



CITY OF EASTVALE

12363 Limonite Avenue | Suite 910 | Eastvale, CA 91752
951.361.0900

For City Use Only

Project No.: _____

Date Submitted: _____

Rec'd by: _____ Fee: _____

PLANNING PROJECT APPLICATION

APPLICATION TYPES (Please indicate all planning applications you wish to apply for.)

<input type="checkbox"/> Major Development Review**	\$9,555 DR	<input type="checkbox"/> Development Agreement	DA
<input type="checkbox"/> Minor Development Review	\$4,626 MDR	<input type="checkbox"/> Tentative Tract Map**	\$22,621 TTM
<input type="checkbox"/> Conditional Use Permit**	\$10,331 CUP	<input type="checkbox"/> Tentative Parcel Map**	\$15,000 TPM
<input type="checkbox"/> Adjustment	AR	<input type="checkbox"/> Tentative Tract Map Modification	TTMM
<input type="checkbox"/> Variance**	\$3,750 VAR	<input type="checkbox"/> Tentative Parcel Map Modification	TPMM
<input type="checkbox"/> Change of Zone	\$13, 610 COZ	<input type="checkbox"/> Amended Final Map	AFM
<input type="checkbox"/> General Plan Amendment	\$15, 832 GPA	<input type="checkbox"/> Sign Program	\$1,237 SGNP
<input type="checkbox"/> Zoning Code Amendment	ZCA	<input type="checkbox"/> Extension of Time	\$5,343 EOT
<input type="checkbox"/> Specific Plan**	\$28,992 SP	<input type="checkbox"/> Accessory Dwelling Unit	\$750 ADU
<input type="checkbox"/> Specific Plan Amendment	\$23,809 SPA	<input type="checkbox"/> Other: _____	

All application type fees are considered a deposit unless otherwise stated

**These applications must also submit a completed copy of the water quality management plan checklist.

PROJECT INFORMATION

Project Address/Location

Assessor Parcel Number(s)

Description and Purpose of the Project

Please see the Submittal Requirements (provided separately) for a list of the information that must be submitted with various application types.

Was a Pre-Application Review done for this Project? No Yes

CONTACT INFORMATION

****The applicant and property owner are considered jointly and severally liable for all project expenses.
Please check the box indicating which address invoices should be sent to.***

Property Owner:

Applicant:

Name:	Name:
Contact:	Contact:
Address:	Address:
City, Zip:	City, Zip:
Phone:	Phone:
Fax:	Fax:
E-mail	E-mail

Check here if additional Property Owner Certifications are attached to this application.

Agent:

Other:

Name:	Name:
Contact:	Contact:
Address:	Address:
City, Zip:	City, Zip:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

The Planning Department will notify the applicant and one other individual of all proceedings regarding this application. Please supply the name, address, and phone of the additional person to receive such notification.

Community Engagement Statement

The City of Eastvale encourages applicants to involve the community at all stages of the development process. Applicants are encouraged to notify and engage the community at the time of, or prior to, submitting an application for entitlement, as well as throughout the process. Community engagement includes, but is not limited to, community meetings and public workshops to encourage citizens to provide meaningful input. Please report any community engagement efforts to staff in writing, as these efforts will be reported to the Planning Commission and/or City Council as appropriate.

I have read and understand the above statement regarding Community Engagement.

Applicant Signature

Date

Hazardous Waste Affidavit

Government Code Sections 65962.5 requires the applicant applying for any development project (in most cases, major or minor development review per the Eastvale Zoning Code) to consult specified state-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. No application will be accepted as complete without this signed statement. Please research your project site and sign this affidavit.

I (we) certify that I (we) have investigated our project with respect to its location on or near an identified hazardous waste site and that my (our) answers are true and correct to the best of my (our) knowledge. My (Our) investigation has shown that:

- The project is not located on or near an identified hazardous waste site.
- The project is located on or near an identified hazardous waste site. Please list the location of the hazardous waste site(s) on an attached sheet.

