

**FOR CITY STAFF USE ONLY**

PA#:

Date Submitted:

Project #(s):

PLANNING APPLICATION

The Planning Application review process applies to all projects requiring a discretionary action. Discretionary refers to projects that involve a level of judgement and discretion by the decision-maker in taking action to approve, approve with conditions, or deny a project, with findings. Depending on the level of review, a decision-maker on a discretionary project is the Director of Community Development, the Planning Commission, or the City Council. Typical types of projects that require a discretionary action include Conditional Use Permits, Design Review, General Plan Amendments, Tentative Parcel or Tract Maps, Variances, and Zone Changes.

PROPERTY INFORMATION

Address:	APN(s):
General Plan Designation:	Zoning Designation:

Current Use/ Description of the Property:

PROJECT INFORMATION (Check all that Apply)

<input type="checkbox"/> Annexation	<input type="checkbox"/> Substantial Conformance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Specific Plan
<input type="checkbox"/> Design Review <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Minor	<input type="checkbox"/> Sign Program
<input type="checkbox"/> Extension of Time	<input type="checkbox"/> Surface Mining and Reclamation Plan
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Public Convenience or Necessity	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Variance
<input type="checkbox"/> Pre-Application Consultation	<input type="checkbox"/> Zone Change

Project Description:

CONTACT INFORMATION

PROJECT OWNER*	APPLICANT
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:
ARCHITECT	ENGINEER
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:

* For additional property owners, attach a separate page with APN(s), address, contact information, and signature.

PROPERTY OWNER/ APPLICANT SIGNATURE

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein, and the information attached, are in all respects true and accurate to the best of my knowledge and belief. Please note that all correspondence will be directed to the designated applicant.

The property owner further certifies that they are the legal owner of the property, consent to the filing of this application, and have authorized the applicant below to represent them with respect to the processing of this application.

Finally, I understand that incomplete applications cannot be transmitted or processed. To process an application in an expedited manner, a complete application package is necessary.

PROPERTY OWNER(S)

Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:

APPLICANT

Name (Print):	Signature:	Date:
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Planning Application Submittal Requirements

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



City of Lake Elsinore

Planning Department

Agreement for Cost Recovery

Project Name: _____

Planning Application Number(s): _____

CRS Number(s): _____

The application(s) for the above referenced project may generate processing costs in excess of the amount of the filing fee. If applicable, your initial deposit amount of \$ _____ will be applied toward your application. Draws against this deposit will be made based on staff time and materials needed to process your application. Statements will be sent to you documenting the draws against your deposit. If the deposit reaches a balance of \$500.00 or less, you will be asked to make a subsequent deposit. You will be expected to pay these bills within 30 days of the invoice date. The remaining \$500.00 or less will be used to reconcile your final bill. If there is a balance remaining after reconciling the final bill, a refund check will be mailed to you.

I _____ * (as responsible party), agree that actual recorded costs plus overhead, incurred in the processing of this application(s) will be paid to City of Lake Elsinore, c/o Lake Elsinore Planning Department, 130 S. Main Street, Lake Elsinore, CA 92530. Additionally, I understand that, in the event that my account is not paid within 30 days of the invoice date, processing will be suspended until such time that payment is made.

In order to implement the cost recovery provisions, please sign this statement indicating your agreement to the cost recovery procedure. The signed agreement is required for your application to be accepted for processing.

Responsible Party's Signature: _____

Date: _____



Environmental Information Form

Date Filed:	
Planning Application No.:	

GENERAL INFORMATION

Developer or Applicant:	
Contact Person:	
Address:	
Telephone:	
Email:	
Address of Project:	
Proposed Use of Site:	
Assessors Parcel Numbers (APNs):	

FOR RESIDENTIAL DEVELOPMENT

Number of Units:	
Unit Sizes:	
Units per Acre:	
Lot Sizes:	
Number of Parking Spaces:	

FOR COMMERCIAL AND OTHER DEVELOPMENT

Type of Development:	
Number of Buildings:	
Size of Buildings:	
Number of Parking Spaces:	

ENVIRONMENTAL INFORMATION

Please provide a separate written response for questions #1-4, it is recommended that photographs be provided in support of submitted answers.

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants, animals, and any cultural or scenic aspects.
2. Describe any existing structures on-site and the use of these structures.
3. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects.
4. Describe the types of surrounding land use, intensity of land use, and sale of development.

5. Identify any other related permits and other public approvals required for this project, including those required by the City, regional, State, and Federal agencies, not including approvals from the City, fire department, sheriff's department, and Elsinore Valley Municipal Water District.

