



CITY OF BIG BEAR LAKE *California*

DEVELOPMENT REVIEW APPLICATION

APPLICATION TYPE *(Check all requested for concurrent processing)*

- | | | |
|---|---|--|
| ☐ Affordable Housing Agreement | ☐ Minor Deviation | ☐ Variance |
| ☐ Conditional Use Permit | ☐ Minor Modification | ☐ Vehicle For Hire |
| ☐ Development Agreement | ☐ Plot Plan Review | ☐ Wireless Communication Facility |
| ☐ Development Code Amendment | ☐ Tentative Map | ☐ Zone Change |
| ☐ General Plan Amendment | ☐ Time Extension | ☐ OTHER: _____ |

*** APPLICATIONS ACCEPTED BY APPOINTMENT ONLY, MONDAY - FRIDAY 8:00 am – 4:00 pm ***
SCHEDULE APPOINTMENT WITH PLANNING DIVISION AT (909) 866-5831

PROPERTY INFORMATION

ADDRESS/LOCATION: _____

ASSESSOR'S PARCEL NUMBER(S): _____

EXISTING USE:

(Use of Property and/or Buildings)

(Zoning District)

(General Plan Designation)

PROPOSED USE:

(Use of Property and/or Buildings)

(Zoning District)

(General Plan Designation)

PROPERTY OWNER INFORMATION

NAME/TITLE: _____

MAILING ADDRESS: _____

PHONE # : _____

E-MAIL: _____

I hereby certify that I am the owner of record of the subject property(ies) described on this application, that I consent to the filing of the action requested herein, and I authorize the City and its representatives to enter the subject property for inspection purposes. (All owners of record must sign the application - include Additional Property Owner Consent signatures.)

Original/Wet Signature: _____

Date: _____

APPLICANT AND DESIGNATED AGENT (Attorney-In-Fact)

I, _____ (Property Owner), hereby designate _____ (agent) as the Applicant and Attorney-In-Fact for the Property Owner for all purposes of processing this application with the City of Big Bear Lake. The Attorney-In-Fact will serve as the designated agent responsible for project negotiations with the City, for the accuracy of all submittal materials, and for project coordination with the applicant team.

Original/Wet Signature: _____

Date: _____

NAME/TITLE: _____

MAILING ADDRESS: _____

PHONE # : _____

E-MAIL: _____

AGENT SIGNATURE :
(Original/wet signature)

DATE: _____

Community Development Department

39707 Big Bear Boulevard, PO Box 10000, Big Bear Lake, CA 92315 • (909) 866-5831 • www.citybigbearlake.com

PROJECT DESCRIPTION (Include number/type of units, number/size of structures, height, number of stories, outdoor uses, etc. Attach more pages, as necessary.)

ADDITIONAL PROPERTY OWNER CONSENT (All owners of record must sign. Add more pages, if needed.)
<i>I hereby certify that I am the owner of record of the subject property(ies) described on this application and that I consent to the filing of the action requested herein. All property owners of record must sign the application.</i>
Original/Wet Signature: _____ Date: _____
Mailing Address: _____ E-Mail: _____
Print Name/Title: _____ Phone: _____
<i>I hereby certify that I am the owner of record of the subject property(ies) described on this application and that I consent to the filing of the action requested herein. All property owners of record must sign the application.</i>
Original/Wet Signature: _____ Date: _____
Mailing Address: _____ E-Mail: _____
Print Name/Title: _____ Phone: _____

AGENT/ATTORNEY-IN-FACT AFFIDAVIT		
I certify that the information provided is true, accurate, and complete to the best of my (our) knowledge and belief. In addition, I understand that in order for this application to be considered an acceptable initial submittal, the following information must be included:		
✓ Completed and signed application forms (with all sections complete), ✓ Scaled and dimensioned plans of the existing and proposed improvements, ✓ Appropriate number of copies submitted, ✓ Required information listed on the Application Checklist or otherwise required by the City, and ✓ Applicable filing and processing fees.		
I further understand that additional information may be requested to supplement the initial application filing, and that formal review or any required public meetings for the project will not commence until after the application is accepted as complete for processing.		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">AGENT SIGNATURE : (Original/wet signature)</td> <td style="width: 50%;">DATE:</td> </tr> </table>	AGENT SIGNATURE : (Original/wet signature)	DATE:
AGENT SIGNATURE : (Original/wet signature)	DATE:	