Owner/Representative (1)

Date

Owner/Representative (2)

Date

Agreement and Representations of Applicant and Property Owner

This application is not complete, and processing of this application will not begin, until all initials and signatures are provided:

1) Applicant(s) acknowledge and agree that by making this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff and its consultants may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof. _____(Initial)

2) Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner). _____(Initial)

3) Applicant(s) acknowledge and agree that I/we have included all of the required items and understand that missing items may result in delaying the processing of my application. I further acknowledge and agree that by signing this document I accept the posting of public notices regarding the proposed project at the project site, and agree to pay all related costs. ____ (Initial)

4) Applicant(s) agree to defend, indemnify and hold harmless the City of Eastvale ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of

litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney’s fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant. _____(Initial)

5) Applicant(s) acknowledges and certifies that with this application I am financially obligated to the City of Eastvale for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications. Thus, I acknowledge and agree that the City will not notice this project for public hearing and/or consider the project if the project does not have a positive fund balance. _____(Initial)

6) Applicant(s) acknowledges and agrees that this application sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager or his/her designee. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel. _____(Initial)

7) No employee, agent, independent contractor or other representative of the City, other than the City Manager or the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this application. _____(Initial)

8) This Application shall be a public record. _____(Initial)

9) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney’s fees, and legal expenses, including but not limited to expert fees and costs. _____(Initial)

IT IS SO AGREED:

Applicant Signature

Date

Property Owner Signature

Date

Attach additional signatures on a separate sheet.



CITY OF EASTVALE

Planning Department

Application Submittal Requirements for Major and Minor Development Plan • Conditional Use Permits

A. APPLICABILITY:

This information handout applies to the following application types:

1. Major and Minor Development Plan

A Major or Minor Development Plan application is required for the development of new residential, commercial or industrial development, as provided in Section 2.1 of the Eastvale Zoning Code. Major or Minor Development Plan submittals shall consist of a set of development plans that typically include a site plan, architectural elevations, floor plan, preliminary landscaping plan and preliminary grading plan. The plans shall be drawn on sheets that are typically 24" x 36" in size. The plans are reviewed for completeness by the Planning Department based on the submittal requirements below, as well as any additional project-specific requirements based upon the location or characteristics of the project site.

2. Conditional Use Permit

A Conditional Use Permit is generally required to establish a specific use as identified in Chapter 3 of the Eastvale Zoning Code and may be required as part of the proposed development project. Operational conditions and restrictions are commonly applied to this application. When the Conditional Use Permit application includes the development of new structure(s), a Development Plan Review (major or minor) will also be processed. Submittal requirements in this case will be the same as those identified above. If applying for a drive-through facility, an on-site circulation and drive-through lane stacking analysis is required with the application.

B. MINIMUM SUBMITTAL REQUIREMENTS:

The following items are the minimum initial submittal requirements for processing a Major Development Plan or Conditional Use Permit application.

- One (1) digital copy of development plans scaled for printing on 11" x 17" size paper and all submittal items below on a CD. See **Section C, Development Plan Requirements**, for detailed information required on the plans.
- Completed and Signed Application Form with the required fee deposit submitted to the City of Eastvale Planning Department (Note: Additional deposits/fees may be required by other agencies and/or districts which must be paid directly **by the applicant** to ensure the timely processing of the proposed application).

Development Review and CUP Requirements

- A detailed project description (explaining the proposed uses, anticipated occupancies, hours of operation, etc.) and a “Letter of Justification” describing the reasons and justification for any deviations from the standards.
- Two (2) full-size sets in black and white and four (4) half-sized sets in color of Development Plans. The Development Plans requirements are provided in **Section C**, below. Each set must be stapled along the left margin, collated in the order listed below, and folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
 - Site plan (showing the entire property and adjacent streets)
 - Conceptual landscape plan
 - Conceptual grading plan and drainage plan (if the site grading is proposed or required by the City Engineer),
 - Building elevations and floor plans
- On-site circulation and drive-through lane stacking analysis, and operation plan for the operation of a drive-through facility.
- One (1) colors and materials board. Color photographs of siding, roofing, or any other exterior materials to be used on the proposed project (manufacturer’s material or literature is also acceptable).
- One (1) copy of Preliminary Soils and Geotechnical Report
- One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- One (1) SAN 53, Sewer and Water Availability letter from the Riverside County Environmental Health Department, and Jurupa Community Services District.
- One (1) completed and signed Water Quality Management Plan Checklist. See **Section E**, below.
- One (1) complete copy of the Project Specific Preliminary Water Quality Management Plan (including drainage and hydrology), if required by the City Engineer.
- Three (3) sets of mailing materials, as described below in **Section F**, for the purpose of noticing the neighboring owners and tenants of public hearings. Includes one (1) copy of a 600-foot (or 1,000-foot for alcohol sales) radius map (on paper size 8½”x 11”) showing the subject property boundary (including any contiguous properties) and the notification radius area line indicating the radius distance.

