



CITY OF WILDOMAR
 23873 Clinton Keith Road #201
 Wildomar, CA 92595
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For office use only.

Project Account Number

MAJOR PLANNING PROJECT APPLICATION

APPLICATION TYPES (Please indicate all of the planning applications you wish to apply for.)

<input type="checkbox"/> Amended Final Map	AFM	<input type="checkbox"/> Sign Program	SGNP
<input type="checkbox"/> Change of Zone	COZ	<input type="checkbox"/> Specific Plan #	SP
<input type="checkbox"/> Conditional Use Permit #	CUP	<input type="checkbox"/> Specific Plan Amendment	SPA
<input type="checkbox"/> Development Agreement	DA	<input type="checkbox"/> Tentative Tract Map #	TTM
<input type="checkbox"/> Extension of Time *	EOT	<input type="checkbox"/> Tentative Parcel Map #	TPM
<input type="checkbox"/> General Plan Amendment	GPA	<input type="checkbox"/> Tentative Map Modification *	MODM
<input type="checkbox"/> Plot Plan #	PP	<input type="checkbox"/> Variance *	VAR
<input type="checkbox"/> Project Revision/Modification * #	REV	* <i>Original Project Number</i> _____	
<input type="checkbox"/> Public Use Permit #	PUP	<input type="checkbox"/> _____	_____

- These applications must also submit a completed copy of the water quality management plan checklist.

PROJECT INFORMATION

Project Address/Location
Assessor Parcel Number(s)
Description and Purpose of the Project
Current Site Land use
Was a Pre-Application Review done for this Project? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the PAR Number: _____

	Existing	Proposed
General Plan Land Use		
Zoning		

APPLICANT CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

REPRESENTATIVE CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email

All communications concerning this request should be directed to the: Applicant
 (Indicate all that apply) Representative
 Other: _____

Other Representative Contact Information Name		
Telephone	Fax	Email

PROPERTY OWNER INFORMATION AND PERMISSION

Name		
Mailing Address		
Telephone	Fax	Email
I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. <i>(If more properties or owners are involved please provide additional sheets.)</i>		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

Check here if additional Property Owner Certifications are attached to this application.



Project No.:

ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY BY APPLICANT
(Project representative signatures will not be accepted.)

I acknowledge and certify that with this application I am financially obligated to the City of Wildomar for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications.

Printed Name

Signature

Date Signed

Billing Address: _____
Address

City

State

ZIP

E-mail Contact Information: _____

Telephone Number: _____

CITY OF WILDOMAR

HAZARDOUS WASTE SITE DISCLOSURE STATEMENT

Government Code Section 65962.5 requires the applicant for any development project to consult specified state-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. Under the statute, no application shall be accepted as complete without this signed statement.

I (we) certify that I (we) have investigated our project with respect to its location on or near an identified hazardous waste site and that my (our) answers are true and correct to the best of my (our) knowledge. My (Our) investigation has shown that:

- The project is not located on or near an identified hazardous waste site.

- The project is located on or near an identified hazardous waste site. Please list the location of the hazardous waste site(s) on an attached sheet.

Owner/Representative (1)

Date

Owner/Representative (2)

Date



CITY OF WILDOMAR

Planning Department

Application Submittal Requirements for Plot Plans • Conditional Use Permits • Public Use Permits

A. APPLICABILITY

This information handout applies to the following application types:

1. Plot Plans

Plot Plans are generally required for the development or revisions to any site for permitted commercial, industrial, or attached residential project. The Plans shall consist of one or more sheets and the size shall not exceed 24" x 36". The plans shall be all the items which are identified on the attached list. The plans shall be reviewed for completeness based on the list, as well as any additional project-specific requirements based upon the location or characteristics of the project site.