*** ALL SECTIONS MUST BE COMPLETED. PARTIALLY COMPLETE APPLICATIONS WILL NOT BE ACCEPTED ***

STAFF USE ONLY					
FILING DATE:		FILE #:		RECEIVED BY:	
TOTAL FEES PAID:		RECEIPT #:		ASSIGNED TO:	

Form Reference DRA20210520

DEVELOPMENT REVIEW APPLICATION CHECKLIST

Thank you for your development interest in the City of Big Bear Lake! Our staff is dedicated to provide you with guidance for a project that meets the city's policies and complies with applicable development regulations. We strive to process all applications expeditiously with minimal delays. **In order to provide timely reviews, applications with partial information or poor quality graphics will not be accepted.**

Application are accepted by appointment only (Monday – Friday, 8:00 am – 4:00 pm) and must include all required supplemental materials at the time of submittal. Call the Planning Division at (909) 866-5831 to schedule an appointment.

ALL APPLICATIONS MUST INCLUDE:

- ☐ Completed and signed Development Review Application form, including a detailed project description.
- ☐ Property owner information (must match Preliminary Title Report)
- ☐ Preliminary Title Report (dated not more than 6 months from application date) that shows all recorded easements, an Assessor's parcel map, the legal description for all involved properties, and a copy of the grant deed, if applicable.
- ☐ Hazardous Waste and Substances Statement
- ☐ Environmental Information Form
- ☐ Two sets of plans. As applicable, this may include a fully dimensioned site plan, floor plans, building elevations, civil/engineering plans, grading/drainage plans, utility plan, circulation plan, or other as determined necessary. All details described under "Required Plan Details" must be provided on required plans. Plans shall be presented on 24" x 36" paper and must be collated, stapled, and folded into sets.
- ☐ Additional Required Application Materials, as applicable, and determined necessary by City staff.
- ☐ Digital files of all application submittal items, provided on a flash drive. Full size PDFs of each plan sheet must be provided as a separate file, at least 200 dpi. Digital files names must correspond with the name of the plan sheet or document. For revisions and subsequent submittals, each plan should include the revision number.
- ☐ Payment of all permit application fees.

REQUIRED APPLICATION MATERIALS, AS APPLICABLE (VERIFY WITH A PLANNER):

NEW/MODIFIED BUILDINGS OR STRUCTURES:

- ☐ Building elevation drawing(s) showing all four sides of proposed buildings, including all exterior elements such as drainage and rooftop equipment. The elevations must colored or otherwise identify the proposed colors and materials, which should match the specified exterior building colors and materials as exhibited in the color and materials board.
- ☐ Color and materials board, or approved equivalent. This information should be mounted on cardstock paper and include paint color samples, cut sheets or catalog cuts to exhibit the design details. Details should include color/style and product specifications (e.g. manufacturer and color name/number, or color and type of roof tile). Be sure to include a key of each color or material's location on the building elevation plans.
- ☐ Floor Plans to include existing and proposed configurations. The plan must identify all features and rooms, and shall be fully dimensioned.
- ☐ Photo simulations showing 'before' and 'after' conditions. This is required of new wireless facilities or to better understand the visual impact and massing of the proposed building or structure.
- ☐ Site Plan (See "Required Plan Details" below)

MULTI-TENANT COMMERCIAL CENTERS OR BUSINESS COMPLEX:

- ☐ Sign Program, consistent with Chapter 17.12 Signs of the Development Code, and prepared in accordance with Development Code §17.12.040.

SITES WITH NEW/MODIFIED PARKING OR OUTDOOR LIGHTING:

- ☐ Photometric Plan identifying location of all light fixtures with luminosity calculations shown in footcandles. Depiction of anticipated luminosity generated by all exterior lights shall be provided across the subject site and at least 10 feet beyond the property lines. Specifications or cut sheets for proposed light fixtures shall also be provided.

SITES WITH EXISTING TREES 12" OR GREATER DIAMETER AT 4-FEET ABOVE GROUND:

- ☐ Tree Management Plan prepared by a California Registered Professional Forester or an arborist certified by the Western Chapter of the International Society of Arboriculture, and in accordance with Development Code §17.10.040.B.

