within surrounding areas.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Two (2) copies of the approved existing stock plans for the underlying tract.
- Two (2) copies of the proposed stock plans with a development plan of the tract that illustrates where the

Application Filing Requirements

house plans will be located. Each plan shall be folded to no larger than 9"x14".

- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Deviation – Yard dimension:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- Pictures of the site and surrounding area.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Two (2) copies of a tentative map or plot plan of a scale large enough to clearly portray the subject properties and all necessary details. Each plan shall be folded to no larger than 9"x14".
- One complete set of required plans in .pdf format on CD-ROM.
- Public noticing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Site Plan (Commercial, Industrial and Multi-Family):

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed changes, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Two (2) sets of plans which best show the proposed changes (i.e. a site plan, floor plan, roof plan and/or elevations). Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- Two (2) copies of each required study that was identified during the Pre-Submittal Application process, which may include a Hydrology Study, Preliminary Water Quality Management Plan (WQMP), Sewer Feasibility Study, Traffic Study, Water Feasibility Study and/or a Water Supply Assessment.
- One complete set of required plans and studies in .pdf format on CD-ROM.
- If applicable, one 8½"X11" color and materials sample board of the modified exterior colors and materials used on the project.
- Public noticing information prepared in accordance with the *Public Notice Requirements*, only if the Zoning Administrator determines that the proposal may have a negative impact on surrounding parcels.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Minor Site Plan (single-family residential submittal):

Where plans are required two (2) sets shall be provided unless otherwise indicated. Each plan shall be folded to no larger than 9"x14"

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, number of lots within the subject tract, number of differing floor plans and exterior elevations, number of project entry signs.
- Dwelling unit variety shall be provided in accordance with Section 16-3.08.090(d)(5) including but not limited to the number of differing floor plans and differing elevations.
 - _____ Differing floor plans.
 - _____ Differing elevation plans.
- Color elevations for each differing floor plan and exterior elevation on a scale large enough to clearly portray the subject homes and all necessary details.
- One 8½"X11" color and materials sample board for each differing exterior elevation including details/cut sheets for exterior lighting, garage doors, roofing, siding and finishes, etc.
- Complete and include the Single-Family Residential Design Review Checklist. (Available on the City website and the Development Department front counter)
- A lot study shall be provided demonstrating the number of floor plans/elevations that will fit on each individual lot within the subject tract. This information shall be provided on a graphic of the tract.
- Front yard typical landscape plans, including cul-de-sac and corner lot options. Landscape plans shall also address street tree requirements per section 16-3.08.090(e).
- LMAD and DFAD plans (if applicable) in conformance with the Public Works LMAD/DFAD/MAD specifications and detail booklet in addition to section 16-3.08.090(e)
- Provide a detail for subdivision walls, pilasters and interior walls including materials and colors in conformance with Section 16-3.080-090(e)(4).
- Project/neighborhood entry signage plans (if applicable) shall include materials, colors, sign area, landscape plans.
- One complete set of all required plans in .pdf format on CD-ROM.
- Public noticing information prepared in accordance with the *Public Notice Requirements*, only if the Zoning Administrator determines that the proposal may have a negative impact on surrounding parcels.

Minor Variance:

- Completed *Application* and filing fees. The project description shall include the reason for the request.
- Description of the variance request to include the findings as required in Section 18.72.030.
- Pictures of the site and surrounding area.

Application Filing Requirements

- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Two (2) copies of a tentative map, plot plan, building and/or structure of a scale large enough to clearly portray the proposal and all necessary details. Each plan shall be folded to no larger than 9"x14".
- One complete set of required plans in .pdf format on CD-ROM.
- Public noticing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Model Home Complex:

- Completed *Application* and filing fees.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Two (2) copies of a site plan showing location of models, sales trailers, parking lots, fencing, proposed signage with sizes and heights, landscaping which complies with Water Conservation Ordinance No. 2114 and vicinity map. These plans should be folded no larger than 9"x14".
- One complete set of required plans in .pdf format on CD-ROM
- Public noticing information prepared in accordance with the *Public Notice Requirements*, only if the Zoning Administrator determines that the proposal may have a negative impact on surrounding parcels.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Pet Permit:

- Completed *Application* and filing fees.
- Two (2) copies of the site plan of the property, which include a delineation of where the pet(s) is to be kept.
- One complete set of required plans in .pdf format on CD-ROM.
- Complete project description which includes the type of pet(s), how many, and the manner in which it will be contained.
- Signed approvals of all property owners within 300 feet of the property.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Storage Container(s)

- Completed *Application* and filing fees.
- The project description shall explain why the on-site storage container(s) is needed.
- Two (2) copies of a plot plan showing the entire property and the proposed location of the storage container(s) including dimensions of the storage container(s).