Is any part of the Project, on-or off-site, located within a Criteria Cell pursuant to the Multiple Species Habitat Conservation Plan (MSHCP)? If so, what are the Criteria Cell#(s)? If not known, please enter all APNs at the following website to run a report, and **include the report** with submittal of this form:
<https://wrcra.maps.arcgis.com/apps/webappviewer/index.html?id=2b9d4520bd5f4d35add35fb58808c1b7>

The City is a Lead Agency under CEQA, and is required under State law to ensure compliance. All projects are subject to a review under the California Environmental Quality Act (CEQA) and will consist of one (1) or more of the following:

- If not exempt, preparation of technical studies will be required to support determination of appropriate CEQA process, as described below.
- Determination by Planning Division that all project impacts are less than significant or can be mitigated to less than significant. As such, the City will direct preparation of a Negative Declaration (ND) or Mitigated Negative Declaration (MND).
- Determination by Planning Division that at least (1) project impact cannot be mitigated to less than significant levels. As such, the City will direct the preparation of an Environmental Impact Report (EIR).

All CEQA documents must be prepared either by City Staff OR by a qualified, City-approved consultant under direct contract with the City but funded by the Applicant.

Depending on the environmental impacts potentially resulting from your project, technical studies that may be required, but may not be limited, included:

- Air Quality Analysis
- Noise Study
- Traffic Impact Analysis
- Geotechnical Study
- Phase I Environmental Site Assessment (Hazardous Materials)
- Hydrology Study or Conceptual Drainage Plan
- Conceptual Water Quality Management Plan
- Biological Resources Study (also used to support MSHCP consistency work)
- Cultural Resources Study

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Signature: _____ Date: _____



Hazardous Waste Site & Public Well Site Information

Government Code Section 65962.5, which became effective July 1, 1987, 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 without the signed statement.

PART A

To determine if your project is on or near an identified Hazardous Waste Site, please refer to any State identifies Hazardous Waste Sites as listed on [CalEPA's Cortese List Data Resources](#).

Is the project located on or near a State identifies Hazardous Waste Site? Yes No

(If you answered yes to the above question, please fill out the information below. If you answered no, please sign and date the certification below.)

Name of Applicant:	
Address:	
Phone Number:	
Address of Site:	
Local Agency (City/County)	
APN(s)	
Specific any list pursuant to Section 65962.5 of the Government Code	
Regulatory ID Number	
Date of List	

PART B

To determine if your project is within one (1) mile radius of a public well site, which could potentially be affected by hazardous waste generator, please refer to State identified Public Well Sites.

Is your project within a one-mile radius of an identified public well? Yes No

If yes, please identify: _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Signature: _____ Date: _____



SITE PLAN CONTENT

Scale: Engineering scale not to exceed 1"- 40'

The following information shall be included on the plan:

<input type="checkbox"/>	Licensed land surveyor or registered civil engineer shall sign, seal, and provide their California registration or license number and the date of expiration of such number.
<input type="checkbox"/>	List the names, addresses, and telephone numbers of the owners of record, and the surveyor, or engineer preparing the map.
<input type="checkbox"/>	List the names, addresses, and telephone numbers of all utility companies which will serve the project including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
<input type="checkbox"/>	Clearly show the north arrow (directed toward the top of the map), the scale of the plan, the boundary lines, dimensions of project and the date of preparation of the plan.
<input type="checkbox"/>	Provide a vicinity map at a scale of one (1) inch equals eight hundred (800) feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one – quarter (1/4) mile of the exterior boundaries of the proposed project.
<input type="checkbox"/>	List the Assessor's Parcel Number (s) for the entire project.
<input type="checkbox"/>	Provide a legal description of the land including within the proposed project.
<input type="checkbox"/>	Provide information demonstrating legal, dedicated access to the subdivision and all proposed lots within the subdivision. Also demonstrate that no adjoining parcels are landlocked subsequent to the proposed project.
<input type="checkbox"/>	Show all boundary lines of the proposed project with appropriate bearings and distances.
<input type="checkbox"/>	Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed project, including that which is across any streets. Indicate the distances from all property lines and use of any structures on adjoining property.
<input type="checkbox"/>	Show the locations, names, and existing rights -of all adjoining highways, streets, alleys and/or ways, roads, etc. If none exist, show access to property.
<input type="checkbox"/>	Show the centerline profile and grade for each proposed highway, street or drainage improvement shown on the plan.
<input type="checkbox"/>	Show the width and location of all recorded and/or proposed easements, desiccation of streets or rights-of-way.
<input type="checkbox"/>	Show the radius of all curves on highways and streets.
<input type="checkbox"/>	Show the location and outline, to scale, of each existing building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the project.
<input type="checkbox"/>	Show the location of existing and proposed water lines, sewers, culverts, bridges, drainpipes, fire hydrants and water wells within the project.
<input type="checkbox"/>	Total square footage of each building, number of stories, number of size of dwelling units and number of bedrooms, if applicable.
<input type="checkbox"/>	Number of parking and loading spaces requires and provided

