



City of Hemet

PLANNING DIVISION
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DOWNTOWN - MINOR SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS FOR CDD CONSIDERATION

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

THE DOWNTOWN SITE DEVELOPMENT REVIEW - MINOR PERMIT APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. PROJECT TYPE (check below)

Commercial	Multi-Family	Single-Family	Public or QP
<input type="checkbox"/> Remodel/Addition	<input type="checkbox"/> Addition – 5 dus or less	<input type="checkbox"/> New – 4 dus or less	<input type="checkbox"/> Remodel
<input type="checkbox"/> Façade Enhancement	<input type="checkbox"/> SFR to MFR <input type="checkbox"/> Façade Enhancement	<input type="checkbox"/> Remodel	

B. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit, if owner is different from applicant.
- 2. Processing fees:
 - a. Application processing fee pursuant to the latest adopted fee schedule.
 - b. Scanning fee pursuant to the latest adopted fee schedule.
- 3. Proof of ownership (i.e., grant deed.)
- 4. A letter signed and dated by the applicant that addresses each of the following:
 - a. Detailed description of the scope of work including interior and exterior modifications.
 - b. Project phasing.
 - c. Project timeline.
- 5. One (1) copies (11 x 17 and one (1) 8½ x 11) of the following, placed in sets:
 - a. Site plan showing streets, parking, buildings, and project location
 - b. Floor plans, if interior modifications are proposed
 - c. Roof plans showing how HVAC equipment will be screened, if applicable
 - d. Any additional items requested by staff
- 6. One (1) **color copies** 11 x 17 and one (1) 8½ x 11) of each of the following, placed in sets:
 - a. Building elevations with materials and colors keyed to a materials board consistent with the City's approved color palette.
 - b. Preliminary landscape plan, if applicable.
 - c. Building elevations (north, south, east, west) to demonstrate how proposed project coordinates with adjacent uses.
- 7. Materials board or color chips with samples of the materials depicted on the building elevation sheets required in item 6a.
- 8. 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.
- 9. 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.

C. FINDINGS REQUIRED FOR PROJECT APPROVAL (Page 30, Downtown Hemet SP16-001)

1. That the proposed downtown project is in accord with the goals, development standards and design guidelines of this Specific Plan and the purposes and regulations of the zone in which the site is located; and
2. That the proposed development or improvement is consistent with the goals, policies, and programs of the General Plan; and
3. That the proposed development or improvement is consistent with the applicable standards and design guidelines in the Downtown Hemet Specific Plan, applicable sections of Chapter 90 of the HMC, and other applicable adopted plans; and
4. The design, scale, height, and layout of the proposed project will not interfere with the use and enjoyment of neighboring existing and future developments, will not create traffic or pedestrian hazards, and will not otherwise have a negative impact on the aesthetics, health, safety or welfare of uses or properties within the downtown area; and
5. The design of the proposed project is compatible with the character of the surrounding area, will enhance the appearance of the downtown through quality architecture, building materials, color and detailing, and will provide a desirable and attractive environment for the occupants and patrons of the proposed use.
6. The project incorporates sustainable design features such as energy or water quality conservation, non-motorized or multi-modal transportation opportunities, alternative energy sources, complete streets, bike or walking pathways, drought tolerant and shade oriented landscaping features, or other sustainable design components consistent with the Downtown Hemet Specific Plan guidelines and intent.

D. MIXED USE /COMMERCIAL DESIGN OBJECTIVES (Page 49, Downtown Hemet SP16-001)

1. Contribute to the downtown character by respecting the scale, proportion and architectural style of the surrounding area.
2. Create visual interest in mixed-use and commercial buildings while maintaining a sense of harmony within the project.
3. Promote design creativity and variation while ensuring consistency in building scale, proportion and overall character.
4. Facilitate pedestrian orientation and linkages in mixed use and commercial projects as well as a strong relationship between buildings and street edge.
5. Eliminate random development patterns and establish site planning and design relationships between new development and neighboring properties.
6. Encourage environmental sensitivity in development.
7. Preserve and incorporate structures into the project that are distinctive because of their age, cultural significance, or unique architectural style.

E. APPLICANT NOTIFICATIONS

1. Design evaluation shall be based substantial compliance with the intent and guidelines set forth in the Downtown Hemet Specific Plan.
2. It is recommended that the applicant and/or representative be present at all hearings.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form
4. Please direct questions to the Case Planner or contact the Planning Division at 951-765-2375.