SPECIFIC PLAN SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

☐ 1. Completed Application Form.

☐ 2. Processing fees:
   a. Deposit required – actual cost charged. Public Notice fee of $135.00
   b. Legal publication fee for City Council hearing of $85.00
   c. County Clerk processing fee of $50.00 (1st Reading).
   d. County Clerk processing fee of $50.00 (2nd Reading).
   e. Fish & Wildlife Negative Declaration fee of $2,210.25 (to be determined at PRC); or
   f. Fish & Wildlife EIR fee of $3,070.00 (to be determined at PRC)
   g. Scanning fee $47.00

☐ 3. 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, $3,394 Mitigation Fee and $340 exemption.

☐ 4. Twenty (20) copies of specific plan text including:
   a. A summary of proposed land uses and the purpose for the specific plan proposal.
   b. A landscape matrix or criteria.
   c. Requirements of California Government Code Section 65451.
   d. Land Use plan map or exhibit.
   e. Additional items as requested at DPR.

☐ 5. Legal description on a separate sheet.

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

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

☐ 8. Noticing package which includes:
   a. Separate lists of property owner's 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).

☐ 9. 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. NOTICE TO APPLICANTS:

1. This application will not be accepted for submittal until Development Plan Review and screencheck are completed.
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.

C. ATTACHMENTS:

No attachments.