



CITY OF GRAND TERRACE

Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Uniform Application Minor Permits

General Information

OFFICE USE ONLY				
File No.:		Related Files:		
Date Submitted	Environmental Review Case No.	Categorically Exempt	Fees Received \$	Received By
Applicant:		Contact Person:		
Address:				
Phone:	Fax:	E-mail Address:		
Additional Contact Person: (Please Specify Name, Company, Title)				
Address:				
Phone:	Fax:	E-mail Address:		
Legal Property Owner:				
Address:				
Phone:	Fax:	E-mail Address:		
Project Description				
Detailed Description of Proposed Project (attach additional sheets if necessary)				
Project Address:		Assessor's Parcel Number(s):		
Type of Review Requested (check all applicable boxes)				
☐ Admin. Site and Arch. Review	☐ Minor Deviation	☐ RV/Utility Variance		
☐ Administrative CUP	☐ Lot Line Adjustment	☐ Lot Merger		
☐ Other:				



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Additional Contact Information

Architect:		Contact Person:	License No:
Address			
Phone:	Fax:	E-Mail Address:	
Engineer:		Contact Person:	License No:
Address:			
Phone:	Fax:	E-mail Address:	
Landscape Architect:		Contact Person:	License No:
Address:			
Phone:	Fax:	E-mail Address:	

Applicant Affidavit

I certify that the foregoing and following information in this application is true and accurate to the best of my knowledge and belief.	
Date:	Signature:
Print Name and Title:	

Property Owner Affidavit

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.	
Date:	Signature:
Print Name and Title:	



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Residential Project Summary

GRAY SPACE IS FOR OFFICE USE ONLY				
General Plan Land Use Designation:			Existing Land Use(s):	
Zoning:	Overlay Zone:		No. of Existing Buildings:	
Required Setbacks:	Front:	Rear:	Side:	Side:
Proposed Setbacks:	Front:	Rear:	Side:	Side:
PROJECT AREA				
Gross (Including area to centerline of abutting streets)			Acres	
Net (Exclusive of dedication for major external and secondary streets)			Acres	
DWELLING UNITS (Based on Net Area)			Number	Net Density
Single Family Detached				
Single Family Attached				
Multi-family/Condominium				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four Bedroom				
Other (specify):				
TOTAL:				
AREA DISTRIBUTION (Based on Net Area)			Acres/Sq. Ft.	% of Net Area
Building Coverage				
Landscape Coverage				
Common Open Space				
Private Open Space				
Usable Open Space (Common + Private)				
PARKING		Parking Ratio	# of Units	Spaces Req'd
Single Family Detached		2.0/unit		
Single Family Attached		2.0/unit		
Multi-family Condominium		2.0/unit		
Guest Parking		0.25/unit		
TOTAL:				

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Commercial & Industrial Project Summary

GRAY SPACE IS FOR OFFICE USE ONLY				
General Plan Land Use Designation:			Existing Land Use(s):	
Zoning:	Overlay Zone:		No. of Existing Buildings:	
Hours of Operation:		Number of Employees:		
Required Setbacks:	Front:	Rear:	Side:	Side:
Proposed Setbacks:	Front:	Rear:	Side:	Side:
PROJECT SUMMARY				
Gross (Including area to centerline of abutting streets)			Acres	
Net (Exclusive of dedication for major external and secondary streets)			Acres	
AREA DISTRIBUTION (Based on Net Area)			Acres/Sq. Ft.	% of Net Area
Building Coverage				
Landscape Coverage				
Parking Area (Including driveways, loading areas, and spaces)				
FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)				
Proposed Use	# Of Stories		Gross Floor Area (sq. ft.)	Area of Building Pad
PARKING (Calculate Each Use Within a Building Separately)				
Type of Use	Parking Ratio		# Spaces Required	# Spaces Provided
TOTALS				



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Minor Deviation Applications Only

Findings

Sections of the Zoning Code varied from?

What is there about the size, shape, topography, location or surroundings of the subject property that makes it physically unique or special in contrast with other lots in the same zoning district?

Does this variance authorize an activity or use that is not authorized by the Zoning Ordinance?

☐ Yes ☐ No

If yes, please explain:

Does the strict application of the Zoning Ordinance deprive the subject property of privileges enjoyed by other properties in the same vicinity and zoning district?

