



STAFF REVIEW Submittal Requirements

Filing fee: <1,000 SF or change in use-\$200; 1,000 to 5,000 SF-\$400, >5,000 SF-\$750

- 1 Completed and signed Staff Review form
- 1 Copy of the fee receipt.
- 1 Completed Environmental Information Form
- 3 Sets of the following full size plans; collated, stapled, and folded to 8.5" x 11" (see exhibit requirements).
Please Note: rolled plans will not be accepted.
 - A. Site Plan showing all existing easements and right-of-ways, with phasing plan (if phasing is proposed), and preliminary grading information.
 - B. Floor Plans and Roof Plans/Sections (show any rooftop mechanical equipment) of all buildings.
 - C. Architectural Elevations of all sides of buildings including one set of color elevations and/or a rendering.
- 20 Sets of **Legible** black and white reductions of the above plans no larger than 11" x 17".

EXHIBIT REQUIREMENTS

SITE PLAN (Shall be to engineer's scale and legible)

- Title block indicating drawing scale, name and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to be oriented to the north).
- Legal description and assessor parcel numbers.
- Small scale vicinity map with location of property in relation to major streets (need not be to scale) with north arrow.
- Existing zoning designation of property.
- Names, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.
- A statistical summary including:
 - Site size (gross/net)
 - building(s) square footage
 - % landscaping
 - % lot coverage with buildings
 - Parking requirements
 - Parking provided

For residential projects, also include:

- Building sq. footage by floor plan type
- Floor plan types
- Total units
- Density (net) per acre

EXHIBIT REQUIREMENTS CONTINUED

- Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.
- Indicate building setback dimensions including front, side, rear and street side.
- Indicate all property lines, distance from property line to center line of the street, dedicated rights-of-way, and easements on the site.
- Show location of structures and property improvements within fifty (50) feet of the subject property.
- Indicate location, size, shape, height and use of all structures on the site.
- Indicate location and nature of proposed and existing fencing, gates, walls, driveways and curbs.
- Indicate location of mail boxes (if applicable), loading areas, trash enclosures, landscape areas.
- Indicate location and names of all streets and alleys and right-of-way providing legal access to the property.
- Indicate any land or right-of-way to be dedicated to public use and right-of-way for utilities and other uses.
- Show typical street cross sections of all existing and proposed streets within and adjacent to the project.
- Indicate all utility poles and street lights on and adjacent to the property.
- Show location of all existing fire hydrants, catch basins, gutters and water and sewer mains within 50 feet of the project.
- Indicate parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, stall sizes, handicap access and stalls, and 12 inch step outs.
- Indicate location of proposed signs (final review and approval of signs require a separate sign application/permit).

ARCHITECTURAL PLANS (Shall be to architect's scale and legible)

- Elevations shall show all dimensions and all sides of the structure.
- Provide a roof plan and a floor plans with dimensions.
- Provide section(s) showing roof top equipment and method of screening from view.
- Indicate location of proposed signs on building with dimensions (final review and approval of sign requires a separate application).

PRELIMINARY GRADING PLANS (Scale shall match site plan)

- Indicate existing and proposed pad elevations.
- Indicate approximate grades of proposed roads and street center lines.
- Identify all curve radii.
- Show existing contours with maximum interval as follows:

Slope	Interval
Less than 2%	2'
2-10%	4'
Greater than 10%	10'

- Identify proposed contours and spot elevations.

EXHIBIT REQUIREMENTS CONTINUED

- Identify land subject to overflow, inundation or flood hazard.
- Show drainage plan to control on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.
- Show on the project site map the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock outcroppings, mature trees, areas of dense brush, etc.; existing structures, trails and other superficial features; any drainage courses, sumps, etc.; easements and other rights-of-way which may affect future development. Geologic and hydrological features, such as fault and flood zones shall be shown on the map.