- A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided in a CD with Adobe pdf format and Microsoft Word format. Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure the timely processing of the application.

C. DEVELOPMENT PLAN REQUIREMENTS

- **All Plans**

- Name, address, and telephone number of property owner/applicant and exhibit preparer.
- Address and legal description of the property.
- Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
- North arrow and revision block.
- Preparation and any revision dates for plans submitted to the City.
- If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
- Identify whether or not land is subject to liquefaction or other geologic hazard or is within an earthquake-related Special Studies Zone.
- Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
- Location of adjoining properties and existing uses.

- **Site Plan**

- Table showing the total net and gross acreage of the project site, size of existing and proposed structures, automobile and bicycle parking spaces, and landscape area coverage.
- Location and dimensions of all lot lines, streets, alleys, rights-of-way providing legal access to the property, landscape areas/planters, turnouts and/or turnarounds, curbs, and other common areas.
- Dimensioned setbacks of all buildings and parking areas

- Building footprint showing access points
 - Location and dimensions of all trash enclosures, fences, gates, walls, free-standing signs, drainage structures, surface and subsurface drainage and water quality facilities, and above and below ground utilities structures such as mechanical equipment, water meters, utility boxes, backflow preventers. The visibility of all above ground equipment must be minimized through means including but not limited to relocation, berms, landscaping, and/or installation of a screen wall.
 - Parking lot layout and circulation showing dimensions of parking spaces, drive isles, driveways, methods of vehicular circulation including truck turning template, loading areas, etc.
 - All structures including walls, fences, and gates should be labeled as existing or proposed and whether they are to remain or be removed.
 - Label and describe any land or right-of-way to be dedicated to the public or other uses.
 - Location, widths, and improvements associated with existing and proposed public utilities including easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property. List and accurately show all easements of record (by map or instrument number) and the names of utility purveyors.
 - Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks. Finished floor elevations.
 - The location and proposed amounts for flammable or combustible materials and waste oils. The description of these items shall be included as part of the written description of the project.
- **Conceptual Landscape Plan**
 - Landscape coverage and parking lot shading calculation
 - A full list of all existing and proposed trees, shrubs, and groundcovers. The list must include plant species and container/specimen sizes.
 - All structures including wall, fence, and gate should be labeled as existing or proposed and whether they are to remain or be removed.
 - Locations of all existing trees and major shrubs, indicating whether they are to remain or be removed.
 - Dimensioned setbacks of all buildings and parking areas

- Location of bicycle parking areas
- Location and dimensions of all lot lines, streets, alleys, rights-of-way, landscape areas/planters, parking stalls, and other common areas.
- **Architectural Elevations**
 - Dimensioned elevations showing building height and width
 - Include all sides of all buildings, including accessory structures such as trash enclosures.
 - Dimensioned floor plans for each building
 - Details of proposed color and materials for elevations, type of construction and occupancy classification per the current City adopted Building Code
- **Preliminary Grading Plan**
 - Show all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines
 - Elevations of all individual building pads and at the perimeter of the subdivision or project site
 - Conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities)
 - Existing topography and the relationship to adjoining land and development, and any existing grading.
 - Centerline curve radii and typical selections of all open channels and cross-section of a typical street improvement.
 - FEMA mapped floodplains including zone designations
- **Drainage Plans**
 - Show how all on-site and off-site stormwater will be conveyed through the property.
 - Clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second) and the tributary drainage area (acres) at these points.
 - Acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet.
 - Label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing.
 - All facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions.