2. Conditional Use Permits

Conditional Use Permits are generally required for the development, use, or revisions to any site for any development project which requires the approval of a conditional use permit as identified in the zoning ordinance. The plans shall consist of one or more sheets and the size shall not exceed 24" x 36". The plans shall be all the items which are identified on the attached list. The plans shall be reviewed for completeness based on the list, as well as any additional project-specific requirements based upon the location or characteristics of the project site. Operational requirements and restrictions are commonly placed on these applications.

3. Public Use Permits

Public Use Permits are generally required for the development, use, or revisions to any site for religious institutions, private educational facilities, and other public and semi public uses identified in the zoning ordinance. The plans shall consist of one or more sheets and the size shall not exceed 24" x 36". The plans shall be all the items which are identified on the attached list. The plans shall be reviewed for completeness based on the list, as well as any additional project-specific requirements based upon the location or characteristics of the project site. Operational requirements and restrictions are commonly placed on these applications

B. MINIMUM SUBMITTAL REQUIREMENTS:

The following items are the minimum initial submittal requirement for processing these site development applications.

- Completed and Signed Application Form
- Twelve (12) full size copies of the site plan. All full-sized plans must be folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- One (1) compact disc with electronic versions of all maps and exhibits in an Adobe pdf format. All text amendments shall be provided in a Microsoft Word format.
- Five (5) full size copies of the grading plan and conceptual landscape plan. All full-sized plans must be folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- Three (3) full size copies of the floor plans and elevations. All full-sized plans must be folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- One (1) color and material board showing the proposed building material and colors.
- Two (2) copies of the Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report. .
- One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- One (1) 8½ inch x 11 inch photocopies of a U. S. Geological Survey Quadrangle Map delineating the Site boundaries (Note: each photocopy must not have been enlarged or reduced, have a North arrow, scale, quadrangle name, and Section/Township/Range location of the site).
- A minimum of three ground-level panoramic color photographs clearly showing the whole project site. Include a location map identifying the position from which the photo was taken and the approximate area of coverage for each photo.
- Provide a digital image of the aerial photograph, Exhibits, the U.S.G.S. Map, and the panoramic photographs of the site in a format acceptable to the Planning Department (e.g. tiff, gif, jpeg, pdf).
- One (1) SAN 53, Sewer and Water Availability letter from the Riverside County Environmental Health Department.
- One (1) completed and signed Water Quality Management Checklist.
- Two (2) complete copies of the Project Specific Preliminary Water Quality Management Plan (including drainage and hydrology), if required by the Engineering Department.
- Two (2) copies of the geotechnical and soil reports.
- Completed and Signed Hazardous Waste Site Disclosure Statement.
- Deposit-based fees for the applicable application type or types as well as for the Environmental Assessment.

- Technical studies as required by the City Engineer or Planning Director. Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure the timely processing of the application.

C. REQUIRED INFORMATION

The minimum application information must contain the following information.

SITE DEVELOPMENT APPLICATION REQUIREMENTS		
Plot Plan	Conditional Use/Public Use Permits	Required Information
✓	✓	Name, address and telephone number of applicant.
✓	✓	Name, address and telephone number of land owner.
✓	✓	Name, address and telephone number of exhibit preparer.
✓	✓	Assessor's Parcel Number(s) and, if available the address of property.
✓	✓	Scale (number of feet per inch - use Engineer's Scale for all maps and exhibits).
✓	✓	North Arrow.
✓	✓	Date tentative map or exhibit prepared.
✓	✓	Map Number.
✓	✓	Title of Map.
✓	✓	A detailed description of the proposed project including the proposed structures and uses.
-	✓	Statement of proposed operations and activities, including a description of the proposed use(s), anticipated occupancies, and the hours of operation.
✓	✓	Complete legal description of property.
✓	✓	Overall dimensions and approximate total of net and gross acreage of property.
✓	✓	Vicinity map, showing the site relationship to major highways and cities and two access roads (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved).
✓	✓	Exhibit Revision Block.
✓	✓	Proposed lot lines and dimensions of each parcel, if applicable.
✓	✓	Location of adjoining properties and lot lines.
✓	✓	Existing and proposed zoning and land use of property.

