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

- ☐ Administrative Adjustment
- ☐ Appeal
- ☐ Downtown Project Review
- ☐ Planned Unit Development
- ☐ Site Development Review
- ☐ Tentative Parcel Map
- ☐ Zone Change - Map
- ☐ Administrative Use Permit
- ☐ Conditional Use Permit
- ☐ Extension of Time (for:_____)
- ☐ Pre-Application Review
- ☐ Specific Plan
- ☐ Tentative Tract Map
- ☐ Zoning Ordinance Amendment
- ☐ Annexation
- ☐ Development Agreement / Amendment
- ☐ General Plan Amendment
- ☐ Sign Program / Amendment
- ☐ Specific Plan Amendment
- ☐ Variance
- ☐ 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).

City of Hemet

Property Owner Consent Affidavit

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

*****THIS FORM MUST BE NOTARIZED*****

PROJECT NO(s)._____

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) SS
CITY OF HEMET)

DATE:

I\We, _____, _____, the **OWNER(s)** of the Real Property involved in this application, do hereby consent to the filing of this application. I\We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

AGENT: _____ Phone No: (___)_____
(Printed Name of Agent)

Address of Agent: _____
Number) (Street) (City) (State) (Zip)

OWNER:_____
(Signature)

OWNER: _____
(Signature)

Address: _____
(Number) (Street)

_____
(City) (State) (Zip)

Address: _____
(Number) (Street)

_____
(City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PART OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT YOUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

FOR OFFICIAL USE ONLY

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to (or affirmed) before me this _____ day of _____20 _____

BY _____, BY _____
(Printed Name of Owner As Signed Above) *(Printed Name of Owner As Signed Above)*

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

_____ **SEAL**
NOTARY PUBLIC

City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
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TENTATIVE PARCEL MAP

SUBMITTAL REQUIREMENTS

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

THE TENTATIVE PARCEL MAP APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

☐ 1. Completed application form.
   a. Property Owner Consent Affidavit and/or Corporate Resolution, if owner is different from applicant.

☐ 2. Processing fees:
   a. Application processing fee pursuant to the latest adopted fee schedule.
   b. CEQA fees
      (1) Initial Study or Categorical Exemption fee (paid with submittal).
      (2) Additional environmental fees (if applicable).
   c. Fish & Game fees (paid when application is scheduled for public hearing).
   d. Notice of Determination recordation fee (paid when application is scheduled for public hearing).
   e. Public hearing notice fees (paid when application is scheduled for public hearing).
   f. Airport Influence Area Review fee (if applicable).
   g. Technical Study Review fees (if applicable).

☐ 3. Completed environmental assessment form.

☐ 4. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.

☐ 5. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.

☐ 6. Proof of ownership (i.e., grant deed).

☐ 7. A letter signed and dated by the applicant that addresses each of the following:
   a. Compliance with the goals and policies of the General Plan and with the development standards of the zone or any applicable specific plan.
   b. Suitability of the site for the type and density of the proposed subdivision.
   c. Source, quality, and estimate of available quantity of domestic water supply.
   d. Proposed street improvements and utilities.
   e. Proposed storm drainage system.
   f. Proposed method of sewage disposal.
   g. Any existing or proposed public easements or protective covenants to be recorded.
   h. Proposed phasing.

☐ 8. Ten (10) full-size (24”x36” folded to 9”x12”) copies of the detailed tentative parcel map drawn to scale per City requirements (attached) and including the following information in table format:
   a. Lot area for each lot.
   b. Lot width and depth for each lot.
   c. Average lot area.
   d. Total lineal street frontage.

- ☐ 9. One (1) 8 ½ ”x 11” reduction of the detailed parcel map.
- ☐ 10. One (1) electronic copy on CD of all submission materials including the tentative parcel map sheets in PDF format and any environmental documentation, photo documentation, or technical studies prepared for the project, as applicable.

