



City of Hemet

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

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 a flash drive of any prior environmental review document prepared for the project.
- 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.