- All easements or rights of way shall be shown, and their widths indicated.
- Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
- FEMA mapped floodplains including zone designations

D. CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

E. WATER QUALITY MANAGEMENT PLAN (WQMP)

Each development must submit a “Project Specific” Water Quality Management Plan (WQMP). Please note that there are specific requirements for the Santa Ana River Basin. The WQMP report is intended to:

1. Identify potential post-project pollutants and hydrologic impacts associated with the development
2. Identify proposed mitigation measures (Best Management Practices – BMPs) for identified impacts including site design, source control and treatment control post-development BMPs. A template for this report is included as an appendix to the WQMP.
3. Identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a Preliminary Project Specific WQMP along with the subdivision application package. The format of the preliminary report would mimic the format/ template of the final report but would be at a much lesser level of detail. For example, items 1, 2, and 3 above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings are not required in most circumstances.

F. MAILING MATERIALS FOR PUBLIC NOTICING

The Mailing Materials allow the City to notify property owners and commercial tenants within a 600-foot radius of the external boundaries of the project site or subject property. If the project requires a Conditional Use Permit for alcohol sales, the mailing labels must identify the property owners within a 1,000-foot radius. The mailing materials shall include all of the following:

1. Three (3) sets of self-addressed stamped envelopes with first-class postage for **property owners within the radius area.**

- Each envelope must have a mailing address label that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius (or 1,000-foot radius for alcohol sale) from the corners of the subject property, including any contiguously owned properties.
- If the project site is located adjacent to the boundary of a neighboring City and/or the radius area includes properties located within an adjacent City, a stamped envelope with the name and mailing address of the City Planning Department of the neighboring City shall be provided.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX- XXXX
(project number will be provided at application submittal).

2. Three (3) sets of self-addressed stamped envelopes with first class postage for **commercial tenants located within the radius area.**

- Each envelope must have a mailing address label that identifies the commercial tenants' names and mailing addresses, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius (1,000-foot radius for alcohol sales) from the corners of the subject property.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX- XXXX
(project number will be provided at application submittal).

3. Three (3) sets of self-addressed stamped envelopes with first-class for **project site owners, applicant, and team.**

- Each envelope must have a mailing address label that identifies the project applicant and property owner(s) of the project site.
- If the applicant would like his/her project such as the project's architect, engineer, etc. to review a notice, please provide the envelopes and labels for each contact.

Development Review and CUP Requirements

- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX- XXXX
(project number will be provided at application submittal).

4. **One (1) photocopy** of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label. This is for City records.
5. A 600-foot radius (or 1,000-foot radius, if required) map identifying all properties within the required radius on an assessor's map page(s).

PUBLIC HEARING NOTICE CERTIFICATION FORM

I, _____, certify that on _____,
Print Name of Preparer Date

the attached property owner's list was prepared by:

_____ for the following project, _____,
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet (or 1,000 feet for alcohol sale), pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail Address: _____

Project/Permit No.: _____



CITY OF EASTVALE Planning Department

Application Submittal Requirements for General Plan Amendments, Change of Zone, Zoning Ordinance Amendments, and Specific Plan or Amendments

A. APPLICABILITY:

This information handout applies to the following application types:

1. General Plan Amendment

A General Plan Amendment is a request to modify the text, the land use map, or any other portion of the Eastvale General Plan. Amendments to the General Plan land use map and/or other exhibits shall be submitted in electronic format (JPG and PDF) at a resolution suitable for printing at large size (24" x 36"). Amendments to General Plan goals or policies (text amendments) shall be submitted in written form showing the proposed text changes and also provided in electronic format (MS Word and PDF).

2. Change of Zone & Zoning Ordinance Amendment

A Change of Zone is a request to modify the zoning designation for one or more parcels of land in the City. A Zoning Code Amendment is a request to modify the text of the City's Zoning Code. Both applications may typically include a proposed development application (i.e., Plot Plan and/or Tract/Parcel Map) for development of the property. A Change of Zone request shall be submitted in electronic format (JPG and PDF) at a resolution suitable for printing at large size (24" x 36"). A Zoning Ordinance Amendment shall be submitted in written form showing the proposed text changes and also provided in electronic format (MS Word and PDF).

