



City of Hemet

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

PLANNED COMMUNITY DEVELOPMENT ZONE/ AMENDMENT SUBMITTAL REQUIREMENTS

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

THE PLANNED COMMUNITY DEVELOPMENT ZONE /AMENDMENT 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. 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. Notice of Determination recordation fee (paid when scheduled for public hearing).
 - e. Fish & Game 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 Depositor Application Form.
- 4. Completed environmental assessment form.
- 5. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 6. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.
- 7. A Draft Planned Community Development Zone/Amendment Master Plan that includes the following pursuant to HMC Chapter 90, Article XIX (Planned Community Development Zone):
 - a. Location and boundaries of the area proposed for the planned community development or amended area.
 - b. Present and proposed topography of the area, including natural features that are to be retained, i.e., stands of trees, rock outcroppings, canyons, water courses
 - c. Proposed uses of all land, including but not limited to residential, commercial and professional centers, school sites, public and private recreational facilities, industrial facilities, and all common open space.
 - d. Proposed densities of all areas scheduled for residential development.
 - e. Proposed site development standards for all residential, commercial, and industrial uses.

- f. The location and width of public and private streets.
 - g. Site data, including acreage in total development, total acreage in each density classification, school sites, church sites, industrial sites and total acreage devoted to common open space.
 - h. A Planned Community Development Zone Amendment must demonstrate consistency with the original intent and overall provisions of the adopted planned community development.
- 8. Additional items or studies requested by the DRC or the Community Development Director.
 - 9. One (1) electronic copy on a flash drive of all submission materials including the draft master plan in PDF format and any environmental documentation or studies prepared for the project, as applicable.

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

- 10. One (1) electronic copy on a flash drive of all submission materials including the **revised** master plan in PDF format, the environmental documentation, and all technical studies prepared for the project.
- 11. Public hearing notice fees (newspaper publication, mailing).
- 12. 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 Planned Community Development Zone or Planned Community Development Zone Amendment 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 **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. Depositor Application Form.
2. Hemet Municipal Code, Chapter 90, Article XIX (Planned Community Development Zone).