<input type="checkbox"/>	Square footage and percent of the site devoted to building, landscaping, and paved areas for parking and circulation.
<input type="checkbox"/>	Property lines, dimensions, and net lot area (lot coverage).
<input type="checkbox"/>	Footprint of all structures and any overhangs or projections.
<input type="checkbox"/>	Location of all entrances and loading doors
<input type="checkbox"/>	All setbacks and distances between building and/or structures.
<input type="checkbox"/>	Location, typical dimensions, and type of surfacing for all driveways, parking spaces and loading areas.
<input type="checkbox"/>	Location of all trash enclosures, transformers, and any equipment outside of building.
<input type="checkbox"/>	Location, height, and materials of all walls and fences.
<input type="checkbox"/>	Location of all existing fire hydrants.
<input type="checkbox"/>	Proposed phases of project (if any).

PRELIMINARY GRADING AND DRAINAGE PLAN CONTENT

Scale: Engineering scale not to exceed 1"- 40'

The following information shall be included on the plan:

<input type="checkbox"/>	Name, address, phone and fax number of applicant, architect and/or engineer
<input type="checkbox"/>	Graphic Scale (with bar scale) and north arrow
<input type="checkbox"/>	Vicinity Map
<input type="checkbox"/>	Estimated quantities of earth to be moved
<input type="checkbox"/>	Direction of drainage flow with slope in percentage
<input type="checkbox"/>	Location of onsite and offsite drainage and utility facilities
<input type="checkbox"/>	Location and width of adjacent rights-of-way and onsite easements.
<input type="checkbox"/>	Location of existing and proposed improvements
<input type="checkbox"/>	Proposed grades and elevations
<input type="checkbox"/>	All existing contours and structures within 25' of the boundaries of the site
<input type="checkbox"/>	Location and elevation of all existing and proposed circulation and drainage improvements and drainage courses within 100' of the boundaries of the site.

BUILDING ELEVATION (S) CONTENT

Scale: Architectural No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Building elevations showing all sides of the proposed buildings and enhances rear and side elevations for buildings visible to the public. All building elevations shall be in color. Provide building elevations for each architectural style. All floor plan options that require changes to the exterior elevations shall be provided.

The following information shall be included on the elevation plans:

<input type="checkbox"/>	Name, address, and phone number of the applicant, architect, and/or engineer.
<input type="checkbox"/>	Location of the building address

<input type="checkbox"/>	Shading, as applicable, to give the elevations some graphic dimension
<input type="checkbox"/>	A schedule for colors and materials (which corresponds to the color and material board) and the specific location of their use for all building types.
<input type="checkbox"/>	Height of buildings with dimensions
<input type="checkbox"/>	Location of sign enveloped on applicable elevations (Commercial, Industrial)
<input type="checkbox"/>	Show spandrel glass locations (Commercial, Industrial)
<input type="checkbox"/>	Show all sides of proposed structures
<input type="checkbox"/>	Show cross-sections of all proposed buildings
<input type="checkbox"/>	Type of stucco finished proposed, if applicable
<input type="checkbox"/>	Label specific type of architectural style proposed for the building(s) onsite
<input type="checkbox"/>	Show location of all exterior wall mounted light fixtures.
<input type="checkbox"/>	Provide details of all exterior wall-mounted light fixtures. Fixtures must complement/enhance architectural style

FLOOR PLAN/ROOF PLAN CONTENTS

Scale: Architectural the scale used on the floor and roof plans shall be no less than 1/4" per foot. (Large projects no less than 1/8" with 1/4" details).

The following information shall be included on the floor plans:

<input type="checkbox"/>	Proposed use for each room
<input type="checkbox"/>	Proposed square footage for each room
<input type="checkbox"/>	Bathrooms
<input type="checkbox"/>	Exits
<input type="checkbox"/>	Provide the interior dimensions of the garage (Code requires a minimum of 20 ft x 20 ft clear) (Residential)
<input type="checkbox"/>	Patios
<input type="checkbox"/>	Elevators
<input type="checkbox"/>	Fire sprinkler riser room (with direct exterior access), (Multi-Family, Commercial, Industrial)
<input type="checkbox"/>	Location of Knox Box (Multi-Family, Commercial, Industrial)
<input type="checkbox"/>	Location(s), dimensions, and total square footage of private open space areas required by the Zoning Ordinance (Multi-Family Residential)
<input type="checkbox"/>	Location, number, and type of laundry facilities required by the Zoning Ordinance (Multi-Family Residential)
<input type="checkbox"/>	Location, dimensions, and total footage of exterior storage spaces required by Zoning Ordinance (Multi-Family Residential)

