



# CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT

PLANNING DIVISION

135 N. "D" Street, Perris, CA 92570-2200

TEL: (951) 943-5003 FAX: (951) 943-3293

DATE SUBMITTED \_\_\_\_\_  
CASE PLANNER \_\_\_\_\_

## COMPREHENSIVE APPLICATION FOR DEVELOPMENT REVIEW AND LAND USE APPROVAL

GENERAL PLAN AMENDMENT _____	VARIANCE FROM CODE _____
PLANNED DEVELOPMENT OVERLAY _____	DEVELOPMENT PLAN REVIEW _____
CODE/ORDINANCE AMENDMENT _____	ADMIN. DEV. REVIEW _____
ZONE CHANGE _____	MAJOR MODIFICATION _____
TRACT MAP _____	MINOR DEVELOPMENT PLAN REVIEW _____
PARCEL MAP _____	
MINOR MODIFICATION _____	
CONDITIONAL USE PERMIT _____	SETBACK/MINOR ADJUSTMENT _____
SPECIFIC PLAN AMENDMENT _____	

Applicant/Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Building Owner /Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Arch-Eng/Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

**Complete Project Description/Reason for Request:** Attach a detailed description to explain all proposed uses for this property or project, if necessary. (For Minor Adjustments or Variances explain the special conditions for circumstances applicable to the property and the privileges that would be denied and are enjoyed by other properties in the vicinity)

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General Location or address location: \_\_\_\_\_

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Assessor's Parcel No(s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_ RDA Project Area: \_\_\_\_\_

Associated Case(s): \_\_\_\_\_

**Hazardous Waste Site Certification:** (Required pursuant to Section 659652.5 (f) of the California Government Code) Please see hazardous waste list at <http://www.envirostor.dtsc.ca.gov/public/>. At City type Perris, then enter. The applicant/owner hereby certifies that they have consulted the list of hazardous waste sites for the City of Perris, dated \_\_\_\_\_ **(must be filled in)**, and the project **is/is not (circle one)** located on a site included on the list of hazardous waste sites for the City of Perris.

**Air Quality/Hazardous Materials Certification:** (Required pursuant to Section 65850.2 of the California Government Code)

1. The applicant/owner hereby certifies that the project **will/will not (circle one)** need to comply with the requirements for a permit for construction or modification from the South Coast Air Quality Management District, 21865 E. Copley Drive, Diamond Bar, CA 91765-4182, (909) 396-2000.
2. The applicant/owner hereby certifies that the project **will/will not (circle one)** have more than a threshold quantity of a regulated substance, or will contain a source or modified source of hazardous air emissions. Please attach a list of any regulated substances and quantities anticipated, if applicable. (Note: Any quantity of hazardous waste or handling or storage of any quantity of acutely hazardous materials requires filing of a Management Plan and a permit from County Environmental Health Services. A Management Plan and permit is also required for other hazardous materials if more than the threshold quantities are present, which are typically either 55 gallons of liquid, 200 cubic feet of pressurized gases, or a weight of 500 pounds.) [951/766-6524](tel:9517666524)HazMat
3. Describe any use, storage, or discharge of hazardous and/or toxic materials in the known history of this property. Please list the materials and dates, if known. **(Attach response if appropriate)**
4. The project **is/is not (circle one)** located within one-quarter (1/4) mile of a school.

**NOTE:** Plan review, permits, and inspections are also required from the Building Division prior to any construction or occupancy of the proposed project. The applicant/owner shall comply with all requirements of the Perris Municipal Code in construction and use of the proposed project.

**Processing Costs:** The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of most applications; however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

**Certification:** I hereby certify that I understand the deposits for processing costs, information, and requirements referenced in this application and that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property and consent to the application.

Applicant's Signature	Date	Property Owner's signature	Date
Applicant's Printed Name		Property Owner's Printed Name	

# ***Authorization to Act on Behalf of Owner***

Date: \_\_\_\_\_

City of Perris 135  
N. 'D' Street  
Perris, CA 92570

To Whom It May Concern:

I am the owner of the property at (street address):

\_\_\_\_\_

The following work will be performed at this address (description of work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize (print name) \_\_\_\_\_ to act as my agent to obtain necessary permits for the work described above.

Furthermore, I agree to defend, indemnify, and hold the City of Perris, its elected officials, officers, directors, employees, agents, and volunteers harmless from and against any and all loss, liability, or damages, including reasonable attorneys' fees and/or court costs, arising out of the performance of this contract, except for the sole negligence of the City of Perris, its elected officials, officers, directors, employees, agents, and volunteers.