B. MINIMUM SUBMITTAL REQUIREMENTS FOR A GENERAL PLAN AMENDMENT, CHANGE OF ZONE, ZONING ORDINANCE AMENDMENT, SPECIFIC PLAN, OR SPECIFIC PLAN AMENDMENT:

The following items are the minimum initial submittal requirement for processing a general plan amendment (including changes to the land use map and/or other general plan exhibits), Change of Zone, Zoning Ordinance Amendment, Specific Plan, and Specific Plan Amendment applications:

- One (1) digital copy of all text amendments in Adobe pdf format and Microsoft Word format and all submittal items below on a CD.
- Completed and Signed Application Form with the required deposit submitted to the City of Eastvale Planning Department (Note: Deposits/fees may be required by other

General Plan Amendment, Change of Zone, Zoning Ordinance Amendment, Specific Plan, and Specific Plan Amendment Application Requirements

agencies and/or districts. These must be paid directly **by the applicant** to ensure the timely processing of the application).

- A detailed project description (explaining the amendments and changes) that includes a list of proposed changes to the General Plan, Zoning Code, or Specific Plan (identifies the Chapter(s), section(s), and page(s) to be modified), and a "Letter of Justification" describing the applicant's reasons and justification for the proposed amendments.
- Four (4) sets of redline and strikeout of the effected General Plan, Zoning Code, or Specific Plan sections.
- Four (4) sets of a clean version (without redline and strikeout) of the proposed changes.
- For a new Specific Plan, provide four (4) sets of the proposed Specific Plan document.
- Four (4) sets of General Plan Amendment or Change of Zone exhibits that illustrate the existing and proposed changes. Exhibits requirements are provided in Section C, below.
- One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- Three (3) sets of mailing materials, as described below in **Section D**, for the purpose of noticing the neighboring owners and tenants of public hearings. Includes one (1) copy of a 600-foot (or 1,000-foot for alcohol sales) radius map (on paper size 8½"x 11") showing the subject property boundary (including any contiguous properties) and the notification radius area line indicating the radius distance.
- A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided on a CD in Adobe PDF and Microsoft Word format. Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure timely processing.

C. REQUIRED INFORMATION FOR MAPS/EXHIBITS:

1. Name, address, and telephone number of property owner/applicant and exhibit preparer.

General Plan Amendment, Change of Zone, Zoning Ordinance Amendment, Specific Plan, and Specific Plan Amendment Application Requirements

2. Address and legal description of the property.
3. Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits.
4. North arrow and Exhibit revision block.
5. Date of preparation.
6. If project is within a Specific Plan, show the Specific land use designation of the subject property and surrounding properties.
7. Show existing and proposed land use or zoning designations
8. Note whether or not land is subject to liquefaction or other geologic hazard or is within a seismic Special Studies Zone.
9. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
10. Location of adjoining properties, lot lines, and existing and proposed uses.
11. Calculation table showing the total net and gross acreage of project site.

D. PROPERTY OWNER MAILING LABELS

The Mailing Materials allow the City to notify property owners and commercial tenants within a 600-foot radius of the external boundaries of the project site or subject property. The mailing materials shall include all of the following:

1. **Three (3) sets** of self-addressed stamped envelopes with first-class postage for **property owners within the radius area.**
 - Each envelope must have a mailing address label that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius from the corners of the subject property, including any contiguously owned properties.
 - If the project site is located adjacent to the boundary of a neighboring City and/or the radius area includes properties located within an adjacent City, a stamped envelope with the name and mailing address of the City Planning Department of the neighboring City shall be provided.
 - Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).
2. **Three (3) sets** of self-addressed stamped envelopes with first class postage for **commercial tenants located within the radius area.**

General Plan Amendment, Change of Zone, Zoning Ordinance Amendment, Specific Plan, and Specific Plan Amendment Application Requirements

- Each envelope must have a mailing address label that identifies the commercial tenants' names and mailing addresses, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius from the corners of the subject property.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

3. Three (3) sets of self-addressed stamped envelopes with first-class for project site owners, applicant, and team.

- Each envelope must have a mailing address label that identifies the project applicant and property owner(s) of the project site.
- If the applicant would like his/her project such as the project's architect, engineer, etc. to review a notice, please provide the envelopes and labels for each contact.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

4. One (1) photocopy of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label. This is for City records.

5. A 600-foot radius (or 1,000-foot radius, if required) map identifying all properties within the required radius on an assessor's map page(s).

