SPECIFIC PLAN AMENDMENT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

☐ 1. Letter addressed to the Community Development Commission requesting a Specific Plan Amendment, which shall include:
   a. Date and applicant's signature, address and phone number.
   b. Specific plan number and amendment requested.
   c. Area and location of site (if applicable).
   d. Reason for request.
   e. 8 1/2 x 11" map of property adequate to show area request and location.

☐ 2. Completed Application Form.

☐ 3. Processing Filing Fees
   a. $5,050.00 for Minor Revisions
   b. $10,105.00 New Chapter.
   c. Legal publication fee for City Council hearing of $85.00
   d. Public Notice fee of $135.00
   e. Scanning fee $47.00
   f. County Clerk processing fee of $50.00 (1st Reading).
   g. County Clerk processing fee of $50.00 (2nd Reading).
   h. Fish & Wildlife Negative Declaration fee of $2,210.25 (to be determined at PRC); or
   i. 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) copies of the revised text change shown in a strikethrough and underlined format for ~~revised and deleted text~~ and new text, respectively or Twenty (20) 8.5"x11" copies of the Specific Plan map drawn to scale depicting the following:
   a. Property boundaries with dimensions
   b. Vicinity map
   c. Legal description
   d. Existing Specific Plan Designation and proposed Specific Plan Designation

☐ 6. Legal description of property if designation change is requested.

☐ 7. Noticing package which includes:
   a. Separate lists of property owner's names, addresses and assessor 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 occupant's 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).

☐ 8. Proof of ownership (i.e., latest Grant Deed).

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

☐ 10. 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. This application will not be accepted for submittal until Development Plan Review is completed unless deferred by Community Development Director.
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 should be 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) 736-2262.
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>

No attachments.