PROJECTS INVOLVING SITE DISTURBANCE:

- ☐ NPDES compliance will be determined with inclusion of WQMP Threshold Checklist. If required, a Water Quality Management Plan must be included with initial submittal.
- ☐ Civil/Engineering Plan must include all rights-of-ways, easements, subdivision boundaries, watercourses, flood zone information using current FEMA Flood Insurance Rate Map, proposed stormwater treatment control measure location(s), utility information, topographic contour lines and all existing physical features. The following statements, as applicable, must be provided on the plan:

I, Engineer Name, CERTIFY THAT THIS TENTATIVE MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH THE CITY OF BIG BEAR LAKE SUBDIVISION ORDINANCE AND THE STATE MAP ACT.

A SOILS REPORT ON THIS PROPERTY HAS BEEN PREPARED BY, Geotechnical Name, ENTITLED "Report Name" DATED, WHICH HAS BEEN FILED WITH THE CITY OF BIG BEAR LAKE.

I, Surveyor Name, A LICENSED LAND SURVEYOR IN THE STATE OF CALIFORNIA, HEREBY STATE THAT THIS TENTATIVE MAP IS BASED UPON SURVEY UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH CITY OF BIG BEAR LAKE SUBDIVISION ORDINANCE AND STATE MAP ACT.

- ☐ Geotechnical Report/Letter describing the site condition and design construction recommendation for the proposed development. This must be prepared by a licensed Geotechnical Engineer.
- ☐ Grading/Drainage Plan to identify limits of proposed grading, earthwork quantities, amounts and locations of proposed cut/fill areas, existing and proposed topography, slope ratios,
- ☐ Landscape Documentation Package. This must be compliant with the State Water Efficiency Landscape Ordinance (WELO) and the City's regulations, and must be prepared by a licensed landscape architect. Elements of this Package include:
 - o Water efficient landscape worksheet
 - o Soil management report
 - o Landscape design plan
 - o Irrigation design plan
 - o Grading design plan

SITES INVOLVING NEW/MODIFIED UTILITIES:

- ☐ Utility Plan to include proposed and/or existing size and locations for sanitary sewer, stormwater, and water lines:
 - Sanitary Sewer:
 - o Information on existing sanitary sewer mains within or abutting project site.
 - o Size and slope of sanitary sewer pipes. Invert elevations at manholes, at connection points and at the nearest manholes.
 - o Location and size of sanitary sewer system and its design parameters.
 - o Location and size of Grease Interceptor and its design parameters.

Storm Sewer:

- o Information on existing storm drainpipes, inlets, natural swales, creeks, etc.
- o Size, slope of existing pipes and inverts of existing inlets, manholes, etc.
- o Invert elevation of connection to treatment control measures, swales, creeks, ponds, etc.
- o Approximate boundaries of any areas with a history of flooding, FEMA boundaries.
- o Contours of adjacent property to show drainage conditions that may affect the subdivision.
- o Locations and sizes of storm drain system and its design parameters.

- Proposed ground slopes, elevations, directions of ditch, swale and pipe flows.
- Sufficient grades or contours are shown to indicate the ultimate drainage of the property.
- Hydraulic grade line (HGL) or water surface elevation (WSE) at discharge location(s).

Water:

- Information on existing water mains (i.e. size & material) within or abutting project site clearly shown.
- Location of existing and proposed water hydrants and water meters.
- Location and size of water system and its design parameters.
- Location and size of proposed water main.

REQUIRED PLAN DETAILS (ALL PLANS MUST BE INTERNALLY CONSISTENT):