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

- ☐ 11. Ten (10) full-size (24”x36” folded to 9”x12”) copies and one (1) 8½” x 11” copy of the **revised** detailed tentative parcel map, drawn to scale, and placed in sets.
- ☐ 12. One (1) electronic copy on CD of all submission materials including the **revised** tentative parcel map sheets in PDF format and any environmental documentation, photo documentation, or technical studies prepared for the project, as applicable.
- ☐ 13 Public hearing noticing fees (newspaper publication, mailing, posting).
- ☐ 14. 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. Three (3) 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. Prior to submittal of a Tentative Parcel Map application, Pre-Application Review is required. Applications are available at the Planning Division counter or on the City’s website.
2. Receipt of the application at the Planning Division counter **<u>does not</u>** 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.
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. DETAILED TENTATIVE MAP REQUIREMENTS

Per Hemet Municipal Code Section 70-131, the tentative map of the subdivision shall be clearly and legibly drawn by a California registered civil engineer or a California licensed land surveyor. The proposed tentative maps must show the items listed below, as applicable:

- ☐ Name, address, and phone number of Applicant.
- ☐ Name, address, and phone number of Engineer and/or Architect.
- ☐ The map number assigned by the Riverside County Surveyor.
- ☐ Pre-Application Review number and other related project file numbers in the margin.
- ☐ Date of preparation and revisions.
- ☐ Phasing and number of final maps. If one phase and one map is planned, indicate on map.
- ☐ List of the utilities and the serving agency.
- ☐ North arrow, preferably oriented to the top of sheet.
- ☐ Scale of drawing. Scale must be of a sufficient size to reasonably show all required features.
- ☐ Vicinity map.
- ☐ Existing and proposed land use(s) for the project site.
- ☐ General Plan land use designation and zoning for the project site and for all parcels within 100 feet of the exterior boundaries of the site.
- ☐ For residential projects, show the proposed density (dwelling units per acre).
- ☐ Existing and proposed property lines and lot dimensions.
- ☐ Existing buildings. Identify buildings to be removed.
- ☐ Proposed building setback lines.
- ☐ List of all lot areas, widths, and depths. Determine average lot area. Determine total site net acreage. (May be shown on separate sheet.)
- ☐ Legal description of the parcel(s) included within the subdivision.
- ☐ Assessor parcel number(s) of the parcels included within the subdivision.
- ☐ The approximate widths, location, and purpose of all existing and proposed easements.
- ☐ Dimensioned locations of existing and proposed public and private improvements on the project site including but not limited to water and sewer lines, utilities, storm drains, fire hydrants, and street lights.
- ☐ Existing and proposed street locations, width, approximate grade, and centerline radii of curves within the subdivision and within 100 feet of the exterior boundaries of the project site. Show both a curb line and a property line dimension for each lot.
- ☐ Label existing streets by name. Label all proposed streets by letter until a proper name is determined.
- ☐ Typical street cross-sections showing curb, gutter, sidewalk, parkway, and dimension to centerline.
- ☐ Total linear footage of each street.
- ☐ Topographic contours and major features at least 50 feet beyond the project boundary and in sufficient detail to show configuration of the land and any depressions that may present drainage problems.
- ☐ Areas designated for preservation or protection from development such as MSHCP criteria cells, archeological resource areas, or areas with significant geologic formations
- ☐ Approximate location of all FEMA identified 100-year flood plain areas, and the location, width, and direction of any ephemeral water courses.
- ☐ Approximate site grades, existing and proposed.
- ☐ Approximate finished pad elevations for each lot.

HEMENT MUNICIPAL CODE, CHAPTER 70 (SUBDIVISIONS)

ARTICLE V. - TENTATIVE MAPS

Sec. 70-131. - Preparation and contents.

Preparatory to the subdivision of any land in the city, the subdivider shall file with the director copies of a tentative map of the subdivision, prepared by a california registered civil engineer or California licensed land surveyor. Along with the tentative map, a completed uniform application shall be submitted meeting the written submittal requirements of the director. The application fee and other associated fees due at the time of application for a tentative map shall be paid at the time of submittal of the application to the director.

(Ord. No. 1564, § 2, 7-29-97)

Sec. 70-132. - Review required by development review committee.

