



# 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 Planning Commission Action

**Pre-Submittal Meeting:** A pre-submittal meeting with representatives from the Development Department is required before submitting this application. It is the responsibility of the applicant to first complete the pre-submittal meeting by submitting a Pre-Submittal Application through the citizen access portal, which is accessed at the link below. This pre-submittal process will help identify all of the required information needed for a formal application submittal.

#### ONLINE SUBMITTAL

All applications are now submitted online at:  
[https://energov19.victorvilleca.gov/EnerGov\\_Prod/SelfService](https://energov19.victorvilleca.gov/EnerGov_Prod/SelfService)

#### Register:

- If you have not previously registered with the online system, you'll need to first create an account. Access the website link above and click the 'Register' link on the right side of the screen. Follow the steps to complete the registration.
- An email confirmation will be set to you once your account registration information has been reviewed and approved.

#### Submittal:

- Once an account has been created, access the website link above and click the 'Log On' link on the right side of the screen.
- After logging on, click the 'Plan' tab at the top of the screen and 'Apply for Plan', then follow the on screen steps to submit your application.

#### Application Type and Fees\*

- |   |  |
|---|--|
| <input type="checkbox"/> Conditional Use Permit/Modification .....\$2,454.18                | <input type="checkbox"/> Site Plan/Modification.....\$2,454.18                           |
| <input type="checkbox"/> Development Agreement .....\$4,908.35 + \$613.54 per revision      | <input type="checkbox"/> Specific Plan.....\$6,135.42                                    |
| <input checked="" type="checkbox"/> Environmental Assessment                                | <input type="checkbox"/> Specific Plan Amendment .....\$3,067.72                         |
| <input type="checkbox"/> Categorical Exemption.....\$122.71                                 | <input type="checkbox"/> Tentative Tract Map/Mod./Amend./Ext..\$1,840.63+\$18.40 per lot |
| <input type="checkbox"/> Initial Study/Negative Declaration.....\$1,227.08                  | <input type="checkbox"/> Tentative Parcel Map/Mod./Amend.....\$1,227.08                  |
| <input type="checkbox"/> Environmental Impact Report.....Actual Cost                        | <input type="checkbox"/> Variance .....\$1,227.08  |
| <input type="checkbox"/> General Plan Amendment .....\$1,840.63                             | <input type="checkbox"/> Vesting Tentative Tract Map.....\$1,781.83+\$17.82per lot       |
| <input type="checkbox"/> Home Occupation Permit.....\$245.42                                | <input type="checkbox"/> Vesting Tentative Parcel Map.....\$1,227.08                     |
| <input type="checkbox"/> Interim Use Permit.....\$2,454.18                                  | <input type="checkbox"/> Zone Change/Code Amendment .....\$1,840.63                      |
| <input type="checkbox"/> Planned Unit Development/Modification \$1,840.63 + \$18.40 per lot |  |

#### Special Study and Deposit Fees\*

- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary Hydrology Study-\$722.68.....(Subdivision fee-\$1,167.41) | <input type="checkbox"/> Preliminary Traffic Study-\$722.68.....(Subdivision fee-\$1,167.41) |
| <input type="checkbox"/> Preliminary WQMP-\$667.09.....(Subdivision fee-\$1,111.81)            | <input type="checkbox"/> Water Feasibility Study.....\$5,953.16                              |
| <input type="checkbox"/> Preliminary Sewer Study-\$722.68.....(Subdivision fee-\$1,167.41)     | <input type="checkbox"/> Water Supply Assessment.....\$16,238.76                             |

\*PLEASE NOTE: All fees include a technology fee of 4.8%. A public notice postage fee will be calculated and added to the final invoice.

#### ATTACHMENTS

**Application Checklist:** The following pages of this application include the general filing requirements for each application listed above.

**Applicant and Owner Affidavit:** These affidavits shall be signed, notarized and acknowledged by the applicant and the owner of record of each parcel of property, then uploaded as a PDF document when filing the application.

**Submittal Deadlines/Meeting Schedule:** A schedule of Application Deadlines and Planning Commission Meeting dates are included to provide general timeframes for projects that do not require environmental review.

# Planning Commission Application Filing Requirements

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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.

## **Conditional Use Permit/Modification:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan and floor plan(s). Plans shall be provided in .pdf format.
- Color pictures of the site (if existing).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application. If applicable, refer to Pre-Submittal Review Comments.

## **Development Agreement/Development Plan:**

- A copy of the proposed Development Agreement in .pdf format and Microsoft Word .doc format.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application. If applicable, refer to Pre-Submittal Review Comments.

