

COMMUNITY DEVELOPMENT DEPARTMENT

LAND USE COMPLIANCE REVIEW

GENERAL INFORMATION

This information sheet explains how your Land Use Compliance Review application will be processed, and what plans and information you must submit. A planning application form must be submitted along with your plans in all cases and for certain cases an environmental application must also be submitted. If you have any questions after you have read this information, call the Planning Department at (760) 369-6575.

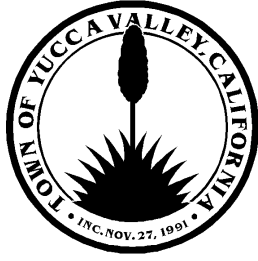
LAND USE COMPLIANCE REVIEW

The Land Use Compliance Review process is intended to be an informal administrative process that can be accomplished in a relatively short period of time.

For certain activities, the Land Use Compliance Review procedure shall be used in lieu of a Conditional Use Permit (CUP):

- (1) For the expansion, alteration, or disturbance of land associated with an existing commercial, industrial, institutional or multiple residential use which cumulatively involves no more than 25% or 500 square feet (whichever is greater) of the ground area covered by the land use of square footage of the original permitted structure.
- (2) When an existing publicly owned institutional structure which is less than 10,000 square feet in area is altered or expanded by no more 5,000 square feet.
- (3) Any expansion or change of use which would require additional parking and does not exceed the 25% or 500 square foot provision of item 1.

The Land Use Compliance Review procedure is also used for projects which have an approved Conditional Use Permit (CUP) to confirm compliance with all provisions of that CUP before issuance of building or other construction permits.



Date Received _____
By _____
Fee _____
Case # _____

LAND USE COMPLIANCE REVIEW APPLICATION

Applicant _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact Person/Representative _____ Phone _____

Address _____ City _____ State _____ Zip _____

Property Owner _____ Phone _____

Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(s) _____

Existing Structure Square Footage _____

Proposed Square Footage _____

Proposed: Project Description, Zoning, Land Use

(NOTE: Please attach a description letter as necessary)

Owner's Signature _____ Date _____

**Town of Yucca Valley
Community Development/Public Works Department
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084**

REVIEW AND APPROVAL AUTHORITY

The Community Development Director or designated representative is the approval authority for Land Use Compliance Reviews.

FEES

The fee for processing a Land Use Compliance Review is a set fee of \$840.0 that must be paid to the Town at the time the application is submitted. This is the only fee you will be charged for processing the application.

APPEAL

Any decision made on a Land Use Compliance Review may be appealed to the Town Council within 10 days after the written decision has been mailed. An appeal must be submitted in the form specified by the Planning Department along with the appropriate fee.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your Land Use Compliance Review application are outlined below. For additional information contact the Planning Department.

- (1) Within 30 days after submittal of the application, plans and fee, staff will review the submittal for completeness. For projects using Land Use Compliance in lieu of a CUP, the environmental application will also be reviewed to determine if the project is categorically exempt from CEQA. Should it be found that the project is not categorically exempt from CEQA, you will be notified that the project must be processed as a Conditional Use Permit (CUP). If the application is complete, the application is formally accepted for processing and continues through the review process.

If additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.

- (2) After the application is deemed complete, Town Staff will route the plans and materials to Town Departments and other review agencies for review and comment. All responses, comments, and corrections will be returned to the applicant for response and/or incorporation into the plans. This process will be repeated as necessary to resolve differences and to answer questions.
- (3) The required necessary noticing and hearing requirements will be followed, and the applicant shall be notified of the hearing date.
- (4) The applicant shall receive a copy of the staff report and conditions of approval at least seventy-two hours prior to the meeting time and date.

SUBMITTAL REQUIREMENTS

- (1) Land Use Application and Environmental Application - An Environmental Application is not required for projects that have a previously approved CUP, and which are being reviewed for compliance with the CUP provisions; however, the Conditions of Approval and approved site plan must be provided.