Prior to a public hearing on the tentative map as required under section 70-133, the application shall be reviewed by the development review committee in accordance with the requirements of chapter 90, article II, section 90-46 et seq. The review is a check of the subdivision plans for compliance with this chapter, chapter 90, the Hemet Municipal Code, the Uniform Fire Code, the Uniform Building Code, the Hemet General Plan, the City of Hemet Standard Specifications for Public Works Construction, and other applicable local, state, and federal plans and laws.

(Ord. No. 1564, § 2, 7-29-97; Ord. No. 1714, § 2, 4-13-04; Ord. No. 1717, § 1, 5-11-04)

Sec. 70-133. - Director's report; consideration of application; time periods.

(a) Director's report. After determining the application for the tentative map to be complete, and after compliance with section 70-132 of the Hemet Municipal Code, the director will prepare or cause to be prepared a written staff report describing the tentative map, the method of compliance with the California Environmental Quality Act (Pub. Res. Code section 21000 et seq., "CEQA"), and the director's recommendation to the planning commission and/or city council as may be required under article V of chapter 70 of the Hemet Municipal Code. In compliance with Government Code section 66452.3, the director shall cause to be served on the applicant a copy of the written staff report at least three days before the hearing on the application.

(b) Public hearing. In compliance with decisions of the California Courts, including, but not limited to, Horn v. County of Ventura, 24 Cal. 3d 605 (1979), the body charged with taking action on the application shall, prior to taking action, hold a public hearing noticed in accordance with Government Code section 66451.3.

(c) Planning commission. Except as is provided in subsection (d) of this section, the planning commission is authorized to review, consider, and approve, conditionally approve or deny applications for tentative maps. If the planning commission can make the statutory findings required by the Subdivision Map Act (Gov. Code sections 66410 et seq.), then it shall approve or conditionally approve the tentative map. If the statutory findings cannot be made, and conditions cannot be added to the tentative map that would allow for the findings to be made, the planning commission shall deny the tentative map and indicate its findings for denial.

(d) City council. It is the intent of the city council that the planning commission remain the body primarily responsible for the review, consideration and approval of tentative maps. Notwithstanding the forgoing, when an applicant elects to process an application for a tentative map concurrently with applications for a zone change, general plan amendment, or other necessary legislative approval, then the planning commission shall not take action to approve or deny the tentative map, but shall

review the applications and advise the city council as to the recommendations of the commission. Thereafter, the city council shall review, consider and take action on the applications for the tentative map, zone change, general plan amendment or other necessary legislative action concurrently, first taking action as may be required under CEQA, then taking action on any amendment to the general plan and zone change, then taking action on the map. If the city council can make the statutory findings required by the Subdivision Map Act (Gov. Code sections 66410 et seq.), then it shall approve or conditionally approve the tentative map. If the statutory findings cannot be made, and conditions cannot be added to the tentative map that would allow for the findings to be made, the city council shall deny the tentative map and indicate its findings for denial.

(e) Time periods. The time period for determination of the application for the tentative map to be complete shall be as provided in the Permit Stream Lining Act (Gov. Code section 65920 et seq.). The time period for review and completion of environmental review as required under CEQA shall be as provided in Public Resources Code section 21151.5. The time period for review, consideration, and action on the application for the tentative map by the planning commission shall be as provided in Government Code section 66452.1. The time period for review, consideration, and action on the application for the tentative map processed concurrently with an application for a zone change and/or general plan amendment shall be as provided in Government Code section 66452.2. The time periods for review, consideration and action of the planning commission and/or city council shall run from completion of CEQA review as provided in Government Code sections 66452.1(c) and 66452.2(c) respectively.

(Ord. No. 1564, § 2, 7-29-97; Ord. No. 1714, § 2, 4-13-04; Ord. No. 1717, § 2, 5-11-04)

Sec. 70-134. - Appeals and final action.

The action of the planning commission is final unless appealed to the city council within 10 calendar days. Appeals of the action of the planning commission shall follow the procedure in the State Subdivision Map Act. The appeal shall be filed with the director and shall be accompanied by the required fee.

