



**SITE PLAN REVIEW
NORTH APPLE VALLEY
INDUSTRIAL SPECIFIC PLAN**

SUBMITTAL REQUIREMENTS

The Town of Apple Valley encourages prospective applicants to attend a pre-application conference with the Planning Division prior to formal submittal of a permit application. The conference should take place prior to any substantial investment.

After submitting your plans to the Planning Division for a Site Plan Review, your plans will be distributed to all Town Divisions involved in the permit process. All items listed on the checklist below must be included in your submittal package so that each Town Division can efficiently evaluate your project. ***Project submittals which do not include these items will not be accepted for processing.*** All plans must be collated, stapled and folded to 8 ½” x 11” notebook size. Upon submittal, filing fees will be collected as listed below. Make checks payable to the Town of Apple Valley. Please feel free to contact the Planning Division at (760) 240-7000 Ext.7200 if you have any questions.

APPLICATION PROCESSING FEES

	<u>Initial Deposit</u>	<u>Actual Cost not to exceed</u>
<input type="checkbox"/> Site Plan Review	\$1567	No max.
<input type="checkbox"/> Apple Valley Fire District review (check made payable to AVFPD)		
0 to 4, 900 sq. ft.	\$ 240	
5,000 to 10,000 sq. ft.	\$ 320	
10,001 to 25,000 sq. ft.	\$ 400	
25,001 to 50,000	\$ 480	
50,001 to 75,000	\$ 560	
75,001 to 100,000	\$ 640	
100,000 +	\$ 720	
Plus \$80 each additional 10,000 sq. ft. or portion thereof		

MATERIALS REQUIRED

STAFF VERIFICATION

SUBMIT THE FOLLOWING ITEMS

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed General Information and Affidavit letter.

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. | Completed Project Description and Existing Conditions letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | Two Copies of a Current: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. (6 months) Preliminary title report that shows all recorded easements; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | b. Assessor's parcel map; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | c. Grant Deeds for all involved properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | One colored elevation with a detailed description of all colors and materials |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. | Photographs of project site and adjacent properties |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. | Ten full sets of plans collated that include: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. Fully dimensioned site plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | b. Fully dimensioned floor plan; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | c. Fully dimensioned elevations for all sides of building. Scale to be no smaller than one inch = 40 feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. | Three sets of landscape plans that include (a) type location, size, number and spacing of plant materials and (b) a plant list which includes common and botanical name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. | One reduced (8-1/2 X 11) of each plan/sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. | Three sets preliminary grading & drainage plan containing information on existing structures, contours, elevations; proposed grades, circulation and drainage improvements, including streets, drainage courses on the site and within 100 feet of the boundaries of the site. |

INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS:

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | SITE PLAN
Projects current address, Assessor's parcel number, Applicant's name and phone number. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. | Provide a legend on the site plan that includes: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. Current Zoning; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | b. Total lot square footage; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | c. The proposed use and square footage of all building; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | d. Show the required and proposed number of parking spaces for your project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | e. Indicate the intended occupancy type of all buildings on your site and designate the type of construction (exterior walls and roof included). Identify buildings to be sprinklered and non-sprinklered. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | Correctly dimension all streets and alleyways from their centerline to curb, curb to sidewalk and sidewalk to property line. Show location of all driveways or streets opposite your project. Indicate all street names for those streets serving or abutting your property. |
| Yes | No | N/A | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. | Show existing fire hydrants within 300 feet of your project site. Indicate any proposed fire hydrants. |

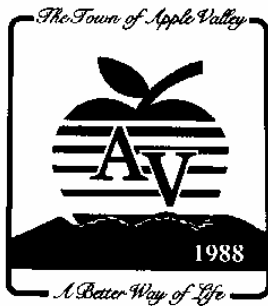
- 6. Show proposed Fire Department vehicle access lane.
- 7. Show and dimension all property lines and setbacks. Provide locations and dimensions of all existing and proposed easements and all property to be dedicated to the Town.
- 8. Provide the distance to all buildings within 100 feet of your site. State the type of construction of those buildings, including length, height and roof construction. (This is necessary so the Fire Department can evaluate fire flow requirements.)
- 9. Dimension all existing and proposed buildings. Specify all structures to be demolished or removed. Show location, height and construction type of exterior walls and fences.
- 10. Indicate and fully dimension the location and size of all trash storage areas, landscape and open space areas. Parking layout must be fully dimensioned and tabulated for both on-site and off-site parking.
- 11. On your site plan provide the location of all utility related equipment (including electrical transformer, meters, etc.).
- 12. Location & heights of all walls or fences with details, materials, construction and height differentials from abutting property if fence/wall is located on a property line.
- 13. Septic location\relocation.
- 14. **FLOOR PLANS**
Fully dimensioned floor plan showing proposed use of all areas (examples: office, storage, conference, etc.)
- 15. One copy of a water purveyor and other utility companies service letter.