STEP TWO SUBMITTAL

Step Two **may** require the provision of additional information to address Staff Review Committee (SRC) and Code requirements. Information required could include project redesign. Information for final design and landscape review and public hearing, if applicable, **may be** required as part of Step Two. **Consult with staff before preparing the below items, as they may not be required.**

Project Exhibits

- 3 Sets of the following revised (if required) full size plans, collated, stapled, and folded to 8" x 11" (follow the exhibit requirements and **include the city project number in the lower right hand corner of all sheets**):
 - a. Site plan with dimensions
 - b. Architectural plans to include elevations, roof plans, and floor plans plus one colored set of elevations
 - c. Preliminary grading plan
 - d. Preliminary landscape plan (optional)
 - e. Phasing plan (if applicable)
- Material board with colors and construction materials in an 8.5" x 11" format.
- 20 Sets of black and white reductions of the site plan, building floor plans and building elevations, no larger than 11" x 17".

Public Hearing Items (if public hearing is required)

- 1 One assessor's parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or greater radius as stipulated by the Planning Director if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.
- 1 Set of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within the 300 foot radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) and one set of gummed labels and one paper copy of the names and addresses of the subject property's owner(s), applicant and representative.
- 1 Certification of Property Owners Form—The applicant, representative, or title company preparing the above items shall complete the **Certification Form** attached to the General Application packet .

PROPERTY OWNERS LIST CERTIFICATION

**CITY OF SAN JACINTO
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

State of California
County of Riverside
City of San Jacinto

I, _____ hereby certify that attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Riverside within the area described and for a distance of three hundred feet (300') from the exterior boundaries of property legally described as:

I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

Print Name

Signature

Date



STAFF REVIEW APPLICATION

Case # _____	Fee _____
Date Submitted _____	Date Application _____
Received by _____	Certified Completed _____

INSTRUCTIONS:

Please provide all information requested in Sections I, II & III

I. A. APPLICANT/ OWNER/ REPRESENTATIVE INFORMATION

Name of Applicant _____	Phone No. _____
Address of Applicant _____	

B.

Property Owner of Record _____	Phone No. _____
Mailing Address _____	

C.

Representative _____	Phone No. _____
Mailing Address _____	Email: _____

II. PROJECT DESCRIPTION & LOCATION

A. Assessor's Parcel Number (s) _____	B. Property address/ location _____
C. Project Description & Acreage _____	



STAFF REVIEW APPLICATION

III. AFFIDAVIT

A. LIST THE NAMES AND ADDRESSES AND SIGNATURES OF ALL PROPERTY OWNERS AND HOLDERS OF FIRST TRUST DEEDS, CORPORATE OFFICERS AND PARTNERS INVOLVED WITH THIS APPLICATION.

Signature	Name	Address	Title

B. I HAVE COMPLETED THIS APPLICATION FULLY AS THE APPLICANT/APPLICANT'S REPRESENTATIVE AND ACKNOWLEDGE THAT THE COMPLETION OF THE STATE REQUIRED ENVIRONMENTAL REVIEW WILL BE THE ACTUAL FILING DATE

_____ Name

_____ Signature

C. I DECLARE UNDER PENALTY OF PERJURY THAT I AM THE

- Owner
- Attorney of the Owner
- Person with Power of Attorney from the owner
- Lessee
- Designated Representative

THE PROPERTY OWNERS INVOLVED IN THIS APPLICATION, AND THE FOREGOING STATEMENTS AND INFORMATION PROVIDED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

(SIGNATURE MUST BE NOTARIZED)

Executed this _____ day of _____, 20____, at _____, California

_____ Name

_____ Signature

EVIDENCE OF SIGNATOR'S AUTHORITY SHALL BE FILED WITH THIS APPLICATION. IF APPLICANT IS A CORPORATION, COMPANY, OR PARTNERSHIP, THE NAME, ADDRESS, AND TITLE OF ALL OFFICERS SHALL ACCOMPANY THIS APPLICATION UNLESS PREVIOUSLY FILED.

OBTAIN INSTRUCTIONS AS TO THE PREPARATION OF MAPS, PLANS, SKETCHES, OR OTHER DATA OR INFORMATION PERTINENT TO THIS PARTICULAR REQUEST FROM THE OFFICE OF COMMUNITY DEVELOPMENT.