



# City of Hemet

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

## ADMINISTRATIVE USE PERMIT/MODIFICATION SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Administrative Use Permit or Modification application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### THE ADMINISTRATIVE USE 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 fee (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.
  - b. Compatibility with surrounding uses pertaining to noise, lighting, parking, storage, aesthetics, hazardous materials, and operations.
  - c. Site design and elevations including parking and access, architecture and materials, landscaping, and fencing.
  - 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) 11x17 copies of the following development plan sheets prepared per City standards (as applicable)
  - 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 stand
  - f. Preliminary grading plan including existing and proposed utilities.
  - g. Sign program details.
  - h. Any additional items requested by staff to process the application.

- 8. One (1) 11 x 17 **color** copy of each of the following, placed in sets, and folded to 8½ x 11.
  - 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 the Development Review Committee (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 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. Notification package that includes:
  - a. One (1) 8½ x 11 radius 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. 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. Notification package that includes:
  - One (1) 8½ x 11 radius map that shows the boundaries of the subject property and the properties located adjacent to and across the street.
  - One (1) set of mailing labels for the adjacent and across the street property owners and tenants as well as any onsite tenants.

## **C. APPLICANT NOTIFICATIONS**

1. Prior to submittal of an Administrative Use Permit 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.

**D. ATTACHMENTS**

1. Hemet Municipal Code [Section 90-43](#).