(Ord. No. 1564, § 2, 7-29-97)

City of Hemet

Property Owner Consent Affidavit

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

*****THIS FORM MUST BE NOTARIZED*****

PROJECT NO(s)._____

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) SS
CITY OF HEMET)

DATE:

I\We, _____, _____, the **OWNER(s)** of the Real Property involved in this application, do hereby consent to the filing of this application. I\We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

AGENT: _____ Phone No: (___)_____
(Printed Name of Agent)

Address of Agent: _____
Number) (Street) (City) (State) (Zip)

OWNER:_____
(Signature)

OWNER: _____
(Signature)

Address: _____
(Number) (Street)

_____
(City) (State) (Zip)

Address: _____
(Number) (Street)

_____
(City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PART OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT YOUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

FOR OFFICIAL USE ONLY

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to (or affirmed) before me this _____ day of _____20 _____

BY _____, BY _____
(Printed Name of Owner As Signed Above) *(Printed Name of Owner As Signed Above)*

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

_____ **SEAL**
NOTARY PUBLIC

City of Hemet

Environmental Assessment

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

DATE FILED:_____, 20____ PROJECT NO: _____

General Information

List the applicant's name and address: _____

_____

1. List the site address and/or assessor parcel number(s): _____

_____

_____

2. Describe the project: _____

_____

_____

_____

_____

_____

Land Development Information

3. Current zoning: _____ Proposed zoning: _____

4. Current General Plan designation: _____ Proposed General Plan designation: _____

5. Describe any building(s) currently on the site and for what the site is being used: _____

_____

_____

_____

_____

_____

6. Describe the area surrounding the property and any unique topographic features on the site (i.e. agricultural lands, drainage areas, slopes, plants, wildlife, etc.). Attach a copy of the RCIP Habitat Assessment Report for each APN # included in project site: _____

_____

_____
_____
_____
_____

7. Describe the type and number of equipment to be used on the site, both during construction and as part of the operation of the proposed use: _____
_____
_____
_____
_____
_____

8. Please fill in the appropriate blanks that apply to your project.

Residential	Commercial	Industrial
No. of units: _____	Building size (sf): _____	Building size (sf): _____
Sales range: _____	No. of employees: _____	No. of employees: _____
Rental range: _____	Hours of operation: _____	Hours of operation: _____
	Days open: _____	Days open: _____

Please indicate, by checking "yes" or "no" if the following items apply to your project. For each item checked with a "yes" please explain why and how it applies, use additional sheets as necessary. Additional information may be requested at the time of submittal of your application. Please feel free to the Planning Department should you have any questions.

9. Will the project alter the existing feature of any lake shore, creek, river, or stream, or alter the ground to eliminate major topographic features. Yes ____ No ____ If yes, please explain.
_____
_____
_____

10. Will the project change existing scenic views or vistas from existing residential areas or public lands or roads. Yes ____ No ____ If yes, please explain.
_____
_____
_____

11. Will the project change the pattern, scale, or character of the area around the project. Yes ____ No
If yes, please explain.

_____
_____
_____

12. Will the project generate significant numbers of school age children. Yes ____ No ____ If yes, please explain.

_____
_____
_____

13. Will the project generate large amounts of solid waste or litter beyond what would be normally expected. Yes ____ No ____ If yes, please explain.

_____
_____
_____

14. Will the project generate large amounts of dust, ash, smoke, fumes, or odors in the area. Yes
No ____ If yes, please explain.

_____
_____
_____

15. Is the project expected to retain drainage waters on-site, or alter the existing drainage patterns.
Yes ____ No ____ If yes, please explain.

_____
_____
_____

16. Will the project generate unexpected or unanticipated noise when complete, which would be considered to be above and beyond the existing (ambient) noise in the area. Yes ____ No ____ If yes, please explain.

_____
_____
_____

17. Will the project use and/or dispose of potentially hazardous materials, such as toxic substances, flammables, or explosives. Yes ____ No ____ If yes, please explain.

_____

_____

_____

18. Will the project cause an increase, beyond what would normally be expected, in demand for municipal services such as police, fire, water, sewage, etc. Yes ____ No ____ If yes, please explain.

_____

_____

_____

19. Will the project cause an increase, beyond what would normally be expected in fossil fuel consumption. Yes ____ No ____ If yes, please explain.

_____

_____

_____

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial environmental assessment, to the best of my knowledge and belief.

Date: _____ **Signature:** _____