PRECISE PLAN MODIFICATION SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

☐ 1. Completed Application Form. Clearance from project planner required prior to application submittal.

☐ 2. Precise Plan Modification Review processing fee of - $5,020.00 + $15.00/per du
   a. Scanning Fee of $47.00
   b. Public Notice fee of $135.00
   c. Legal publication fee if set for Council hearing of $85.00 (if appealed)

☐ 3. Fish & Wildlife processing fees:
   a. County Clerk processing fee of $50.00 to be paid at time of application submittal.
   b. Fish & Wildlife Negative Declaration fee $2,210.25 (to be determined at PRC); or
   c. Fish & Wildlife EIR fee of $3,070.00 (to be determined at PRC).

☐ 4. Completed Environmental Information Form with:
   a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5”x11” paper.
   b. Environmental Impact Assessment fee
      $3,395 mitigation fee
      $340 exemption
      $“Full Cost” environmental impact report

☐ 5. Twenty (20) full size (24”x36” folded to 8.5” x 14”) copies of each, drawn to scale (placed in sets with the plans described by Item #6)
   a. Site plan
   b. Preliminary grading plan (if applicable)
   c. Utility Plan (existing and proposed wet and dry utilities) (if applicable)

☐ 6. Twenty (20) 11 x 17" copies of each, drawn to scale (placed in sets and folded 8-1/2 x11”)
   a. Site plan
   b. Preliminary grading plan (if applicable)
   c. Building elevations with exterior materials clearly depicted.
   d. Preliminary landscape plan.
   e. Floor plans.
   f. Sign program details.
   g. Fence Plan showing location, materials and height.
   h. Additional items as required as a result of Development Plan Review.

Note: If it is determined through DPR or screencheck that 11 x 17's are not legible, full size plans will be required.

☐ 7. One (1)) 11 x 17" color copies of each, (placed in sets and folded 8.5”x11”):
   a. Conceptual building rendering and building elevations.
   b. Material pallet
   c. Preliminary landscape plan.

☐ 8. One (1) set of 8.5”x11” reduction of all plans (including colored renderings).

☐ 9. A letter signed and dated by the applicant addressing the scope of work and following areas at a minimum:
   a. Proposed Land Use and Surrounding Uses
   b. Site design
   c. Architecture and Materials
   d. Parking and Access
   e. Landscaping
   f. Fencing (perimeter and retaining)

☐ 10. Proof of ownership (i.e.: latest Grant Deed).

☐ 11. Letter of authorization from the property owner if different than applicant.

☐ 12. Noticing package which includes:
   a. Separate lists of property owners’ names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
   b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
   c. Assessor's maps (reduced to 8.5”x11”) showing the site and indicating the properties listed in the 500-foot radius.
   d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).

☐ 13. Submit one (1) CD containing the following information organized in the following folders:
   a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
   b. Technical/Environmental Studies if applicable.
   c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

B. <u>NOTICE TO APPLICANTS:</u>

1. Clearance from project planner required prior to application submittal. Development Plan Review may be required prior to acceptance of complete application.
2. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant, representative or property owner is present at all hearings.
4. All correspondence and reports will be mailed to the project proponent only.
5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2268.
6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. <u>ATTACHMENTS:</u>

1. Section 17.91.070 CMC.