PUBLIC HEARING NOTICE CERTIFICATION FORM

I, _____, certify that on _____,
Print Name of Preparer Date

the attached property owner's list was prepared by:

_____ for the following project, _____,
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail Address: _____

Case No.: _____



CITY OF EASTVALE Planning Department

Application Submittal Requirements for Tentative Tract Maps • Tentative Parcel Maps

A. APPLICABILITY

This information handout applies to the following application types:

1. Tentative Tract Maps

Tentative Tract Maps are generally required for any subdivision creating five or more parcels. Tract Maps shall be prepared by a registered civil engineer, and the map shall be drawn on sheets that are typically 24" x 36" in size. Information on the Tract Map shall include all the items which are identified in Section B below. Tract Map applications shall be reviewed for completeness by the Planning Department based on the submittal requirements below, the State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

2. Tentative Parcel Maps

Tentative Parcel Maps are generally required for any subdivision creating four or fewer parcels. Parcel Maps shall be prepared by a registered civil engineer, and the map shall be drawn on sheets that are typically 24" x 36" in size. Information on the Parcel Map shall include all the items which are identified in Section B below. Parcel Map applications shall be reviewed for completeness by the Planning Department based on the submittal requirements below, the State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

B. MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirement for processing Tract Map and Parcel Map applications.

- One (1) digital copy of Tentative Maps scaled for printing on 11" x 17" size paper and all submittal items below on a CD. See **Section C, Drawing Plan Requirements**, for detailed information required on the plans.

Tentative Map Application Requirements

- Completed and Signed Application Form with the required fee deposit submitted to the City of Eastvale Planning Department (Note: Additional deposits/fees may be required by other agencies and/or districts which must be paid directly **by the applicant** to ensure the timely processing of the proposed application).
- A detailed project description (explaining the proposed subdivision) and a “Letter of Justification” describing the applicant’s reasons and justification for any deviations from the standards.
- Two (2) full size sets and four (4) half-sized sets of the Tract/Parcel maps that include a conceptual grading plan and drainage plan (if the site grading is proposed or required by the City Engineer). The Tract/Parcel Maps requirements are provided in **Section C** below. Each set must be stapled along the left margin, collated, and folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- One (1) copy of Preliminary Soils and Geotechnical Report.
- One (1) geological report or waiver thereof if the land division lies within an Alquist-Priolo Earthquake Fault Zone.
- One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- One (1) SAN 53, Sewer and Water Availability letter from the Riverside County Environmental Health Department, and Jurupa Community Services District.
- One (1) completed and signed Water Quality Management Plan Checklist. See **Section E** below.
- One (1) complete copy of the Project Specific Preliminary Water Quality Management Plan (including drainage and hydrology), if required by the City Engineer.
- Three (3) sets of mailing materials as described below in **Section G**, for the purpose of noticing the neighboring owners and tenants of public hearings. Include one (1) copy of a 600-foot radius map on a one page paper size of 8½”x 11” showing the subject property boundary (including any contiguous properties) and the notification radius area line indicating the radius distance.
- A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided in a CD with Adobe pdf format and Microsoft Word format.

Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure the timely processing of the application.

C. DRAWING PLANS REQUIREMENTS

- Tentative Tract and Parcel Maps
 - Name, address, and telephone number of property owner/applicant and exhibit preparer.
 - Address and legal description of the property.
 - Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits.
 - North arrow and Exhibit revision block.
 - Date exhibit was prepared and Map Number. Include any revision dates for exhibits/maps submitted to the City.
 - If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
 - Identify whether or not land is subject to liquefaction or other geologic hazard or is within an earthquake-related Special Studies Zone.
 - Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
 - A statement indicating that the tentative map includes the entire contiguous ownership of the land divider or only a portion thereof.
 - Map book and page numbers of adjoining recorded land divisions.
 - Proposed improvement schedule (i.e. Schedule "A", "B", "C", etc.).
 - Calculation table showing the total net and gross acreage of each lot, dimensions of each lot, size of all easements and right-of-way areas, and other common areas.
 - Location and dimensions of all existing and proposed lot lines, adjoining properties, streets, alleys, rights-of-way, methods of vehicular circulation, and other common areas.
 - Label and describe any land or right-of-way to be dedicated to the public or other uses.
 - Location and dimensions of all fences, gates, walls, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground utility structures, including surface and subsurface drainage and water quality facilities.