- ☐ Current address of project and assessor's parcel number(s).
- ☐ Names and contact information (mailing address, phone numbers, etc.) of owners, applicants, and plan preparers.
- ☐ North arrow and scale; scale should be no smaller than 1" = 20' for the site plan, and 1" = 1/4' or 1" = 1/8' for the floor plan and elevations.
- ☐ Property lines, with dimensions, and the location, width, and description of any easements.
- ☐ Existing and proposed streets, including names, centerlines, widths, and existing and future rights of way and improvements.
- ☐ Existing fire hydrants within 300 feet of the project site. Indicate any proposed fire hydrants.
- ☐ Proposed Fire Department vehicle access lane(s), including circulation plan for emergency vehicles with turning templates and showing truck turning radius with emergency vehicle profile and dimensions.
- ☐ Show and dimension all existing and proposed buildings and structures, and indicate existing features to be removed.
- ☐ Indicate the required or proposed building setback lines.
- ☐ Show the distances between buildings and distances from buildings to property lines.
- ☐ Show ALL buildings which are located within 10 feet of the subject property lines.
- ☐ Indicate proposed walls, fences, trash enclosures, utility vaults, mechanical equipment, accessory buildings, paved areas, tanks, or other site features.
- ☐ Identify circulation plan for solid waste handling vehicle with turning templates and truck turning movements. Circulation route must accommodate a 50,000-pound truck on a weekly basis. Concrete pad must be constructed next to trash enclosure.
- ☐ Show proposed and existing parking, driveways and access points, both on-site and off-site within the vicinity.
- ☐ Indicate width of driveways and drive aisles, and show distances between driveways.
- ☐ Indicate one-way and two-way drive aisles.
- ☐ Show parking space dimensions and indicate handicapped accessible spaces.
- ☐ Provide required and proposed parking space calculations.
- ☐ Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.
- ☐ Show all existing trees with a diameter of 12" or more at the height of 4 feet above the ground, any other significant plant material on the site. Provide the size, type, and location of all such vegetation. Indicate trees and vegetation to remain and those proposed for removal.
- ☐ When a Tree Management Plan is required, show existing grades and base elevation of each tree on the plan. Provide a table keyed to the tree location plan, which indicates species, diameter, condition and health, recommendations on saving or removal of the tree, and any special considerations.
- ☐ Show any existing significant natural features such as rock outcroppings and water courses.
- ☐ Show proposed landscaping, including quantity, location, variety and container size; a separate preliminary landscaping plan may be submitted instead of showing this information on site plan.
- ☐ Show proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings, and indicate type.
- ☐ Show all existing and proposed public improvements, including water, sewer, catch basins, curbs, gutters, sidewalks, street lights, signals, power lines and utility poles.
- ☐ Show existing contour lines and proposed contour lines indicating finished grade on the site; or provide a separate grading plan.
- ☐ Show location of on-site and off-site drainage, both existing and proposed.
- ☐ For any use proposing the sale of alcoholic beverages, show the square footage of the display and storage area for alcoholic beverages on the floor plan.

- ☐ Provide a legend on the site plan that includes:
 - ☐ Current zoning and general plan designations, and any proposed change in designations.
 - ☐ Total lot and building square footage, lot coverage, setbacks, building height, parking, and open space calculations.
 - ☐ The proposed use(s), (e.g., restaurant, retail, office, etc.) and square footage allocated to each use within all buildings.
 - ☐ Indicate the intended type of all buildings on your site as specified in the City-adopted Uniform Building Code, and construction type. Identify buildings to be sprinklered and nonsprinklered.

CERTIFIED PROPERTY OWNERS LIST DECLARATION

The property owners list identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It must be prepared by a TITLE COMPANY signed by its representative, and certified by the legal owner or his/her legal agent. A complete property owners list shall consist of the following:

1. A completed and signed declaration.
2. A list identifying each property owner's name with corresponding Assessor's Parcel Number (APN), including the subject parcel(s). Be sure to include the project applicant and representatives on the list.
3. A TYPED set of mailing labels for each property owner prepared on 8 1/2" x 11" sheets of pre-gummed labels in three column format, as shown on the attached sample. APNs shall be included on the first line of the address label, as show on the attached sample.
4. A property owner radius map identifying all properties within the required radius. An example radius map is attached.

The property owners list and the required radius shall be based on the application type and project size, as follows:

- ☐ Temporary Use Permit, Home Occupation Permit, or other Department- level review permits: contains all parcels adjacent to subject property including parcel(s) across from public right-of-ways.
- ☐ Conditional Use Permit, Variance, Plot Plan Review, Tentative Map, Special Event, Major Modification, Zone Change requiring Planning Commission review, or other application requiring Planning Commission review:
 - ☐ 5.0 acres or less – contains all parcels within 300 ft. of external boundaries of *subject property or project*.
 - ☐ 5.1 acres to 10.0 acres – contains all parcels within 500 ft. of external boundaries of *subject property or project*.
 - ☐ 10.0 acres or greater – contains all parcels within 700 ft. of external boundaries of *subject property or project*.