\_\_\_\_\_

\_\_\_\_\_  
(property owner printed name)

NOTE: If the property is a part of a corporation a list of authorized corporate officers must be provided.

**REQUIRED PROPERTY OWNER(S) NOTIFICATION INFORMATION**

THE FOLLOWING ITEMS WILL BE REQUIRED.

1. TWO identical packages to be inserted in separate 8 ¾ x 11-¼ manila envelopes. These envelopes shall indicate the case number and the word "labels", and shall contain the following:
  - a. One typed set of gummed labels indicating all: the Assessor's Parcel Numbers, property owner(s) name(s) and the mailing addresses that are within a 300-foot radius of the exterior of their proposed project (this list shall be ascertained from the last equalized assessment roll).
  - b. One label each of the owner/applicant/engineer.
  - c. A photocopy of the aforementioned labels.
2. Two additional typed sets of gummed labels each of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc. are the same. These should be inserted in a letter-sized envelope and stapled to the **outside** of one of the large manila envelopes mentioned in item 1 above.
3. **Certification by a title company** that the above list is complete and accurate.
4. A 300-foot radius map on assessor's map pages, which clearly shows the Assessor's Parcel Numbers for each affected parcel (**on 8.5 x 11 size paper**).

**PROPERTY OWNERS CERTIFICATION**

\_\_\_\_\_, certify that on \_\_\_\_\_ the  
 (Print name) (month-day-year)  
 attached property owners list was prepared by \_\_\_\_\_  
 (Print company or individual's name)

pursuant to application requirements furnished by the City of Perris, Department of Planning & Community Development. Said list is a complete and true compilation of owner of the subject property and all other owners within 300 feet of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection or denial of the application.

NAME \_\_\_\_\_  
 TITLE/REGISTRATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CASE NO. \_\_\_\_\_



## ENVIRONMENTAL INFORMATION FORM (TO BE COMPLETED BY APPLICANT)

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

Assessors Parcel No. \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### ENVIRONMENTAL SETTING

The following questions are intended to indicate if your project could have significant environmental effects to the area in which it is proposed. On additional sheets, discuss any questions answered yes or maybe.

#### Will the proposed project cause:

- |  | Yes | Maybe | No  |
|--|-----|-------|-----|
| 1. Change to existing natural ground features or significant alteration of natural contours?   | ___ | ___   | ___ |
| 2. Change, modification or disruption of scenic views or vistas from adjacent private, or public ___ lands or roadways?                    | ___ | ___   | ___ |
| 3. A change or substantial alteration to the character of the general area?  | ___ | ___   | ___ |
| 4. Significant change in the ambient air quality, or substantial increase of pollutant concentrations?                                     | ___ | ___   | ___ |
| 5. Significant change in the ambient noise or vibration levels?  | ___ | ___   | ___ |
| 6. Is the project to be developed in an area subjected to significant noise levels?  | ___ | ___   | ___ |
| 7. Significant change in the existing ground water quality or quantity or alteration to natural drainage patterns?                         | ___ | ___   | ___ |
| 8. Create significant amounts of solid waste or trash?   | ___ | ___   | ___ |
| 9. Is the project to be developed on filled land or slopes in excess of 10 percent?  | ___ | ___   | ___ |
| 10. Will the project require the use or disposal of potentially hazardous materials such as toxic substances, flammable, explosives, etc.? | ___ | ___   | ___ |
| 11. Substantial change in demand for municipal services or infrastructure (police, fire, water, sewage, etc.)?                             | ___ | ___   | ___ |
| 12. Does the project have a relationship with a larger project or series of projects?  | ___ | ___   | ___ |