## **General Plan Amendment:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- A complete description of the General Plan amendment, including the reason for the request.
- A zone change application (if applicable).
- A graphic which adequately portrays the subject property, its current and proposed General Plan designations and zoning, as well as all adjacent properties. This graphic shall be provided in .pdf format.
- A vicinity map which shows the location of the site in relation to the city and/or major streets.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application. If applicable, refer to Pre-Submittal Review Comments.

## **Home Occupation Permit:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Description of the home occupation. The description shall include the following: Type of structure; type and name of business; type of equipment, materials and processes used; how the business is to be conducted; storage area required; and any other information which would help the Planning Commission understand the nature of the occupation.
- Please describe in detail why this home occupation requires a deviation from the requirements set forth in

administratively approved home occupations, as provided in Section 16-3.07.030 of the Municipal Code.

- Please describe how that deviation would not result in an adverse impact to the 1) residential neighborhood, or 2) the principal use of the dwelling which is that of a residence.
- Pictures of the premises.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application. If applicable, refer to Pre-Submittal Review Comments.

## **Interim Use Permit:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to 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.
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan and floor plan(s). Plans shall be provided in .pdf format.
- Color pictures of the site (if existing).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application. If applicable, refer to Pre-Submittal Review Comments.

## **Planned Unit Development/Modification:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- A copy of the proposed PUD ordinance in .pdf format and Microsoft Word .doc format.
- Tentative Tract or Parcel Map applications if necessary.
- Development Plan application.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

## **Site Plan/Modification:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan, floor plan(s), roof plan, conceptual landscape plan and elevations if a new building. Plans shall be provided in .pdf format.

# Planning Commission Application Filing Requirements

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- Color plans, to include site plan and building elevations, and conceptual landscape plan in accordance with Water Conservation Ordinance No. 2114.
- Color and materials sample board.
- Biology survey prepared by a qualified biologist may be required for new construction on large sites. Survey shall be provided in .pdf format.
- Cultural Resources Assessment (CRA) report, prepared by a professional archaeologist, is required for all projects which are not exempt from the California Environmental Quality Act. The CRA shall include and discuss the findings of a Records Search from the local Archaeological Information Center and a Sacred Lands File Search from the Native American Heritage Commission. A minimum one mile records search radius from the project site is required. Report shall be provided in .pdf format.
- Greenhouse Gas Emissions Screen Table Review form is required for all projects which are not exempt from the California Environmental Quality Act. Table shall be provided in .pdf format.
- A copy 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. Studies shall be provided in .pdf format.
  - In addition to uploading required studies in .pdf format, please provide one hard copy of required Traffic Impact Analysis (TIA) to the City's Engineering Department to the attention of Traffic Engineer, Anwar Wagdy.

- Color pictures of the site and surrounding area.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

## **Specific Plan/Amendment:**

- A copy of the draft specific plan in .pdf format and Microsoft Word .doc format.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

## **Tentative Tract/Parcel Map (including Modification and Time Extension Requests):**

- A copy of the Grant Deed and Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Tentative Map, prepared in accordance with the *Plan Submittal Checklist*. Plans shall be provided in .pdf format.
- Preliminary grading plan provided in .pdf format.
- List of 3 proposed names for each street, either on the map or a separate document provided in .pdf format (does

not apply to tract map modification and time extension requests).

- Biology survey prepared by a qualified biologist (may not be required for Parcel Maps with four or less parcels)
- Cultural Resources Assessment (CRA) report, prepared by a professional archaeologist, is required for all projects which are not exempt from the California Environmental Quality Act. The CRA shall include and discuss the findings of a Records Search from the local Archaeological Information Center and a Sacred Lands File Search from the Native American Heritage Commission. A minimum one mile records search radius from the project site is required. Report shall be provided in .pdf format.
- Greenhouse Gas Emissions Screen Table Review form is required for all projects which are not exempt from the California Environmental Quality Act. Table shall be provided in .pdf format.
- A copy 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. Studies shall be provided in .pdf format.
- A copy of the off-site rights form completed and signed by Development Department Staff.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

## **Variance:**

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Description of the variance request to include the findings as required in Section 16-9.03.050
- A complete sets of plans in accordance with the *Plan Submittal Checklist*, including a site plan, floor plan(s) and exterior elevations if applicable. Plans shall be provided in .pdf format.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.

## **Zone Change/Code Amendment:**

- A complete description of the zone change or code amendment, including the reason for the request.
- A graphic (Zone Change only), which adequately portrays the subject property, its current and proposed zoning and General Plan designations, as well as all adjacent properties. This graphic shall be provided in .pdf format.
- Color pictures of the site and surrounding area.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application

# Plan Submittal Checklist

## MINIMUM PLAN CONTENTS

### Site Plan:

The site plan shall be drawn neatly and accurately to a scale large enough to clearly portray the project, 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, type and height of proposed lighting.
- Location, type and height of proposed signage.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscaped 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.
- Floor plans drawn to an architectural scale which is easily readable and which includes the interior layout and dimensions of all levels and square footage of all rooms.
- Building elevations shall be of sufficient size to show architectural detail and shall include illustrative elevations of all sides of all buildings, building materials labeled on each sheet of the elevations, proposed building colors, heights of all structures, conceptual sign locations, sizes and type, and screening treatment for HVAC units.