Prepared By: _____

Title Company Representative *Date*

I certify under penalty of perjury, that to the best of my knowledge, the attached list contains the names and addresses of all persons to whom all property is assessed, provided by the title company, as they appear on the most current County assessment roll. This list identifies all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s):

Signature of legal owner/agent

Date

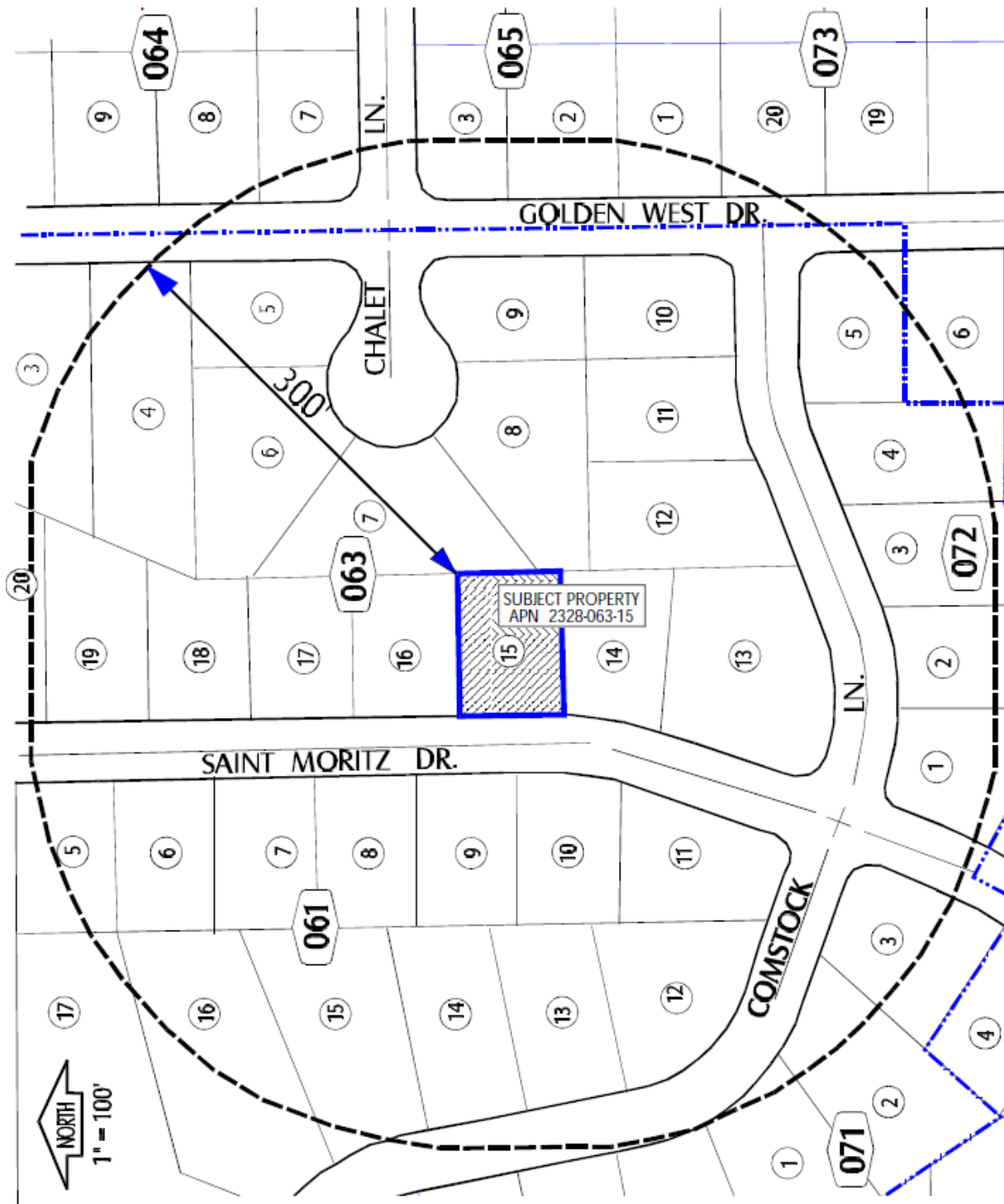
CERTIFIED PROPERTY OWNERS LIST DECLARATION
EXAMPLE OF RADIUS MAILING LIST

0123-456-78 PROPERTY OWNER PO BOX 1234 BIG BEAR LAKE CA 92315	CONTACT PERSON/REPRESENTATIVE 123 MAILING ADDRESS BIG BEAR LAKE CA 92315	APPLICANT 123 MAILING ADDRESS BIG BEAR LAKE CA 92315
1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315	1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315	1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315
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CERTIFIED PROPERTY OWNERS LIST DECLARATION

EXAMPLE OF A RADIUS MAP

A radius map of the surrounding properties, which must correspond to the radius mailing labels, must be provided. The County Tax Assessor's Pages may be used as a base map. The radius zone, distance from property, and subject property must be clearly shown. Example:



ADDITIONAL REQUIRED ITEMS, AFTER APPLICATION SUBMITTAL (COORDINATE WITH PLANNER):

The following supplemental materials are not required at the time of initial application submittal. However, the applicant is advised of these items as the assigned Planner may request these items during the course of permit processing. The City provides this as advisement so that the required information may be provided in a timely manner upon request.