13. Has a prior environmental report been prepared of which this project is a part?    \_\_\_    \_\_\_    \_\_\_

**ENVIRONMENTAL INFORMATION FORM  
(TO BE COMPLETED BY APPLICANT)**

**continued**

14. If you answered yes to question 13, could this project cause significant effects that were not covered or examined within the prior environmental report?    \_\_\_    \_\_\_    \_\_\_
15. Will the project conflict with any City adopted plans or goals?    \_\_\_    \_\_\_    \_\_\_
16. Affect a rare or endangered species of animal or plant or the habitat of the species?    \_\_\_    \_\_\_    \_\_\_
17. Interfere substantially with the movement of any resident or migratory wildlife species?    \_\_\_    \_\_\_    \_\_\_
18. Disrupt or adversely affect a prehistoric or historic archaeological site or a property of or cultural significance to a community or ethnic or social group; or a paleontological site?    \_\_\_    \_\_\_    \_\_\_    historic
19. Cause substantial growth or population increase?    \_\_\_    \_\_\_    \_\_\_
20. Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system?    \_\_\_    \_\_\_    \_\_\_
21. Encourage activities which result in the use of large amounts of fuel, water, or energy?    \_\_\_    \_\_\_    \_\_\_
22. Is the project located in an area which could expose people or structures to major seismic or flooding hazards?    \_\_\_    \_\_\_    \_\_\_    or
23. Will the project cause a utility extension or sizing, in excess of that required to serve the \_\_\_ \_\_\_ \_\_\_ project?
24. Could the project cause significant disruption or interference to an existing community?    \_\_\_    \_\_\_    \_\_\_
25. Could the project cause the conversion of prime agricultural land to non-agricultural use or \_\_\_ resources or impair the productivity of agricultural lands?    \_\_\_    \_\_\_
26. Is the project located within a 100-year or 500 flood plain?    \_\_\_    \_\_\_    \_\_\_

**PROJECT SETTING**

27. Describe the project site in its present condition, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or instant photos are acceptable.)
28. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.). Attach photographs of the vicinity. (Snapshots or instant photos are acceptable.)

## MANDATORY INFORMATION REQUIRED ON PLANS

Additional information may be required on site plan if deemed appropriate by the Director of Community Development

Staff Initial	App's Initial	Site Plan/Plat
_____	_____	Assessor's parcel no.
_____	_____	Acreage
_____	_____	Building eaves, canopies
_____	_____	Building foot prints and gross building area by use
_____	_____	Drainage plan to control both on and off site drainage
_____	_____	Driveways, parking backup and radii
_____	_____	Easements
_____	_____	Employee amenity areas
_____	_____	Fences, walls (location & design)
_____	_____	Fire - Location of fire hydrants
_____	_____	Land - Existing land uses adjacent to the site
_____	_____	Landscape - Area calculation of landscaped areas, common open space
_____	_____	Landscape percentage of parking area, excluding setbacks and parking overhang (max 2' into landscaped area)
_____	_____	Legal description
_____	_____	Loading area/spaces (include dimensions)
_____	_____	Lot - Percentage of lot coverage
_____	_____	Lot Dimensions
_____	_____	North arrow & Scale (no. of feet per inch)
_____	_____	Open space areas
_____	_____	Owner and applicant name/address
_____	_____	Parking spaces (include dimensions) parking overhang maximum 2 feet
_____	_____	Patios, Balconies (show square footage)
_____	_____	Pedestrian walkways and paseos
_____	_____	Power poles
_____	_____	Recreational amenities
_____	_____	School District(s)
_____	_____	Setbacks
_____	_____	Signature & license number of architect, landscape architect, civil engineer or land surveyor (where required)
_____	_____	Street lights (existing if any)
_____	_____	Street status (adjacent)
_____	_____	Streets, names, locations and widths of rights-of-way of proposed streets, street cross sections, alleys and easements, are they paved
_____	_____	Trash - Location of trash enclosures
_____	_____	Utility lines, sewer access
_____	_____	Utility Purveyors
_____	_____	Zoning

## MANDATORY INFORMATION REQUIRED ON PLANS

Additional information may be required on site plan if deemed appropriate by the Director of Community Development

**(For Parcel/Tract Map also Include:)**

\_\_\_\_

Contour intervals

\_\_\_\_

Density (net & gross)

\_\_\_\_

Lot - Minimum and average lot sizes

Lot #	Lot Size	Useable Area (devoid of slope)	Lot width	Depth	Street Frontage

\_\_\_\_

Lot - Total of lettered lots

\_\_\_\_

Lot - Total of numbered lots

\_\_\_\_

Park & open space acreage

\_\_\_\_

Street. lineal lengths/cul-de-sac

**Preliminary Grading and Drainage Plans**

\_\_\_\_

Proposed grades, elevations, slopes, and structures on the site

\_\_\_\_

All existing contours and structures on the site and within twenty-five feet (25') of the boundaries of the site

\_\_\_\_

Show proposed sections around property boundaries

\_\_\_\_

Show locations and limits of any existing floodway and floodplain areas

\_\_\_\_

Location and elevation of all existing and proposed circulation and drainage improvements, including streets, curbs, driveways, sidewalks, median islands, and drainage courses on the site and within 100 feet of the boundaries of the site

\_\_\_\_

Preliminary drainage plan shall show or explain the drainage area tributary to the site and include a statement setting forth in detail the manner in which storm water runoff will enter the site, the manner in which it will be carried through the site, and the manner in which disposal beyond the site boundaries be accomplished. Detention basins may be required unless storm water is directed to an improved storm drain facility.

