



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

**THE SITE DEVELOPMENT REVIEW - MINOR PERMIT 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 application is scheduled for hearing)
 - e. Airport Influence Area Review fee (if applicable)
 - f. Technical Study Review fees (if applicable)
 - g. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
 - h. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
 - i. Scanning fee pursuant to the latest adopted fee schedule.
- 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 (24x36 folded to 8½x11) and one (1) 11x17 copies of the following development plan sheets prepared per City standards (as determined applicable by staff)
 - a. Site plan including parking and circulation
 - b. Floor plans
 - c. Building elevations (north, south, east, west)

- d. Roof plans including sections showing how HVAC equipment will be screened
 - e. Preliminary landscape plan including fencing and exterior lighting. Show location, materials, and height of plants, fences, and light standards.
 - f. Preliminary grading plan including existing and proposed utilities
 - g. Sign program details
 - h. Any additional items requested by staff
- 8. One (1) 11x17 **color copy** of each of the following, placed in sets, and folded to 8½x11.
 - a. Building elevations with materials and colors keyed to a materials board consistent with the City's approved color palette.
 - b. Materials board (photo)
 - c. Preliminary landscape plan
 - 9. Photo documentation
 - a. Photos of the site including any existing buildings, landscaping, and site features labeled and keyed to a sitemap.
 - b. 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 staff (e.g., Preliminary Water Quality Management Plan, traffic study, airport land use compatibility study, view analysis, cultural resources review.)
 - 12. One (1) electronic copy on 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. Notification package that includes:
 - a. One (1) 8½" x 11" map that shows the boundaries of the subject property and the properties located adjacent to and across the street.
 - b. One (1) set of mailing labels for the adjacent and across the street property owners and tenants as well as any onsite tenants.

B. MINOR MODIFICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. 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. 13 for notification requirements.

C. APPLICANT NOTIFICATIONS

- 1. Prior to submittal of a Site Development Review - Minor 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.