



DEVELOPMENT SERVICES DEPARTMENT

PLANNING DIVISION

135 North D Street, Perris, CA 92570-2200

TEL: (951) 943-5003 FAX: (951) 943-8379

DATE SUBMITTED _____

CASE PLANNER _____

**COMPREHENSIVE APPLICATION FOR DEVELOPMENT
REVIEW AND LAND USE APPROVAL**

GENERAL PLAN AMENDMENT _____
PLANNED DEVELOPMENT OVERLAY _____
ORDINANCE AMENDMENT _____
ZONE CHANGE _____
TRACT MAP _____
PARCEL MAP _____
CONDITIONAL USE PERMIT _____

VARIANCE FROM CODE _____
DEVELOPMENT PLAN REVIEW _____
ADMIN. DEV. REVIEW _____
MAJOR MODIFICATION _____
MINOR DEVELOPMENT PLAN REVIEW _____
MINOR MODIFICATION _____
SETBACK/MINOR ADJUSTMENT _____

Applicant/Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____

Mailing Address: _____

STREET CITY STATE ZIP

Owner /Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____

Mailing Address: _____

STREET CITY STATE ZIP

Arch-Eng/Contact Person: _____ Company: _____

Telephone No. (____) _____ Fax No. (____) _____

Mailing Address: _____

STREET CITY STATE ZIP

Complete Project Description/Reason for Request: Attach a detailed description to explain all proposed uses for this property or project, if necessary. (For Minor Adjustments or Variances explain the special conditions for circumstances applicable to the property and the privileges that would be denied and are enjoyed by other properties in the vicinity)

General Location or address location: _____

Assessor's Parcel No(s): _____

Acreage: _____ Zoning: _____ RDA Project Area: _____

Associated Case(s): _____

Hazardous Waste Site Certification: (Required pursuant to Section 659652.5 (f) of the California Government Code) Please see hazardous waste list at WWW.geotracker.swrcb.ca.gov/search/. At City type Perris, then enter.

The applicant/owner hereby certifies that they have consulted the list of hazardous waste sites for the City of Perris, dated _____ (**must be filled in**), and the project **is/is not** (**circle one**) located on a site included on the list of hazardous waste sites for the City of Perris.

Air Quality/Hazardous Materials Certification: (Required pursuant to Section 65850.2 of the California Government Code)

1. The applicant/owner hereby certifies that the project **will/will not** (**circle one**) need to comply with the requirements for a permit for construction or modification from the South Coast Air Quality Management District, 21865 E. Copley Drive, Diamond Bar, CA 91765-4182, (909) 396-2000.
2. The applicant/owner hereby certifies that the project **will/will not** (**circle one**) have more than a threshold quantity of a regulated substance, or will contain a source or modified source of hazardous air emissions. Please attach a list of any regulated substances and quantities anticipated, if applicable. (Note: Any quantity of hazardous waste or handling or storage of any quantity of acutely hazardous materials requires filing of a Management Plan and a permit from County Environmental Health Services. A Management Plan and permit is also required for other hazardous materials if more than the threshold quantities are present, which are typically either 55 gallons of liquid, 200 cubic feet of pressurized gases, or a weight of 500 pounds.) 951/766-6524HazMat
3. Describe any use, storage, or discharge of hazardous and/or toxic materials in the known history of this property. Please list the materials and dates, if known. (**Attach response if appropriate**)
4. The project **is/is not** (**circle one**) located within one-quarter (1/4) mile of a school.

NOTE: Plan review, permits, and inspections are also required from the Building Division prior to any construction or occupancy of the proposed project. The applicant/owner shall comply with all requirements of the Perris Municipal Code in construction and use of the proposed project.

Processing Costs: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of most applications; however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

Certification: I hereby certify that I understand the deposits for processing costs, information, and requirements referenced in this application and that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property and consent to the application.

Applicant's Signature

Date

Property Owner's signature

Date

Applicant's Printed Name

Property Owner's Printed Name

PROPERTY OWNER(S) AUTHORIZATION FORM

AUTHORIZATION FOR AGENT TO ACT ON BEHALF OF LEGAL PROPERTY OWNER

I/We, the owner(s) of the subject property, do hereby authorize _____
to act in my/our behalf on matters pertaining to _____

Dated this _____ day of _____, 20____ .