**Architectural Elevations**

\_\_\_\_

Fully dimension all elevations from lowest to highest points

\_\_\_\_

Call out material and colors (digital pictures 8 ½ x 11)

\_\_\_\_

Provide at least one colored rendering

\_\_\_\_

Show variation in plane and textures and demonstrate architectural compatibility (with City's site and architectural guidelines)

\_\_\_\_

Full lighting specifications

\_\_\_\_

Full tabulations of existing and proposed signs, including area(s) and types and size of letters

\_\_\_\_

Other signs existing and proposed, including all incidental, directional, menu-board and ancillary type signs

**Floor Plans**

\_\_\_\_

Show dimensions and Square footage of unit(s)

\_\_\_\_

Show eave projections past wall



\_\_\_\_\_ \_\_\_\_\_ Shade in additions(s)

\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
**Conceptual Landscaping Plans**

Plant pallet and sizes of materials

Locations and numbers of trees, shrubs and acres of ground covering, including spacing of ground cover. Identify slope areas.

\_\_\_\_\_ \_\_\_\_\_  
Proposed wall & fences and their materials

\_\_\_\_\_ \_\_\_\_\_  
For Tentative Tract Maps landscape plans should address streetscapes, entry statements, and public spaces such as detention basins and median islands.

**Special Studies**

Studies that may be appropriate to identify necessary mitigation measures to support findings of "No Significant Impact". These may typically include the following:

- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
- Air Quality Assessment
  - Cultural Resource Assessment
  - Drainage and hydrology studies
  - Habitat Survey (In Narrow Endemic Plant Survey Area identified in MSHCP)
  - Noise Studies
  - Soils/Geologic Studies (Where significant rock outcroppings, or septic systems proposed)
  - Traffic Studies

**REQUIREMENTS FOR FILING  
COMPREHENSIVE APPLICATION  
FOR DEVELOPMENT AND LAND  
USE APPROVAL**

Staff,  
Initial  
if  
received  
  
or  
NEEDED  
if  
missing

*When multiple applications are submitted  
for one location (APN) all fees must be  
collected (i.e., GPA/ZC TTM) but  
submittal requirements are not  
duplicated.  
Please speak with the counter technician  
regarding specifics.*

	Zone Change/Ord. Amend/GPA Planned Development Overlay/Specific Plan	Tract Map	Parcel Map	Conditional Use Permit Review	Variance from Code	Development Plan Review	Admin. Dev. Plan Review	Major Modification	Minor Development Plan Review	Minor Modification	Setback/Minor Adjustment
Application	1	1	1	1	1	1	1	1	1	1	1
Property Owners Authorization Form	1	1	1	1	1	1	1	1	1	1	1
Deposit from the Fee Deposit Schedule	1	1	1	1	1	1	1	1	1	1	1
Environmental Assessment Form	1	1	1	1	1	1		1			
Special Studies	TBD	TBD	TBD	TBD	TBD	TBD		TBD			
Property Owners Certification, Labels 300 Foot Radius Map (See Pg 4 Requirements)	2	2	2	2	2	2		2			
<b>Grant Deed or Title Report</b>	1	1	1	1	1	1	1	1	1	1	1
Assessor's Parcel Map (outline project boundaries)	1	1	1	1	1	1	1	1	1	1	1
Color & Materials Reduced size 8.5 x 11 with digital images				1		1	1	1	1	1	
Digital Copy of all plans PDF format on a CD	1	1	1	1	1	1	1	1	1	1	1
Site Plans Full Size (24 x 36, no larger)		8	8	8	8	8	3	8	5	5	5
Preliminary Grading and Drainage Plans		8	8	8		2		8	5		
Architectural Elevations				8		8	3	8	5	5	
Floor Plans				8		8	3	8	5	5	

Conceptual Landscaping Plans				8		8	3	8	5	5	
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Plans listed in this block **must** be assembled together in sets and stapled (sets are site plans, preliminary grading plans, architectural elevations, floor plans, and conceptual landscaping plans) and folded to a maximum size of 8 1/2" X 11"

**NOTE:** Incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary.

Date: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_