COMMENTS

Be aware that, if determined by Town staff, additional reports, such as a traffic study, biological study, hydrology study or noise report, may be requested for inclusion with the Site Plan Review submittal.

REVIEWED BY: _____

DATE: _____



GENERAL APPLICATION

FOR TOWN USE ONLY

Date Submitted: _____

Case No. _____

Received by: _____

Case Planner: _____

Planning Fee: _____

Other Fees: _____

Please type or print legibly in ink

TYPE OF APPLICATION

	Case No. (Staff)		Case No. (Staff)
Conditional Use Permit	_____	Specific Plan	_____
Development Permit	_____	Temporary Use Permit	_____
Deviation Permit	_____	Tentative Parcel Map	_____
Modification or Amendments	_____	Tentative Tract Map	_____
General Plan Amendment	_____	Variance	_____
Site Plan Review	_____	Zone Change	_____
Special Use Permit	_____	Other _____	_____
		Case No. _____	

Project Address _____

APPLICANT INFORMATION

Property Owner _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Representative _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Telephone _____

Email _____ Fax _____

PROJECT INFORMATION

Detailed Description of Project (**Required**) _____

Related Projects _____
Assessor's Parcel No. (s) _____ Tract _____ Lot _____
Property Size: Gross Acres _____ Net Acres _____ Square Feet _____
Total Square Footage of Proposed Building(s) _____ No. Of Units _____
General Plan Designation _____ Zoning _____
Proposed Use of Land/Building(s) _____

OWNER'S AUTHORIZATION AND AFFIDAVIT

I am/We are the legal owner(s) of said property and do hereby certify that all the foregoing information is true and correct and recognize that if any information proves to be false or incorrect the Town shall be released from any liability incurred and any permits or approvals may be null and void.

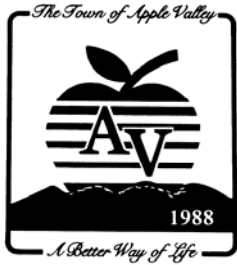
Signature(s) of Legal Owner(s) _____ Date _____
_____ Date _____

This will serve to notify you and verify that I am/we are the legal owner(s) of the property described in the project application and do hereby authorize the listed representative to file this and represent my/our interest in the application.

Signature _____

(A letter of authorization form may be submitted in lieu of the legal owner's signature.)

Signature of Representative _____ Date _____



ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date Submitted _____

General Information

1. Indicate number of the permit application for the project to which this form pertains:

2. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

3. Existing zoning district: _____
4. Existing General Plan designation _____
5. Proposed use of site (Project for which this form is filed): _____

Project Description

6. Site size _____
7. Square footage _____
8. Number of floors of construction _____
9. Amount of off street parking provided _____
10. Attach plans _____
11. Proposed scheduling _____
12. Associated project _____
13. Anticipated incremental development _____

14. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected _____

15. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities _____

16. If industrial, indicate type, estimated employment per shift, and loading facilities

17. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project

18. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required _____

*Are the following items applicable to the project or its effects? Discuss below all items checked "yes."
(attach additional sheets as necessary).*

Environmental Impacts

	Yes	No
19. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
20. Change in scenic vistas or views from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
21. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
22. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
24. Changes in ocean, bay, lake, river, stream, lake, or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
25. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Substantial new light or glare?	<input type="checkbox"/>	<input type="checkbox"/>
27. Alterations in the location, distribution, density, or growth rate of the human population of the area.	<input type="checkbox"/>	<input type="checkbox"/>
28. Impacts on existing housing or create a demand for additional housing?	<input type="checkbox"/>	<input type="checkbox"/>
29. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
30. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
33. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>
34. Impacts upon the quality or quantity of existing recreational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
35. Impacts to existing parking or transportation facilities, generate substantial additional vehicle movement or the need for additional parking or transportation facilities.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

- 36. Describe the project site as it exists before the project, 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 Polaroid photos will be accepted.

- 37. 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.), intensity of land use (one family, apartment house, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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 and belief.

Date _____

Signature _____

For _____