PROJECTS WITH PUBLIC HEARING:

- ☐ Public Notice Packet, including Certified Property Owner's List Declaration, map, labels, list, and postage. Adequate postage will be provided in Forever stamps issued by the USPS. This will be required in advance of publication or notice of a public hearing.
- ☐ Additional sets of final plans. This will be required in advance of any decision-maker determination.

PROJECTS NOT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

- ☐ Environmental studies may be required and will be determined by staff for compliance with CEQA. Examples include but may not be limited to biological report, historical/archeological report, hydrology report, soils report, traffic study including Vehicle Miles Traveled (VMT) Analysis, or others. The applicant will be responsible for all costs associated with the required environmental review and analysis.
- ☐ Payment of required CEQA filing fees, must be paid in advance of scheduling project before decision-maker.



CITY OF BIG BEAR LAKE *California*

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

REQUIRED FOR ALL DEVELOPMENT PROJECTS

Pursuant to Section 65962.5 of the CA Government Code, the applicant is responsible for consulting with the CalEPA "Cortese List" and submit a signed statement with regard to the project and alternative sites.

DEVELOPMENT PROJECT INFORMATION

SITE ADDRESS/LOCATION:

(At minimum, street name and zip code)

ASSESSOR'S PARCEL NUMBER(S):

APPLICATION(S) REQUESTED:

(STAFF USE) FILE #:

APPLICANT STATEMENT AND AFFIDAVIT

Prior to accepting any application for a development project, the City of Big Bear Lake, located in San Bernardino County, must receive, from the applicant, a signed statement indicating whether or not the project site is identified on the State of California Hazardous Waste and Substances Sites List. This list, commonly referred to as the "Cortese List" comprises several resources that identify known sites that have been subject to releases of hazardous chemicals. These resources (lists) are available for viewing at <https://calepa.ca.gov/SiteCleanup/CorteseList/>. The applicant is responsible for reviewing these resources, checking the appropriate box below, and include any additional information, as applicable.

I, the undersigned have consulted the CalEPA "Cortese List" and can state that the development project and any alternatives proposed in this application:

☐ is/are NOT contained on the above referenced lists.

☐ is/are contained on the lists. If this is checked, please include a status report indicating the List Name, List Date, and Regulatory Identification Number. In addition, the status report should identify specific actions that will be taken to remove the project from the list, including by whom and when (i.e. timeline/schedule).

Original/Wet Signature: _____

Date: _____

Print Name: _____

Title: _____

Mailing Address: _____

Phone: _____

Form Reference HAZ20210514



ENVIRONMENTAL REVIEW FILING PROCEDURES

DIRECTIONS AND INFORMATION

1. Each project that requires a discretionary decision by the Planning Commission or City Council must be reviewed for its potential adverse impact to the environment.
2. The filing fee for initial environmental review is \$125.00. Additional fees will be charged in the future if an environmental report is required. The fee for Use of a Single Environmental Impact Report is \$125.00. Typically, the environmental review fee is included in the project application fee.
3. The following material must be included at the time you file your application for initial environmental review:
 - a. () copies of the application form completed for your proposed project stapled on top of:
 - b. () copies of the Preliminary Environmental Description Form (form attached).
4. If your application is for Use of a Single Environmental Impact Report or Notice of Exemption, submit one (1) copy each of Items a. and b. of number 3 above.
5. Your application will be reviewed by the Planning Division to determine if it is exempt from environmental review. If it is not exempt and noncontroversial, the Planning Division will conduct an initial study and the Planning Commission will make the environmental determination.
6. Your project will be reviewed and given one (1) of the following environmental determinations:
 - a. Projects found to have an **insignificant impact** on the environment will be issued a Negative Declaration. A Negative Declaration completes environmental review of your project and releases it for decision by the Planning Commission or City Council after a fifteen (15) day appeal period has been observed.
 - b. Projects determined to have a **significant impact** on the environment shall be required to prepare an Environmental Impact Report. If this occurs, you will be given additional instructions on the future processing of your project after the meeting. The report, when completed, will serve as the basis for decision-making when the proposed project is reviewed by the Planning Commission or City Council.

