



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.cityofhemet.org

Application No.:	_____
Date Received:	_____
Received By:	_____
Planner Assigned:	_____
Concurrent Projects:	_____

PLANNING APPLICATION

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Adjustment | <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Development Agreement / Amendment |
| <input type="checkbox"/> Downtown Project Review | <input type="checkbox"/> Extension of Time (for: _____) | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Pre-Application Review | <input type="checkbox"/> Sign Program / Amendment |
| <input type="checkbox"/> Site Development Review | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Zone Change - Map | <input type="checkbox"/> Zoning Ordinance Amendment | <input type="checkbox"/> Other _____ |

Project Description

General Description of Proposed Project: _____

Has this project received Pre-Application Review Comments? Yes No PR No. _____
Other Related Cases: _____

Property Information

Project Address or Location: _____
Assessor Parcel Number(s): _____
Total Site Acreage: _____
Current Land Use: _____ Proposed Lane Use: _____
Current Zoning: _____ Proposed Zoning: _____
Current General Plan: _____ Proposed General Plan: _____

Contact Information

Applicant Information –The applicant is the designated contact to receive materials from the City.

Applicant Name: _____
Applicant Address: _____
Contact Name: _____
Phone Number: _____ Email: _____
Applicant's Interest in Property: Own Rent Other: _____

Owner Information (Consent Affidavit required if Applicant is not the Property Owner)

Owner Name: _____

Owner Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Architect Information

Architect Name: _____

Architect Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Engineer Information

Engineer Name: _____

Engineer Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Notifications

1. Appointments are recommended for submittals. Call the Case Planner or 951-765-2375 for scheduling.
2. Applications will be initiated within 24 hours of submittal. Applications submitted after noon on Thursday will be initiated the next City Hall business day.
3. Acceptance of the application at the counter **does not** represent a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
4. If projects include a legislative item required to be heard by the City Council, all other concurrent applications for the project will also be heard by the City Council.

Authorizations

Print Applicant Name _____

Applicant Signature _____ Date _____

Attachments

1. Property Owner Consent Affidavit (Not required for Pre-Application Review applications).



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DEVELOPMENT AGREEMENT/ AMENDMENT SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Development Agreement/Amendment application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE DEVELOPMENT AGREEMENT/AMENDMENT FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
 - a. Deposit fee pursuant to the latest adopted fee schedule.
 - b. Public hearing notice fees (paid when application is scheduled for public hearing).
 - c. CEQA fees
 - (1) Initial Study or Categorical Exemption fee (paid with submittal).
 - (2) Additional Environmental fees (if applicable).
 - d. Fish & Game fees (if applicable).
- 3. Completed Depositor Application Form.
- 4. Proof of ownership (i.e., grant deed).
- 5. Legal description of the property.
- 6. A letter signed and dated by the applicant that provides written justification for your Development Agreement/Amendment request to include the following:
 - a. Consistency with objectives, policies, land uses, and programs of the General Plan, any applicable Specific Plan, and the land use district (zoning) in which the property is located.
 - b. Desired duration of Agreement/Amendment.
 - c. Desired terms and conditions of Agreement/Amendment such as (this list may be included as a separate attachment):
 - i. Conditions, terms, restrictions, or requirements for subsequent discretionary actions.
 - ii. Provisions for construction commencement or phasing.
 - iii. Terms and conditions related to the financing or provision of necessary public facilities.
 - iv. Proposed considerations to the City in exchange for the vesting of the Development Agreement or Amendment.
 - v. Other matters as agreed upon between the City, its entities, and the applicant.
 - d. Statement outlining the public benefit as to why the City and/or its entities should enter into a Development Agreement/Amendment.

- 7. One (1) 8½" x 11" site map or Assessor's Parcel Map showing the property boundaries and the surrounding streets and parcels.
- 8. Hard copy or electronic copy on CD of any prior environmental review document prepared for the project.

WHEN THE APPLICATION IS DEEMED COMPLETE BY STAFF, THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO SCHEDULING FOR PUBLIC HEARING:

- 9. Public hearing notice fees (newspaper publication, mailing.)
- 10. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
 - a. One (1) 8½" x 11" radius map that shows the boundaries of the subject property, the 500 foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
 - b. A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
 - c. Two (2) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
 - i. Labels shall be 1" x 2.5", self-adhesive, on 8 ½ " x 11" sheets.
 - ii. Each mailing label shall include the assessor parcel number.
 - iii. The data shall be from the latest County Assessor's information.
 - d. A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. Receipt of the application at the Planning Division counter **does not** indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
2. The application will not be determined to be complete until the City Manager and City Attorney have reviewed the terms of the Development Agreement, and prepared a Draft Agreement for consideration by the City Council, and any required environmental document is completed.
3. It is recommended that the applicant and/or representative be present at all hearings.
4. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
5. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Depositor Application Form.



City of Hemet
 Community Development
 445 E. Florida Ave.
 Hemet, CA 92543
 (951) 765-2475

PLANNING APPLICATION DEPOSIT RECEIPT

Project No.:	Project Name:
Project Location:	
Depositor Name:	
Company Name:	
Street Address:	
City/State/Zip:	
Phone:	Fax:
Cell:	Email:

Check No.	Total Amount of Deposit: \$
Name (on check):	
Address (on check):	

The City will refund fees collected in excess of the actual cost of providing specific services. If additional funds are needed to complete the processing of your application, the City will notify you of the additional deposit required. Processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The Depositor understands the deposit process as described herein and that there will be no refund of monies which have been expended as part of the application review or other related costs and services, even if the application is withdrawn or the application is ultimately denied. Additional billings and any refunds will be sent to the depositor of record.

I hereby understand and accept these terms:

Depositor Signature: _____

Date: _____

For Office Use Only	
Date: _____	
Accepted By: _____	
Deposit Account(s):	
<input type="checkbox"/> Planning Staff Time (2192)	\$ _____
<input type="checkbox"/> City Attorney Fees (2193)	\$ _____
<input type="checkbox"/> Tri-Party Agreement (2190)	\$ _____
Total Amount Collected:	\$ _____