



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 storm-water 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.: _____