CITY OF BIG BEAR LAKE

(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315



PRELIMINARY ENVIRONMENTAL DESCRIPTION FORM (PEDF)

INTRODUCTION The questions on this form are designed to obtain enough data about your proposed project and project site to allow the staff to adequately assess your project. By taking the time to fully respond to the questions below, you can help reduce the processing time for your project. You may also include any additional information which you believe is pertinent. Use additional sheets where necessary.

BUSINESS NAME / APPLICANT: _____

TYPE OF PROJECT OR ACTION: _____

PROJECT LOCATION (GENERAL & LEGAL): _____

ZONE CLASSIFICATION: _____

GENERAL PLAN DESIGNATION: _____

PROJECT DESCRIPTION

1. Describe your proposed project in as much detail as possible. Identify the project's specific components and the reasons for proposing the project at this time. Also discuss the specific issues identified below, where applicable. _____

2. Describe any product(s) that will be manufactured or processed by your project and the market it (they) will serve. _____

a. Indicate the market that your units are designed to serve.

b. Discuss any phasing of your project on the indicated site or in relation to a large project (if one exists).

**(PEDF)
continued**

- c. Size of parcel(s) (acres) _____
Assessor's Parcel Number(s) _____
Total number of units _____
Total number of lots _____
Square footage of all structures _____
Height of proposed structures _____
Number of parking spaces _____
Area of paved surface _____
Total disturbed area _____
Street(s) that provide access _____

d. **AIR QUALITY INFORMATION**

Number and type of vehicles associated with completed project _____

Odors emanating from project (type) _____

HOUSING TRACTS OR SUBDIVISIONS

Types of units planned _____

Number of units of each type _____

Average floor area (living space) of each type _____

Average number of vehicles per unit _____

Total square footage of building: Ground Floor _____

Second Floor _____

COMMERCIAL AND INDUSTRIAL PROJECTS

Types of emissions and sources associated with project _____

Electricity to be consumed by completed project in kwh/month _____

Natural gas to be consumed by completed project in therms/month _____

1,000 cubic feet/month _____

Any other fuel sources (and amounts) to be consumed by completed project

SITE DESCRIPTION

3. Describe the site as thoroughly as possible. The following factors should be considered:

- a. Describe the type of vegetation and the percentage of the site that it covers. List the animals that you have seen or that are known to occur on the site. _____

**(PEDF)
continued**

- b.** Describe the topography (i.e., slopes, landforms, landscape) of the site. Any data on soils and geology also would be helpful. _____

- c.** Describe any stream channels or eroded areas on the site. _____

- d.** Describe any improvements on the site. _____

- e.** Describe the agencies that are or will be providing the following services or utilities. Indicate whether these services are already provided to the project site.

Electricity: _____

Gas: _____

Water: _____

Sewage Disposal: _____

Refuge Disposal: _____

Schools: _____

Fire Protection: _____

- 4.** Describe the land uses on the adjacent land in each direction. Note any major or important natural or man-made features on the adjacent land; for example -- major highways, stream channels, or other notable features. Where possible, provide a vicinity map showing the project site's relationship to these features. _____

(PEDF)
continued

5. Describe the site alterations that will be produced by your proposed project. For instance, describe topographic changes, the percentage of the site that will be graded, storm flows that will have to be channelized, and other changes. Also, indicate any new services or utilities that will be required as a result of your project. _____

6. Identify any other agencies that you have contacted during the processing of your project. Please include copies of correspondence with any State, Federal, other local agencies or departments where the proposed project is discussed. _____

7. If your project requires any permits from other agencies, please identify the agency and type of permit. Some agencies or departments from which you may have obtained permits are:

City Community Development Department	Air Pollution Control
County Environmental Health Department	Federal Agencies
County Public Health Department	Local Fire Protection Agency
State Real Estate Commission	Public Works Department
State Regional Water Quality Control Board	

Type of permit: _____

8. Please include a copy of any studies (soils, geology, marketing, etc.) that you may have had prepared for this project or for this site. All reports will be returned at the end of your project's review, if requested.

SIGNATURE (Project proponent or owner of record)

DATE