SITE DEVELOPMENT APPLICATION REQUIREMENTS		
Plot Plan	Conditional Use/Public Use Permits	Required Information
✓	✓	Existing use and zoning of property immediately surrounding subject property.
✓	✓	If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
✓	✓	Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
✓	✓	Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
✓	✓	List and accurately show all easements of record (by map or instrument number), based upon the title report.
✓	✓	Streets, alleys, and rights-of-way providing legal access to the property.
✓	✓	Typical street improvement cross-section.
✓	✓	Label and describe any land or right-of-way to be dedicated to public or other uses.
✓	✓	Any known existing wells on the property or within 200 feet of the property boundary.
✓	✓	Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend at least 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Topography shall be based upon information no older than three years from the date of application and shall be dated and signed by the engineer or land surveyor.
✓	✓	Preliminary Grading including all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading.
✓	✓	Spot elevations.

SITE DEVELOPMENT APPLICATION REQUIREMENTS		
Plot Plan	Conditional Use/Public Use Permits	Required Information
✓	✓	When subsurface septic sewage disposal is intended, include the information described on Page 6 under, "Site Grading, Subsurface Disposal."
✓	✓	Note whether or not land is subject to liquefaction, or other geologic hazards, or is within a Special Studies Zone.
✓	✓	Note whether or not land is subject to overflow, inundation, or flood hazards.
✓	✓	FEMA mapped floodplains and including zone designations
✓	✓	Drainage plan described on Page 6.
✓	✓	Centerline curve radii and typical selections of all open channels.
✓	✓	Identify proposed parking spaces.
✓	✓	For residential projects, numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.
✓	✓	For mobile home project, the proposed boundary lines, approximate dimensions for each space or site, and the net size, for each space or site.
✓	✓	Labeled Common areas, open space, and recreational areas with location, dimensions, acreage, and known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas, if applicable.
✓	✓	Location, dimensions, setbacks, and nature of any proposed and all fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface disposal systems.
✓	✓	Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
✓	✓	Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
✓	✓	Location, dimensions, and height of proposed dwellings, buildings or other structures, labeled as proposed.
✓	✓	The locations and dimension of all proposed planters and landscaped areas.
✓	✓	The proposed plant species and container/specimen sizes.
✓	✓	The location and proposed amounts for flammable or combustible materials and waste oils. The description of these items shall be included as part of the written description of the project.
✓	✓	Setback dimensions of existing structures and paved areas.

SITE DEVELOPMENT APPLICATION REQUIREMENTS		
Plot Plan	Conditional Use/Public Use Permits	Required Information
✓	✓	Setback dimensions of proposed structures and paved areas.
✓	✓	Physical water quality components described in the Water Quality Management Plan.

D. CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: slopes in excess of 25%, biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

E. SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area, proposed cuts and/or fills in areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer’s report. Said statement may be attached to the grading plan or placed upon a blue-line copy of the grading plan.

F. DRAINAGE PLAN

Tentative Maps/Primary Exhibits shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The exhibits shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second (i.e. cfs)) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.

G. WATER QUALITY MANAGEMENT PLAN (WQMP)

To comply with the WQMP, a developer must submit a “Project Specific” WQMP. Please note that there are different requirements for Santa Ana River Basin (which drains the northern portion of the City into Lake Elsinore) and the San Diego River Basin (which drains the southern portions of the City into Murrieta Creek. This report is intended to:

1. Identify potential post-project pollutants and hydrologic impacts associated with the development
2. Identify proposed mitigation measures (Best Management Practices – BMPs) for identified impacts including site design, source control and treatment control post-development BMPs. A template for this report is included as an appendix to the WQMP.
3. Identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a Preliminary Project Specific WQMP along with the subdivision application package. The format of the preliminary report would mimic the format/ template of the final report but would be at a much lesser level of detail. For example, items 1, 2, and 3 above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings are not required in most circumstances.

END