### Tentative Subdivision Map:

The tentative map shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and 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.
- The legal description and County Assessor's parcel number of the land being subdivided.
- 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, net acreage and the acreage of any remainder portion;
  2. Proposed density (for residential subdivisions);
  3. Minimum and average lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots;

5. Total of numbered and lettered lots
  6. Lineal feet of new streets
  7. Existing and proposed zoning and use of the property
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
  - Subdivision boundary indicated by unique linetype, at least three times the width of any other linetype use on the map.
  - Indicate City boundary line(s) if adjoining subdivision.
  - The lot layout, the approximate dimensions and area of each lot and the number of each lot in consecutive numbers. The highest numbered lot shall be circled. Common lots and lots dedicated in fee to the City shall be lettered. The use of lettered lots shall be stated.
  - Names of all proposed streets with two alternatives and their right-of-way width. Street names must be approved by the Planning Commission.
  - Location, width and identity of all existing easements, with names of holder, recording information, use and location and purpose of all proposed easements.
  - Location and identity of all existing or proposed tracts within 300 feet. Adjacent property with property lines, County Assessor's parcel numbers, land use and zoning.
  - All streets and their dimensions that are adjacent to subdivision.
  - Dimensions and bearings, with precision compatible with data from which map was prepared, of the subdivision boundary and existing street centerlines.
  - 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.
  - The outline of any existing buildings or underground structures and their locations in relation to existing or proposed street and lot lines. State the existing and proposed use of structures.
  - Approximate boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of natural water courses.
  - Preliminary grading plan and easements for drainage and for handling storm waters and location of detention or retention of water within the tract.
  - 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 100-feet past the map boundary. Index contours indicated by elevation shall be at 5 foot intervals. Spot elevations are required at high and low points.
  - A statement of the City bench mark used for the map which includes the City designation, description, location and elevation. The bench mark shall be located on the vicinity map.
  - Statement of front, side and rear building setbacks.
  - Location of all slopes which exceed two feet in height or encroach into a required yard/setback.
  - Location, size, and approximate grades of proposed sewer and storm drains and drainage structures.
  - Layout (including length, bearings, radius widths and distances from existing to proposed street intersections) of proposed streets (public and private), alleys, easements and other areas offered for dedication for public use. The centerline gradient and drainage direction of all streets, access roads and alley centerlines.
  - Proposed access routes including fire vehicle access shall be shown on the vicinity map and subdivision map.
  - Typical cross sections of existing and proposed improvements within streets, alleys and easements, including railroads.
  - Location of railroad right-of-way and grade crossings.
  - 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 outside, within 15 feet of the subdivision boundary.
  - Location of existing county regulated trees, specifically noting trees with a trunk diameter of 4-inches or greater and any proposed removal of trees. If no regulated trees or plants exist then a statement indicating this shall be included.
  - 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.
  - Stamp and signature of licensed surveyor or Engineer who prepared subdivision map.



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Fax (760) 269-0070  
planning@ci.victorville.ca.us

### Property Owner Affidavit for Planning Application

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

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

#### PROPERTY OWNER INFORMATION

Property Owner: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

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.

#### PROPERTY OWNER AFFIDAVIT

State of California }  
County of \_\_\_\_\_ }

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date 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 \_\_\_\_\_



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### Applicant Affidavit for Planning Application

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

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

#### APPLICANT AFFIDAVIT

Applicant: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

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 \_\_\_\_\_

The listed Planning Commission Meeting Dates are general timeframes for projects that do not require environmental review. Projects involving environmental review, such as a negative declaration or EIR, require additional notification and processing time per State Law.

**PLANNING DIVISION PROJECT PROCESSING DEADLINES/MEETING DATES**

Application Deadline*		Planning Commission Meeting Dates	
1	12/7/20	1	1/13/21
2	1/4/21	2	2/10/21
3	2/1/21	3	3/10/21
4	3/1/21	4	4/14/21
5	4/5/21	5	5/12/21
6	5/3/21	6	6/9/21
7	6/7/21	7	7/14/21
8	7/5/21	8	8/11/21
9	8/2/21	9	9/8/21
10	9/6/21	10	10/13/21
11	10/4/21	11	11/10/21
12	11/1/21	12	12/8/21
13	12/6/21	13	1/12/22

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

**Note: General Plan Amendments will be limited to four times per year**