



# City of Hemet

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

## SITE DEVELOPMENT REVIEW MAJOR and MAJOR MODIFICATION SUBMITTAL REQUIREMENTS

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

### THE SITE DEVELOPMENT REVIEW – MAJOR APPLICATION 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. 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 (if applicable).
  - d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
  - e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
  - f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
  - g. Scanning fee pursuant to the latest adopted fee schedule.
  - i. Airport Influence Area Review fee (if applicable).
  - j. Technical Study Review fees (if applicable).
  - k. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
  - l. MSHCP HANS Review by Riverside County Regional Conservation Authority (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. Proof of ownership (i.e., grant deed).
- 6. A letter signed and dated by the applicant that addresses each of the following:
  - a. Detailed description of proposed use and activities including how site will be served by utilities.
  - b. Site design and elevations including parking and access, architecture and materials, landscaping, and fencing.
  - c. Compatibility with surrounding uses.
  - d. Consistency with design guidelines.
  - e. Compliance with General Plan and zoning land use designations.

- 
- 7. One (1) full-size (24 x 36 folded to 8½ x 11) and one (1) 11 x 17 copies of the following development plan sheets prepared per City standards (as determined applicable by DRC at Pre-Application Review)
    - (1) Site plan including parking and circulation.
    - (2) Floor plans.
    - (3) Building elevations (north, south, east, west).
    - (4) Roof plans including sections showing how HVAC equipment will be screened.
    - (5) Preliminary landscape plan including fencing and exterior lighting. Show location, materials, and height of plants, fences, and light standards.
    - (6) Preliminary grading plan including existing and proposed utilities.
    - (7) Sign program details.
    - (8) Any additional items requested by staff.
  - 8. One (1) 11x17 **color** copy of each of the following, placed in sets, and folded to 8½x11.
    - (1) Building elevations with materials and colors keyed to a materials board consistent with the City's approved color palette.
    - (2) Materials board (photo).
    - (3) Preliminary landscape plan.
  - 9. Photo documentation
    - (1) Photos of the site including any existing buildings, landscaping, and site features labeled and keyed to a sitemap.
    - (2) Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.
  - 10. Materials board with samples of the materials depicted on the building elevation sheets.
  - 11. Any technical studies or reports requested by Development Review Committee (e.g., Water Quality Management Plan, traffic study, airport land use compatibility study, view analysis, cultural resources review.)
  - 12. One (1) electronic copy on a flash drive of all submission materials including development plan sheets in PDF format, environmental documentation, photo documentation, technical studies, landscape plans and color renderings.
  - 13. Public hearing noticing fees (newspaper publication, mailing).
  - 14. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
    - (1) 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.
    - (2) 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.
    - (3) 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.
    - (4) A notarized public notice mailing affidavit signed by the applicant or preparer.

---

**B. MAJOR MODIFICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
  - (1) Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Application processing fees.
- 3. A letter signed and dated by the applicant that addresses each of the following:
  - a. Detailed description of proposed modification.
  - b. Explanation of how the proposed modification conforms to the original approval.
- 4. Any items determined by the Director as necessary to process the modification request such as development plan sheets or elevations.
- 5. One (1) electronic copy on a flash drive of all submission materials.
- 6. Refer to Item No. 14 for public hearing notification package submittal requirements.

**C. APPLICANT NOTIFICATIONS**

- 1. Prior to submittal of a Site Development Review - Major application, proposed projects may require formal preliminary review by the Development Review Committee. Applications for Pre-Application Review are available at the Planning Division counter or on the Planning Division webpage.
- 2. 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.
- 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. Hemet Municipal Code Section 90-46.
- 2. Public notice mailing affidavit.