The following information shall be included on the roof plan:

<input type="checkbox"/>	All roof pitches and direction of fall
<input type="checkbox"/>	Location and detail of all mechanical equipment (Multi-Family, Commercial, Industrial)
<input type="checkbox"/>	Spot elevations or other cross-sections necessary to verify that mechanical equipment is fully screened (Multi-Family, Commercial, Industrial)

COLORS AND MATERIALS INFORMATION

Size: 8 ½ X 11". The colors and materials information is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains.

The list shall show the following:

<input type="checkbox"/>	Sample of all roofing materials
<input type="checkbox"/>	Sample of window glazing
<input type="checkbox"/>	Sample of all wall materials including textures(s) (i.e., Santa Barbara stucco finish, wood, tile, rock, etc.)
<input type="checkbox"/>	Samples of all paint and stain colors to be used on the buildings applies to the surface of actual exterior building material samples.
<input type="checkbox"/>	Manufacturer's name and identification numbers of paint colors that correspond to the proposed materials.

CONCEPTUAL LANDSCAPE PLAN CONTENT

Scale: Engineering scale not to exceed 1" =40'.

<input type="checkbox"/>	Plant palette and sizes of materials.
<input type="checkbox"/>	Locations and numbers of trees, shrubs, and acres of ground covering, including spacing of ground cover. Identify slope areas.
<input type="checkbox"/>	Proposed wall & fences and their materials.
<input type="checkbox"/>	For Tentative Tract Maps, landscape plans should address streetscapes, entry statements, and public spaces such as detention basins.

FENCE AND WALL PLANS CONTENT

Scale: Engineering scale not to exceed 1" =40'.

<input type="checkbox"/>	Legend (indicating all existing and proposed walls, fences, and gates)
<input type="checkbox"/>	Location of all types of fencing being proposed with dimensions from building and property lines
<input type="checkbox"/>	Dimensioned elevation drawings with details of all types of fencing, walls and gates proposed including colors and materials
<input type="checkbox"/>	Identify location of all proposed entry statements and elevations (<i>Multi-Family Residential, Commercial, Industrial</i>).
<input type="checkbox"/>	Show dimensioned details of all proposed entry statements and gates including colors and materials, sign envelope areas and dimensions (<i>Multi-Family Residential, Commercial, Industrial</i>).

TENTATIVE TRACT MAP CONTENT

Scale: Engineering scale not to exceed 1" =40'.

<input type="checkbox"/>	Name, addresses, and telephone number of the owner and developer of subject property
<input type="checkbox"/>	Name, address, and telephone number of persons preparing plan
<input type="checkbox"/>	The words "Tentative Tract Map" shall be printed conspicuously on the map
<input type="checkbox"/>	North arrow and scale
<input type="checkbox"/>	Tract Map Number assigned by County Surveyor/Engineer
<input type="checkbox"/>	Sufficient legal description of the land included on the map to define the boundaries of the tentative map
<input type="checkbox"/>	Scale of map (preferred scale is 1" = 40'. Maximum scale is 1" = 100'.)
<input type="checkbox"/>	Date map was prepared
<input type="checkbox"/>	Provide a lot summary table which identifies the total lot size and pad area for each proposed lot along with the overall average lot size, minimum lot size and maximum lot size
<input type="checkbox"/>	Name and address of utility companies, including water, sewer, electric, gas, cable, and telephone companies
<input type="checkbox"/>	A vicinity or area map showing the existing major street pattern and major watercourses, and flood control channels within one-half mile of exterior boundaries of the subdivision.
<input type="checkbox"/>	All boundary lines of the subdivision with appropriate bearings and distances described with identifying tree rows, dikes, or channels
<input type="checkbox"/>	Existing buildings or structures identified by use, including those within 100' of tract boundary, noting if they are to remain or be removed
<input type="checkbox"/>	All watercourses, if applicable
<input type="checkbox"/>	Identify the 100-year flood plain (Base Flood Level), if applicable
<input type="checkbox"/>	Existing and future adjacent streets with widths of right-of-way and proposed connections to existing streets
<input type="checkbox"/>	Proposed street grades
<input type="checkbox"/>	Proposed street cross-sections
<input type="checkbox"/>	Centerline radii of all street curves
<input type="checkbox"/>	Adjoining property lines and land uses, including adjacent tract numbers, if any
<input type="checkbox"/>	The drainage areas tributary to the land division and a preliminary plan of proposed on-site and off-site drainage system
<input type="checkbox"/>	All proposed lot lines and dimensions
<input type="checkbox"/>	The width and approximate locations of all existing and proposed easements for railroads, flood-control channels, public utilities, or other easements of right-of-way
<input type="checkbox"/>	Grading pattern including adjacent land
<input type="checkbox"/>	Existing trees having a truck diameter of 4 inches or more
<input type="checkbox"/>	Locations of all streets, easements, pedestrian ways, trails, and other lands, whether for public or private purposes, to be dedicated or offered for dedication
<input type="checkbox"/>	Location of lands intended to be dedicated for park purposes and/or statement as to whether fees are proposed to be paid in-lieu therefore
<input type="checkbox"/>	The location of existing wells, water lines, cesspools, sewers, culverts, drainpipes, underground structures, or sand, gravel, or other excavations within the land division and within 200 feet of