Printed Name _____

Signature(s) of Legal Owner(s) _____

State of California)

County of Riverside)

On this _____ day of _____, 20____, before me _____
a Notary Public, personally appeared _____ known to me to be the person(s) whose
name(s) are/is subscribed to the within instrument and acknowledged that he/she/they executed the
same.

Witness My Hand and Official Seal

Signature _____

Name (printed) _____

NOTE: If the property is a part of a corporation a list of authorized corporate officers must be provided.

REQUIRED PROPERTY OWNER(S) NOTIFICATION INFORMATION

THE FOLLOWING ITEMS WILL BE REQUIRED.

1. TWO identical packages to be inserted in separate 8 3/4 x 11-1/4 manila envelopes. These envelopes shall indicate the case number and the word "labels", and shall contain the following:
 - a. One typed set of gummed labels indicating all: the Assessor's Parcel Numbers, property owner(s) name(s) and the mailing addresses that are within a 300-foot radius of the exterior of their proposed project (this list shall be ascertained from the last equalized assessment roll).
 - b. One label each of the owner/applicant/engineer.
 - c. A photocopy of the aforementioned labels.
2. Two additional typed sets of gummed labels each of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc. are the same. These should be inserted in a letter-sized envelope and stapled to the **outside** of one of the large manila envelopes mentioned in item 1 above.
3. **Certification by a title company** that the above list is complete and accurate.
4. A 300-foot radius map on assessor's map pages, which clearly shows the Assessor's Parcel Numbers for each affected parcel (**on 8.5 x 11 size paper**).

PROPERTY OWNERS CERTIFICATION

_____, certify that on _____ the
 (Print name) (month-day-year)
 attached property owners list was prepared by _____
 (Print company or individual's name)

pursuant to application requirements furnished by the City of Perris, Department of Planning & Community Development. Said list is a complete and true compilation of owner of the subject property and all other owners within 300 feet of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection or denial of the application.

NAME _____

TITLE/REGISTRATION _____

ADDRESS _____

PHONE _____

FAX _____

SIGNATURE _____

DATE _____



CASE NO. _____

ENVIRONMENTAL INFORMATION FORM (TO BE COMPLETED BY APPLICANT)

Project Description: _____

Project Location: _____

Assessors Parcel No. _____

Applicant: _____ Phone: _____

Address: _____

ENVIRONMENTAL SETTING

The following questions are intended to indicate if your project could have significant environmental effects to the area in which it is proposed. On additional sheets, discuss any questions answered yes or maybe.

Will the proposed project cause:

	Yes	Maybe	No
1. Change to existing natural ground features or significant alteration of natural contours?	___	___	___
2. Change, modification or disruption of scenic views or vistas from adjacent private, or public lands or roadways?	___	___	___
3. A change or substantial alteration to the character of the general area?	___	___	___
4. Significant change in the ambient air quality, or substantial increase of pollutant concentrations?	___	___	___
5. Significant change in the ambient noise or vibration levels?	___	___	___
6. Is the project to be developed in an area subjected to significant noise levels?	___	___	___
7. Significant change in the existing ground water quality or quantity or alteration to natural drainage patterns?	___	___	___
8. Create significant amounts of solid waste or trash?	___	___	___
9. Is the project to be developed on filled land or slopes in excess of 10 percent?	___	___	___
10. Will the project require the use or disposal of potentially hazardous materials such as toxic substances, flammable, explosives, etc.?	___	___	___
11. Substantial change in demand for municipal services or infrastructure (police, fire, water, sewage, etc.)?	___	___	___
12. Does the project have a relationship with a larger project or series of projects?	___	___	___
13. Has a prior environmental report been prepared of which this project is a part?	___	___	___

**ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY APPLICANT)**

continued

- | | | | |
|---|---|---|---|
| 14. If you answered yes to question 13, could this project cause significant effects that were not covered or examined within the prior environmental report? | — | — | — |
| 15. Will the project conflict with any City adopted plans or goals? | — | — | — |
| 16. Affect a rare or endangered species of animal or plant or the habitat of the species? | — | — | — |
| 17. Interfere substantially with the movement of any resident or migratory wildlife species? | — | — | — |
| 18. Disrupt or adversely affect a prehistoric or historic archaeological site or a property of historic or cultural significance to a community or ethnic or social group; or a paleontological site? | — | — | — |
| 19. Cause substantial growth or population increase? | — | — | — |
| 20. Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system? | — | — | — |
| 21. Encourage activities which result in the use of large amounts of fuel, water, or energy? | — | — | — |
| 22. Is the project located in an area which could expose people or structures to major seismic or flooding hazards? | — | — | — |
| 23. Will the project cause a utility extension or sizing, in excess of that required to serve the project? | — | — | — |
| 24. Could the project cause significant disruption or interference to an existing community? | — | — | — |
| 25. Could the project cause the conversion of prime agricultural land to non-agricultural use or resources or impair the productivity of agricultural lands? | — | — | — |
| 26. Is the project located within a 100-year or 500 flood plain? | — | — | — |

PROJECT SETTING

27. Describe the project site in its present condition, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or instant photos are acceptable.)
28. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.). Attach photographs of the vicinity. (Snapshots or instant photos are acceptable.)

MANDATORY INFORMATION REQUIRED ON PLANS

Additional information may be required on site plan if deemed appropriate by the Director of Community Development

Staff	App's	
Initial	Initial	Site Plan/Plat
_____	_____	Assessor's parcel no.
_____	_____	Acreage
_____	_____	Building eaves, canopies
_____	_____	Building foot prints and gross building area by use
_____	_____	Drainage plan to control both on and off site drainage
_____	_____	Driveways, parking backup and radii
_____	_____	Easements
_____	_____	Employee amenity areas
_____	_____	Fences, walls (location & design)
_____	_____	Fire - Location of fire hydrants
_____	_____	Land - Existing land uses adjacent to the site
_____	_____	Landscape - Area calculation of landscaped areas, common open space
_____	_____	Landscape percentage of parking area, excluding setbacks and parking overhang (max 2' into landscaped area)
_____	_____	Legal description
_____	_____	Loading area/spaces (include dimensions)
_____	_____	Lot - Percentage of lot coverage
_____	_____	Lot Dimensions
_____	_____	North arrow & Scale (no. of feet per inch)
_____	_____	Open space areas
_____	_____	Owner and applicant name/address
_____	_____	Parking spaces (include dimensions) parking overhang maximum 2 feet
_____	_____	Patios, Balconies (show square footage)
_____	_____	Pedestrian walkways and paseos
_____	_____	Power poles
_____	_____	Recreational amenities
_____	_____	School District(s)
_____	_____	Setbacks
_____	_____	Signature & license number of architect, landscape architect, civil engineer or land surveyor (where required)
_____	_____	Street lights (existing if any)
_____	_____	Street status (adjacent)
_____	_____	Streets, names, locations and widths of rights-of-way of proposed streets, street cross sections, alleys and easements, are they paved
_____	_____	Trash - Location of trash enclosures
_____	_____	Utility lines, sewer access
_____	_____	Utility Purveyors
_____	_____	Zoning

MANDATORY INFORMATION REQUIRED ON PLANS

Additional information may be required on site plan if deemed appropriate by the Director of Community Development

(For Parcel/Tract Map also Include:)

- Contour intervals
- Density (net & gross)
- Lot - Minimum and average lot sizes

Lot #	Lot Size	Useable Area (devoid of slope)	Lot width	Depth	Street Frontage

- Lot - Total of lettered lots
- Lot - Total of numbered lots
- Park & open space acreage
- Street. lineal lengths/cul-de-sac

Preliminary Grading and Drainage Plans

- Proposed grades, elevations, slopes, and structures on the site
- All existing contours and structures on the site and within twenty-five feet (25') of the boundaries of the site
- Show proposed sections around property boundaries
- Show locations and limits of any existing floodway and floodplain areas
- Location and elevation of all existing and proposed circulation and drainage improvements, including streets, curbs, driveways, sidewalks, median islands, and drainage courses on the site and within 100 feet of the boundaries of the site
- Preliminary drainage plan shall show or explain the drainage area tributary to the site and include a statement setting forth in detail the manner in which storm water runoff will enter the site, the manner in which it will be carried through the site, and the manner in which disposal beyond the site boundaries be accomplished. Detention basins may be required unless storm water is directed to an improved storm drain facility.

