



# City of Hemet

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



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

**THE PRE-APPLICATION REVIEW APPLICATION FILING PACKAGE  
CONSISTS OF THE FOLLOWING:**

**A. APPLICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
- 2. Application processing fee pursuant to the latest adopted fee schedule.
- 3. A letter signed and dated by the applicant that describes the proposed use and activities.
- 4. Ten (10) full-size (24"x36" folded to 9"x12") copies and one 8.5" x 11" copy of each of the following development plan sheets (as applicable)
  - a. Site plan including parking and circulation.
  - b. Floor plans.
  - c. Building elevations (north, south, east, west).
  - d. Conceptual landscape plans including fencing.
  - e. Any additional items requested by staff.
- 5. One (1) electronic copy on CD/DVD of all submission materials in PDF format.

**B. APPLICANT NOTIFICATIONS**

1. Pre-Application Review is intended to reduce the time and expense of the development review process by providing to the applicant an informative assessment to assist in the efficient and coordinated processing of projects consistent with city standards and regulations.
2. It is recommended that the applicant and/or representative be present at all meetings.
3. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

**C. ATTACHMENTS**

1. Hemet Municipal Code Section 90-49.

HEMET MUNICIPAL CODE, CHAPTER 90 (ZONING ORDINANCE)

**SEC. 90-49. – PRE-APPLICATION REVIEW APPLICATIONS**

- (1) *Purpose.* The purpose of the pre-application review application is to reduce the time and expense of the development review process by providing to the applicant an informative assessment early in the process to assist in the efficient and coordinated processing of projects consistent with city standards and requirements, prior to the applicant's preparation of a formal submittal. It is further the intent of the city by this section to maintain and encourage high standards of development in the interest of public health, safety, economic development, and general welfare of the city.
- (2) *Applicability.* A pre-application review application shall be required for all new and revised projects as provided in this section:
  - (1) Annexations
  - (2) General plan amendments
  - (3) Specific plans
  - (4) Residential projects of five or more parcels
  - (5) Multiple family residential projects
  - (6) Commercial, industrial, and institutional projects with over 5,000 square feet of building area
  - (7) Conditional use permits (excluding Streamlined Review applications)
  - (8) Tentative tract maps and tentative parcel maps
  - (9) Large scale special events that are outdoors, open to the public, and on property that is not typically allowed or permitted as an ongoing use of the site.
- (c) *New applications.* An application for pre-application review shall be filed with the director or the director's designee by the property owner or an authorized agent on a form(s) prescribed by the director. The director or the director's designee shall make available, in writing, a listing of the information and/or maps, which are required to be submitted.
- (d) The director shall have the authority to waive or require pre-application review for limited projects, as applicable based on the circumstances and scope of the project.

**Sec. 90-49.1. - Application fees and refunds.**

- (a) An application fee for pre-application review shall accompany the application submittal requirements, which are filed with the director. The fee(s) shall cover the costs of processing the applications in accordance with a schedule based on staff time spent on the project.
- (b) Applications which have been withdrawn will require a new application and fee to be submitted in order to process the application.
- (c) Application fee refunds shall be authorized by the director for applications that are withdrawn upon written request and proof of payment by the applicant, in accordance with a refund schedule based upon staff time spent on the project. Requests for application fee refunds shall be valid for a period of up to six months from the date of withdrawal.

- (d) Non-profit organizations with a 501(C)(3) tax exemption are exempt from pre-application review application fee requirements for large scale special events.

**Sec. 90-49.2. – Procedure**

- (a) Within 14 days from receipt of a pre-application review application, the director will schedule when the development review committee meeting will be held to discuss the proposed project with the applicant. The development review committee shall provide an initial review of the proposed development plans for compliance with the Hemet municipal code, the applications required, the Hemet general plan and applicable design guidelines and standards as well as what technical studies or materials will be required to be filed with the formal application.
- (b) Within 20 working days after the development review committee meeting reviewing the proposed project, the director shall prepare and send to the applicant a letter summarizing the preliminary comments and recommendations of the development review committee.
- (c) Pre-application review shall not be considered a final review or substitute for the application submittal process. It is solely intended to provide the necessary information to enable an applicant to make an informed decision about whether or how to proceed with a development project in the city.

**Sec. 90-49.3. – Time limit; extension.**

- (a) A new pre-application review application shall be required if project applications associated with the pre-application review have not been submitted within 24 months of the last development review committee meeting or the project has substantially changed.
- (b) The director may extend the expiration date of a pre-application review application for an additional six months if written request for the extension is filed prior to the date of expiration.