	any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or used
<input type="checkbox"/>	The contour of the land at intervals of not more than 2' if the general slope of the land is less than 10% or if not more than 5' if the general slope of the land is more than 10%. All elevations shall be based on U.S.G.S. datum, or other datum acceptable to the City Engineer. Copies of U.S.G.S. maps are not acceptable
<input type="checkbox"/>	Type of improvement, including but not limited to streets, drainage, water, sewer, grading, utilities, pedestrian ways, streetlights, and tree planting, which are proposed to be installed, and the time at which such improvements are proposed to be completed
<input type="checkbox"/>	Proposed method of sewage disposal and sewer connection point
<input type="checkbox"/>	Existing and proposed zoning and general plan designation of property to be divided
<input type="checkbox"/>	Appropriate net acreage of each lot containing an area of one acre or more
<input type="checkbox"/>	Proposed use of all lots
<input type="checkbox"/>	If private streets are proposed, the method by which their maintenance will be accomplished and financed
<input type="checkbox"/>	Such other information as the City Engineer, Community Development Director, Planning Commission, or City Council determines is necessary to properly consider the proposed division, including, but not limited to, proposed grading
<input type="checkbox"/>	Provision of future passive or natural heating or cooling opportunities. Refer to Government Code Section 66473.1 (Subdivision Map Act)
<input type="checkbox"/>	Copies of grant deeds for the existing parcel(s)
<input type="checkbox"/>	If the required information cannot be placed on the tentative map, then a report containing the material shall be submitted with the map
<input type="checkbox"/>	If the proposed map is not being submitted in conjunction with a proposed development or previously approved development, an illustrative plan shall be submitted demonstrating that the property can be developed in accordance with City Standards

TENTATIVE MAINTENANCE PLAN

Scale: Engineering scale not to exceed 1" =40'.

Provide a Tract Maintenance Plan (including a map and written summary table) which identifies the responsible parties for the construction, ownership, and maintenance of the following improvements.

<input type="checkbox"/>	Public and/or private streets
<input type="checkbox"/>	Public and private parks
<input type="checkbox"/>	Public and private trails
<input type="checkbox"/>	Common landscape areas
<input type="checkbox"/>	Maintained and/or natural common slope areas
<input type="checkbox"/>	Public and private walls, fences, and entry monumentation and signage
<input type="checkbox"/>	Flow control and drainage facilities and structures
<input type="checkbox"/>	Other onsite utilities

DEVELOPMENT PHASING PLAN CONTENT

Scale: Engineering scale not to exceed 1" =40'.

<input type="checkbox"/>	Name, address, and phone number of applicant, architect and/or engineer, and property owner(s)
<input type="checkbox"/>	Graphic scale (with bar scale) and north arrow
<input type="checkbox"/>	Location of all proposed lots, streets, parks, and common areas within the development
<input type="checkbox"/>	Location and labeling of proposed development phase lines
<input type="checkbox"/>	Onsite pedestrian and vehicular circulation patterns associated with each development phase
<input type="checkbox"/>	Demonstrate how onsite parking requirements will be complied with in association with each development phase
<input type="checkbox"/>	Show emergency vehicle access patterns and turn around areas associated with each development phase
<input type="checkbox"/>	Show construction traffic circulation patterns associated with each development phase
<input type="checkbox"/>	Show infrastructure connections associated with each development phase
<input type="checkbox"/>	Show location and type of interim landscaping improvements and/or other screening methods on undeveloped phase areas
<input type="checkbox"/>	Demonstrate compliance with N.P.D.E.S. requirements in association with each development phase.