Architectural Elevations

- Fully dimension all elevations from lowest to highest points
- Call out material and colors (digital pictures 8 ½ x 11)
- Provide at least one colored rendering
- Show variation in plane and textures and demonstrate architectural compatibility (with City's site and architectural guidelines)
- Full lighting specifications
- Full tabulations of existing and proposed signs, including area(s) and types and size of letters
- Other signs existing and proposed, including all incidental, directional, menu-board and ancillary type signs

Floor Plans

- Show dimensions and Square footage of unit(s)
- Show eave projections past wall
- Shade in additions(s)

Conceptual Landscaping Plans

Plant pallet and sizes of materials

Locations and numbers of trees, shrubs and acres of ground covering, including spacing of ground cover. Identify slope areas.

Proposed wall & fences and their materials

For Tentative Tract Maps landscape plans should address streetscapes, entry statements, and public spaces such as detention basins and median islands.

Special Studies

Studies that may be appropriate to identify necessary mitigation measures to support findings of “No Significant Impact”. These may typically include the following:

- Air Quality Assessment
- Cultural Resource Assessment
- Drainage and hydrology studies
- Habitat Survey (In Narrow Endemic Plant Survey Area identified in MSHCP)
- Noise Studies
- Soils/Geologic Studies (Where significant rock outcroppings, or septic systems proposed)
- Traffic Studies

**REQUIREMENTS FOR FILING
COMPREHENSIVE APPLICATION
FOR DEVELOPMENT AND LAND
USE APPROVAL**

Staff,
Initial
if
received

or
NEEDED
if
missing

*When multiple applications are submitted
for one location (APN) all fees must be
collected (i.e., GPA/ZC TTM) but
submittal requirements are not duplicated.
Please speak with the counter technician
regarding specifics.*

	Zone Change/Ord. Amend/GPA Planned Development Overlay	Tract Map	Parcel Map	Conditional Use Permit Review	Variance from Code	Development Plan Review	Admin. Dev. Plan Rev. (Old PUP)	Major Modification	Minor Development Plan Review	Minor Modification	Setback/Minor Adjustment
Application & Authorization Form (and Deposits from Fee Deposit Schedule)	1	1	1	1	1	1	1	1	1	1	1
Environmental Assessment Form	1	1	1	1	1	1		1			
Special Studies	TBD	TBD	TBD	TBD	TBD	TBD		TBD			
Property Owners Certification, Labels 300 Foot Radius Map (See Pg 4 Requirements)	2	2	2	2	2	2		2			
Grant Deed /Legal Description of Property	1	1	1	1	1	1	1	1	1	1	
Legal Plat Reduced size 8 ½ x 11 with legal description exhibit	1	1	1	1	-	1	-	1	-	-	-
Preliminary Title Report	1	1	1	1	1	1	1	1	1		
Assessor's Parcel Map (outline project boundaries)	1	1	1	1	1	1	1	1	1	1	1
Color & Materials Reduced size 8.5 x 11 with digital images				1		1	1	1	1	1	
8 ½ x 11 Transparency reduction of the site plan, elevation, floor plan and landscaping or map (Project cannot be circulated for review without reduction)	1	1	1	1	1	1	1	1	1	1	1
Site Plans Full Size (24 x 36, no larger) <i>ADPR sets 11 x 17 or legal size only</i>		8	8	8	8	8	3	8	5	5	5
Preliminary Grading and Drainage Plans		8	8	8		2		8	5		
Architectural Elevations				8		8	3	8	5	5	
Floor Plans				8		8	3	8	5	5	
Conceptual Landscaping Plans				8		8	3	8	5	5	

Plans listed in this block must be assembled together in sets and stapled (sets are site plans, preliminary grading plans, architectural elevations, floor plans, and conceptual landscaping plans) and folded to a maximum size of 8 ½" X 11"

NOTE: Incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary.

Date: _____ Applicants Signature: _____

