



CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT
 PLANNING DIVISION
 135 N. 'D' STREET, PERRIS, CA 92570-2200
 TEL: (951) 943-5003
 EMAIL: DSPLANNING@CITYOFPERRIS.ORG

FOR OFFICE USE ONLY

DATE SUBMITTED: _____
 RECEIVED BY: _____

COMPREHENSIVE APPLICATION FOR DEVELOPMENT REVIEW AND LAND USE APPROVAL

SELECT AN APPLICATION TYPE:

	OFFICE USE ONLY (CASE NO.)		OFFICE USE ONLY (CASE NO.)
<input type="checkbox"/> ADMIN. DEV. REVIEW		<input type="checkbox"/> PLANNED DEV. OVERLAY	
<input type="checkbox"/> CONDITIONAL USE PERMIT		<input type="checkbox"/> SPECIFIC PLAN AMENDEMENT	
<input type="checkbox"/> DEVELOPMENT PLAN REVIEW (COMMERCIAL/INDUSTRIAL)		<input type="checkbox"/> TENTATIVE PARCEL MAP	
<input type="checkbox"/> GENERAL PLAN AMENDMENT		<input type="checkbox"/> TENTATIVE TRACT MAP	
<input type="checkbox"/> MAJOR MODIFICATION		<input type="checkbox"/> VARIANCE	
<input type="checkbox"/> MINOR DEV. PLAN REVIEW		<input type="checkbox"/> ZONE CODE/TEXT AMENDMENT	
<input type="checkbox"/> MINOR/SETBACK ADJUSTMENT		<input type="checkbox"/> ZONE COD/ MAP AMENDMENT	
<input type="checkbox"/> MINOR MODIFICATION		<input type="checkbox"/> OTHER	

Applicant/Contact: _____
 Last First Phone: _____

Email Address: _____

Mailing Address: _____
 Street City State Zip

Owner: _____
 Last First Phone: _____

Email Address: _____

Mailing Address: _____
 Street City State Zip

Architect/Engineer: _____
 Last First Phone: _____

Email Address: _____

Mailing Address: _____
 Street City State Zip

COMPREHENSIVE APPLICATION

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)

General Location/Site Address: _____

Assessor's Parcel No(s): _____

Acreage: _____ **Zoning:** _____

Associated Case(s): _____

Applicant's Signature

Date

HAZARDOUS WASTE SITE CERTIFICATION (MUST BE FILLED IN)

(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/>.

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)766-6524HazMat.
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 LEGAL PROPERTY 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 _____ to act as my agent to obtain necessary
Print Name
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's Signature (*To be Verified by Notary*)

Property Owner's 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 are required.

- 1. Two (2) identical packages to be inserted in separate 8 3/4 x 11-1/4 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 for each of the owner/applicant/engineer.
 - c. A photocopy of the aforementioned labels.
- 2. Two (2) 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.**
 - a. Certification by a title company that the above list is complete and accurate.
 - b. 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: _____ Phone: _____

Title/Registration: _____

Address: _____

Applicant’s Signature

Date



CASE NO. _____

ENVIRONMENTAL INFORMATION FORM

Applicant/Contact: _____ **Phone:** _____
Last First

Email Address: _____

General Location/Site Address: _____

Assessor's Parcel No(s): _____

Associated Case(s): _____

Project Description: _____

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.?	—	—	—

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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? ___ ___ ___
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 historic or cultural significance to a community or ethnic or social group; or a pale ontological site? ___ ___ ___
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? ___ ___ ___
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? ___ ___ ___
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 Planning Division