Tentative Map Application Requirements

- Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property. List and accurately show all easements of record (by map or instrument number) and the names of utility purveyors.
- Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

If development is proposed in conjunction with the tract or parcel map, provide:

- Preliminary Grading Plan
 - Show all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines
 - Elevations of all individual building pads and at the perimeter of the subdivision or project site
 - Conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities)
 - Existing topography and the relationship to adjoining land and development, and any existing grading.
 - Centerline curve radii and typical sections of all open channels and cross-section of a typical street improvement.
 - FEMA mapped floodplains including zone designations
- Drainage Plans
 - Show how all on-site and off-site stormwater will be conveyed through the property.
 - Clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second) and the tributary drainage area (acres) at these points.
 - Acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet.
 - Label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing.
 - All facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions.
 - All easements or rights of way shall be shown, and their widths indicated.

Tentative Map Application Requirements

- Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
- FEMA mapped floodplains including zone designations

D. CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

E. WATER QUALITY MANAGEMENT PLAN (WQMP) (if development is proposed)

To comply with the WQMP, a developer must submit a “Project Specific” WQMP. Please note that there are specific requirements for the Santa Ana River Basin. The WQMP report is intended to:

1. Identify potential post-project pollutants and hydrologic impacts associated with the development
2. Identify proposed mitigation measures (Best Management Practices – BMPs) for identified impacts including site design, source control and treatment control post-development BMPs. A template for this report is included as an appendix to the WQMP.
3. Identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a Preliminary Project Specific WQMP along with the subdivision application package. The format of the preliminary report would mimic the format/ template of the final report but would be at a much lesser level of detail. For example, items 1, 2, and 3 above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings are not required in most circumstances.

F. ALTERNATIVE AND SECONDARY ACCESS

When alternative or secondary access is required and is off-site, or when any other public improvement is required or proposed off-site, the land divider shall do each of the following as part of the tentative map review.

1. Provide any studies or information required to adequately evaluate the environmental impacts of constructing the off-site, improvement/alignment; and,

2. Show all proposed centerline, approximate gradients and radii on the tentative map in addition to other factors such as street widths, pavement surface, etc. for the off-site improvement/alignment; and,
3. Provide written assurance(s) from the owner(s) of the property underlying the off-site improvement/alignments that sufficient right-of-way to construct will be provided. A formal agreement or offer of dedication is preferred but is not always required to satisfy this requirement, but the owner's willingness to cooperate must be communicated as to a form acceptable to the Public Works Department. If the applicant/land divider cannot provide assurances that the right-of-way is, or will be available, the City Engineering may recommend denial or redesign of the proposed subdivision.

G. PROPERTY OWNER MAILING LABELS

The Mailing Materials allow the City to notify property owners and commercial tenants within a 600-foot radius of the external boundaries of the project site or subject property. The mailing materials shall include all of the following:

1. **Three (3) sets** of self-addressed stamped envelopes with first-class postage for **property owners within the radius area.**
 - Each envelope must have a mailing address label that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius from the corners of the subject property, including any contiguously owned properties.
 - If the project site is located adjacent to the boundary of a neighboring City and/or the radius area includes properties located within an adjacent City, a stamped envelope with the name and mailing address of the City Planning Department of the neighboring City shall be provided.
 - Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).
2. **Three (3) sets** of self-addressed stamped envelopes with first class postage for **commercial tenants located within the radius area.**
 - Each envelope must have a mailing address label that identifies the commercial tenants' names and mailing addresses, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius from the corners of the subject property.

Tentative Map Application Requirements

- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

3. Three (3) sets of self-addressed stamped envelopes with first-class for project site owners, applicant and team.

- Each envelope must have a mailing address label that identifies the project applicant and property owner(s) of the project site.
- If the applicant would like his/her project such as the project's architect, engineer, etc. to review a notice, please provide the envelopes and labels for each contact.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

4. One (1) photocopy of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label. This is for City records.

5. A 600-foot radius map identifying all properties within the required radius on an assessor's map page(s).

PUBLIC HEARING NOTICE CERTIFICATION FORM

I, _____, certify that on _____,
Print Name of Preparer Date

the attached property owner's list was prepared by:

_____ for the following project, _____,
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail Address: _____

Project/Permit No.: _____