- One complete set of required plans in .pdf format on CD-ROM.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- One photograph of the proposed storage container(s)
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Tentative Tract/Parcel Map Modification:

- Completed *Application* and filing fees
- Two (2) copies of the revised Tentative Tract Map or Parcel Map.
- One complete set of required plans in .pdf format on CD-ROM.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

Wireless Communications Facility:

- Completed *Application* and filing fees.
- Two (2) complete sets of plans, including a site plan and elevations of the proposed facility. Each set shall be stapled together as a single package and folded to no larger than 9"X14".
- One complete set of required plans in .pdf format on CD-ROM.
- One 8½"X11" color and materials sample board.
- One propagation map of all existing facilities located within City limits.
- One copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date) for the underlying property; or a copy of a lease agreement indicating authority to perform work on-site.
- Photographic simulations of any and all proposed antennas, support structures, equipment shelters, and other related equipment.
- Pictures of the site.
- Public noticing information prepared in accordance with the *Public Notice Requirements*, only if the Zoning Administrator determines that the proposal may have a negative impact on surrounding parcels.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property which are "abutting or adjacent" to the parcel. Abutting and adjacent means every lot

Application Filing Requirements

contiguous to the subject lot, regardless of right-of-way. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County. Include the name and address of the property owner, applicant, and representative of the mailing list.

Minor Conditional Use Permits, Minor Interim Use Permits and Variances shall include the above-mentioned mailing labels for all owners of real property within a radius of 300 feet of the site, measured from the exterior boundaries of the property.

- Radius Map: A map illustrating the abutting or adjacent properties (copies of the assessor's maps will be accepted).
- Certification from a title company, broker or realtor that the mailing labels contain the names and addresses of all persons to whom all property is assessed for a distance of 300 feet from the exterior boundary of the subject property, are less than 90 days old, and are from the latest equalized assessment rolls of San Bernardino County.
- Postage in the form of "Forever" stamps for each mailing label provided.

Plan Submittal Checklist

MINIMUM PLAN CONTENTS

Site Plan: The site plan shall be drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;

2. Gross floor area per building and total floor area for all buildings;
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
 4. Lot coverage ratio (percentage of site covered by buildings or structures);
 5. Floor area ratio (total floor area divided by the site area)
 6. Landscape coverage ratio (percentage of lot covered by landscaping);
 7. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
 8. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan: Floor plans shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects and 1/8"=1'-0" for residential projects, and shall include the following minimum information:

- Interior layout and dimensions of all levels.
- Finished floor elevation of ground floors.
- Square footage of all rooms.

Exterior Elevations: Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects, and 1/8"=1'-0" for residential projects. The building elevations shall include the following minimum information:

- Illustrative elevations of all sides of all buildings and structures.
- All building materials labeled on each sheet of the elevations.
- Proposed building colors labeled on each sheet of the elevations.
- Heights of all structures.
- Conceptual sign locations, sizes and type.
- Screening treatment for HVAC units (include a cross section if necessary).

Tentative Subdivision Map: The subdivision map shall be drawn to an engineering scale of 1"=50'. Other scales may be used with prior approval by the City Engineer or his

Plan Submittal Checklist

representative. The map shall include the following minimum information:

- Name, address and phone number of the owner or owners, applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
 1. Gross and net acreage;
 2. Proposed density (for residential subdivisions);
 3. Minimum and average lot area;
 4. Minimum lot dimensions (width and depth) for interior and corner lots; and
 5. Assessor's parcel numbers.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- Property lines and dimensions.
- Each lot/parcel shall be numbered. Common lots shall be lettered.
- The area/size of each lot/parcel shall be noted.
- Names of all public streets and their right-of-way width.
- Location and identity of all existing easements, with names of holder and recording information, and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of boundary, proposed centerlines of street easements and dedications.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- Typical cross sections of all existing and proposed streets, alleys and easements, including railroads.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-feet past the map boundary.
- Location, size, and approximate grades of proposed sewer and storm drains.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- Location and description of all existing structures within the subdivision boundary.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase.

Zoning Administrator Deadline List

For Projects Requiring a Public Hearing

PLANNING DIVISION PROJECT PROCESSING DEADLINES/MEETING DATES

Application Deadline*		Zoning Administrator Meeting Dates	
1	12/5/16	1	1/4/17
2	12/19/16	2	1/18/17
3	1/9/17	3	2/1/17
4	1/23/17	4	2/15/17
5	2/6/17	5	3/1/17
6	2/21/17	6	3/15/17
7	3/13/17	7	4/5/17
8	3/27/17	8	4/19/17
9	4/10/17	9	5/3/17
10	4/24/17	10	5/17/17
11	5/15/17	11	6/7/17
12	5/30/17	12	6/21/17
13	6/12/17	13	7/5/17
14	6/26/17	14	7/19/17
15	7/10/17	15	8/2/17
16	7/24/17	16	8/16/17
17	8/14/17	17	9/6/17
18	8/28/17	18	9/20/17
19	9/11/17	19	10/4/17
20	9/25/17	20	10/18/17
21	10/9/17	21	11/1/17
22	10/23/17	22	11/15/17
23	11/13/17	23	12/6/17
24	11/27/17	24	12/20/17
25	12/4/17	25	1/3/18

***Applications will not be accepted any later than 4:00 p.m.**

Staff would urge you to complete this application and return it to the Planning Division as early as possible to help ensure its placement on the agenda on which you want it to be heard.