- (2) Fee payable to the Town of Yucca Valley.
- (3) Legal Description - The lot and parcel / tract number must be provided on the application forms and the site plan. If lot and parcel / tract numbers are not available, provide a metes and bounds description.
- (4) Required Plans - Your Land Use Compliance Review application must include a plot plan (site plan). The plans which in most cases must accompany each Land Use Compliance application are listed below:

Required Plans

- * Site plan / Plot plan preferably at 1"=20', 1"=30', or 1"=40' scale
- * Floor plans
- * Building elevations
- * Landscape plans

The information which must appear on each type of plan is listed below:

Site Plan / Plot Plan

- * Vicinity map - clearly identify the way in which the project fits in with adjacent streets.
- * North arrow
- * Existing topography at two intervals including natural features, to be preserved (e.g. trees, rock, outcroppings, watercourse). Elevations of surrounding properties 100 ft. from the project property lines shall be illustrated.
- * Alignment and names of streets which border site, including nearby intersections with full dimensions. Show the distances from proposed and/or existing driveways on the site to proposed and/or existing driveways on the same and opposite sides of the streets that form the project boundaries.
- * Adequate information regarding the movement of flood water across the site in both its developed and undeveloped stages.
- * Preliminary grading plan, indicating proposed finished grades at a minimum 2 ft. interval. All slopes in excess of 3:1 shall be heightened and identified on the plan. Building pad elevations shall also be identified.
- * Configuration of all streets within the project, designating which are public and which are private.
- * All paved areas, including parking areas, driveways, malls, plazas, curbs

(location and height), gutters, and existing and proposed sidewalks. The location and width of all bike, pedestrian and equestrian trails on or adjacent to the site shall also be provided in all cases.

- * Pavement striping and markings, existing and proposed, both on and off-site.
- * Show and dimension geometric features on public and private streets, such as raised islands (islands to be shaded on plans), striping, traffic control devices, right-turn-only intersections, left-turn pockets, etc.
- * Show all curb radii.
- * Present a summary of total parking provided. Include calculations showing Town Code required parking, and actual parking provided. Show numerical count of all types of parking spaces as well as percentages.
- * Label all parking aisles, width of accesses, and distances from each access to curb line of the nearest intersection.
- * Dimension all parking and circulation setbacks and overhangs.
- * Show ramps for handicapped, and ability to meet requirements of the Americans with Disabilities Act.
- * Show truck turning radii for large trucks (wheel base=35') at trash enclosure areas and other areas where truck traffic is anticipated, such as exits/entrances on the site. For clarity, turning radius illustrations should be presented on separate sheets from the detailed site plans. Turning templates should be used in determining radii.
- * Locations for all trash enclosures should be designated on the plan. In choosing these locations, the applicant shall consider the trash truck's accessibility into and out of the area.
- * Identify proposed traffic control measures in parking structure (i.e. striping, pavement arrows, etc.). Indicate if gated or non-gated entryways will be used, and if gated, show the proposed locations precisely. If gates are proposed, a stacking analysis must be prepared.
- * Show existing land uses adjacent to and within 300 ft. of the project.
- * Show location and heights of all walls or fences with details, materials and construction.
- * A statistical inventory including:
 - * Square footage of site
 - * Square footage of building footprint
 - * Percentage of site covered by building(s)
 - * Square footage in building(s)
 - * Square footage in parking area and landscaping

- * For commercial and industrial development, the exact footage of floor space devoted to various uses and the percentage of the total area each use occupies.

- * Dimensions of setbacks

- * Dimensions of property lines which bound site

- * Floor plans of all buildings

- * Building elevations (from all sides, designated by direction)

LANDSCAPE PLANS

- * North arrow

- * Dimensions of planting areas

- * Type, size, location of all plant materials in landscaped areas

- * Irrigation system including location of water lines, types of heads, and coverage pattern

(5) Hazardous Waste Site Certification - signed and dated

(6) Copy of any special studies such as soils, geology, and traffic (If applicable)

(8) One set of 8.5"x11" reductions of the site plan, floor plan, and building elevations

(9) A preliminary title report, issued within (30) days of filing of the application with the Town

NUMBER OF PLANS REQUIRED

(1) Initial submittal - (5) sets folded to approximately 8.5"x14"

(2) Re-submittals with corrections - number specified by staff