STAFF	AP.	SITE PLAN INFO.																																										
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel No.																																										
<input type="checkbox"/>	<input type="checkbox"/>	Acreage																																										
<input type="checkbox"/>	<input type="checkbox"/>	Building eaves, canopies																																										
<input type="checkbox"/>	<input type="checkbox"/>	Building footprints and gross building area by use																																										
<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan to control both on and off-site drainage																																										
<input type="checkbox"/>	<input type="checkbox"/>	Driveways, parking backup, and radii																																										
<input type="checkbox"/>	<input type="checkbox"/>	Easements																																										
<input type="checkbox"/>	<input type="checkbox"/>	Employee amenity areas																																										
<input type="checkbox"/>	<input type="checkbox"/>	Fences, walls (location & design)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Fire – Location of fire hydrants																																										
<input type="checkbox"/>	<input type="checkbox"/>	Land – Existing land uses adjacent to the site																																										
<input type="checkbox"/>	<input type="checkbox"/>	Landscape – Area calculation Of Landscaped areas, common open space																																										
<input type="checkbox"/>	<input type="checkbox"/>	Landscape percentage of parking area, excluding setbacks and parking overhang (max 2' into landscaped area)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Legal description																																										
<input type="checkbox"/>	<input type="checkbox"/>	Loading area/spaces (include dimensions)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Lot - Percentage of lot coverage																																										
<input type="checkbox"/>	<input type="checkbox"/>	North arrow & Scale (no. of feet per inch)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Open space areas																																										
<input type="checkbox"/>	<input type="checkbox"/>	Owner and applicant name/address																																										
<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces (include dimensions) parking overhang maximum 2 feet																																										
<input type="checkbox"/>	<input type="checkbox"/>	Patios, Balconies (show square footage)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian walkways and paseos																																										
<input type="checkbox"/>	<input type="checkbox"/>	Power poles																																										
<input type="checkbox"/>	<input type="checkbox"/>	Recreational amenities																																										
<input type="checkbox"/>	<input type="checkbox"/>	Recreational amenities																																										
<input type="checkbox"/>	<input type="checkbox"/>	School District(s)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks																																										
<input type="checkbox"/>	<input type="checkbox"/>	Signature & license number of architect, landscape architect, civil engineer, or land surveyor (where required)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Streetlights (existing if any)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Street status (adjacent)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Streets, names, locations, and widths of rights-of-way of proposed streets, street cross sections, alleys and easements, are they paved																																										
<input type="checkbox"/>	<input type="checkbox"/>	Trash - Location of trash enclosures																																										
<input type="checkbox"/>	<input type="checkbox"/>	Utility lines, sewer access																																										
<input type="checkbox"/>	<input type="checkbox"/>	Utility Purveyors																																										
<input type="checkbox"/>	<input type="checkbox"/>	Zoning																																										
For Tract Maps/Parcels Maps																																												
<input type="checkbox"/>	<input type="checkbox"/>	Contour intervals																																										
<input type="checkbox"/>	<input type="checkbox"/>	Density (net & gross)																																										
<input type="checkbox"/>	<input type="checkbox"/>	Lot – Minimum and average lot sizes (below)																																										
		<table border="1"> <thead> <tr> <th>Number</th> <th>Size</th> <th>Useable Area</th> <th>Width</th> <th>Depth</th> <th>Street Frontage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Number	Size	Useable Area	Width	Depth	Street Frontage																																				
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<input type="checkbox"/>	<input type="checkbox"/>	Lot - Total of lettered lots
<input type="checkbox"/>	<input type="checkbox"/>	Lot - Total of numbered lots
<input type="checkbox"/>	<input type="checkbox"/>	Park & open space acreage
<input type="checkbox"/>	<input type="checkbox"/>	Street. lineal lengths/cul-de-sac
Preliminary Grading and Drainage Plans		
<input type="checkbox"/>	<input type="checkbox"/>	Proposed grades, elevations, slopes, and structures on the site
<input type="checkbox"/>	<input type="checkbox"/>	All existing contours and structures on the site and within twenty-five feet (25') of the boundaries of the site
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed sections around property boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Show locations and limits of any existing floodway and floodplain areas
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	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		
<input type="checkbox"/>	<input type="checkbox"/>	Fully dimension all elevations from lowest to highest points
<input type="checkbox"/>	<input type="checkbox"/>	Call out material and colors (digital pictures 8 1/2 x 11)
<input type="checkbox"/>	<input type="checkbox"/>	Provide at least one colored rendering
<input type="checkbox"/>	<input type="checkbox"/>	Show variation in plane and textures and demonstrate architectural compatibility (with City's site and architectural guidelines)
<input type="checkbox"/>	<input type="checkbox"/>	Full lighting specifications
<input type="checkbox"/>	<input type="checkbox"/>	Full tabulations of existing and proposed signs, including area(s) and types and size of letters
<input type="checkbox"/>	<input type="checkbox"/>	Other signs existing and proposed, including all incidental, directional, menu-board and ancillary type signs
Floor Plans		
<input type="checkbox"/>	<input type="checkbox"/>	Show dimensions and square footage of unit(s)
<input type="checkbox"/>	<input type="checkbox"/>	Show eave projections past wall
<input type="checkbox"/>	<input type="checkbox"/>	Shade in additions(s)
Conceptual Landscaping Plans		
<input type="checkbox"/>	<input type="checkbox"/>	Plant pallet and sizes of materials
<input type="checkbox"/>	<input type="checkbox"/>	Locations and numbers of trees, shrubs, and acres of ground covering, including spacing of ground cover. Identify slope areas.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed wall & fences and their materials
<input type="checkbox"/>	<input type="checkbox"/>	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:		
<input type="checkbox"/>	<input type="checkbox"/>	Air Quality Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Cultural Resource Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and hydrology studies
<input type="checkbox"/>	<input type="checkbox"/>	Habitat Survey (In Narrow Endemic Plant Survey Area identified in MSHCOP)
<input type="checkbox"/>	<input type="checkbox"/>	Noise Studies
<input type="checkbox"/>	<input type="checkbox"/>	Soils/Geologic Studies
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Studies

COMPREHENSIVE APPLICATION

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

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

	Admin. Dev. Plan Review	Conditional Use Permit Review	Development Plan Review	General Plan Amendment	Major Modification	Minor Development Plan Review	Minor/ Setback Adjustment	Minor Modification	Planned Dev. Overlay/Specific Plan Amendment	Tentative Parcel Map /Tentative Tract Map	Variance	Zone Code/Map Amendment
Application	1	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	1
Deposit from the Fee Deposit Schedule	1	1	1	1	1	1	1	1	1	1	1	1
Environmental Assessment Form		1	1	1	1			1	1	1	1	1
Special Studies		TBD	TBD	TBD	TBD			TBD	TBD	TBD	TBD	TBD
Property Owners Certification, Labels 300 Foot Radius Map		1	1	1	1			1	1	1	1	1
Grant Deed or Title Report	1	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 via USB	1	1	1	1	1	1	1	1	1	1	1	1
Site Plans (Folded into 8 ½ x 11)	1	1	1		1	1	1	1		1	1	
Preliminary Grading and Drainage Plans	1	1	1		1	1				1		
Architectural Elevations	1	1	1		1	1		1				
Floor Plans	1	1	1		1	1		1				
Conceptual Landscaping Plans	1	1	1		1	1		1				
Plans listed in this block <u>must</u> be assembled together in sets and stapled (<i>sets are site plans, preliminary grading plans, architectural elevations, floor plans, and conceptual landscaping plans</i>) and folded to a maximum size of 8 ½" X 11"												

Note: Incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary. Additional items may be required after review.