☐ Yes ☐ No

If yes, please give examples:



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Submittal Requirements

A S A R	A C U P	M D	L L A	L M	R V U V	ASAR = Admin Site and Arch. Review MD = Minor Deviation LM = Lot Merger	ACUP = Administrative CUP LLA = Lot Line Adjustment RVUV = RV/Utility Variance
1	1	1	1	1	1	1)	Completed application
1	1	1	1	1	1	2)	Letter of intent
6	10	5	3	3	4	3)	Site plan ^a
6	10	5				4)	Floor plan
	10					5)	Parking usage plan
					1	6)	Complete set of site photos
6						7)	Building elevations (for new facilities and exterior remodels) - scaled and dimensioned drawings of each side of the building. Specify colors, materials and dimension to the highest point.
6						8)	Grading plan (for new facilities only) - a plan showing existing and proposed topography for the site and within 100 feet of the property lines. Show all trees with a trunk diameter greater than four inches.
6						9)	Landscaping plan - a conceptual plan, showing proposed plant material, common and botanical names, quantities and sizes, paved areas and property lines.
1						10)	Material board - samples of exterior design elements such as roofing material, paint chips, brick, stone or other accent features mounted on a single 8 1/2" X 11" mounting board.
			3	3		11)	Map ^b
			3	3		12)	Proposed Certificate of Compliance
1	1	1	3	3		13)	Current Grant Deed(s) for each property
			3	3		14)	Proposed Legal Descriptions for each proposed lot ^c
			3	3		15)	Traverse calculations for new lots
			3	3		16)	Proposed Grant Deed
			1	1		17)	Original Owners Certificates for both properties (to be notarized)
				1		18)	Proof current taxes have been paid (Tax Office receipt, current tax update for parcel combos form from the County Assessor's Office, or a copy of a cancelled check).
				1		19)	Copy of the appropriate assessor's map obtained from Assessor's Office
			3	3		20)	Preliminary title report prepared in last three months
1						21)	Preliminary environmental information
	\$2,660	\$460	\$775	\$2,350	\$2,350	22)	Appropriate fee(s) ^d
\$2,250						<u>Admin Site & Architectural Review</u>	
\$2,250						Minimum	
\$2,555						Structure less than 500 square feet	
\$2,760						Structure 500 to 14,999 square feet	
\$3,270						Structure 15,000 to 100,000 square feet	
						Structure over 100,000 square feet	

- a. The following items shall be shown and labeled on the submitted plot plan. Distinguish between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans must be drawn to scale unless noted otherwise by the Community Development Department:
1. Property line and dimensions.
 2. North arrow, scale and date.



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3. Location or vicinity map.
 4. Existing and proposed building and structure footprints, including loading zones.
 5. Dimension and nature of all easements.
 6. Frontage streets: name, centerline, curb line, right-of-way, street widths, improvements and utility poles. (Proposed grades or streets if applicable)
 7. Location of water/sewer lines.
 8. Location of fire hydrants.
 9. Setback and yard distances and spaces between buildings and/or spaces between property lines and buildings.
 10. Detailed plan of landscaping showing the location, dimensions of landscaped areas.
 11. Driveways: show (A) all points of ingress and egress; (B) direction of ingress and egress; and (C) conflict points such as other driveways, streets or alleyways within 300 feet of proposed driveways (this can be on a separate plan).
 12. Parking layout showing sizes and location of each stall, back out area and driving aisles (indicate required parking).
 13. Handicapped ramps, parking, signs and pavement markings.
 14. Concrete header separating all paved vehicular areas from landscaping.
 15. Sidewalks and interior walks including ramps and curb ramps.
 16. Location, height and composition of walls and fences.
 17. Location of refuse containers.
 18. Location and method of lighting.
 19. Printed name, address, registration number and phone number or engineer/architect.
 20. Title block listing related case numbers.
 21. Existing contours (2 foot intervals) for projects site and adjacent topography within fifteen feet of the perimeter of the project site. Please note the effect of the proposed grading will have on adjacent properties.
 22. Proposed final grades shall be clearly shown and designated on plans along with cut and fill slopes. Slopes shall be clearly designated on plans and shall not exceed 2:1 unless approved.
 23. Show detail of any on-site walls and cribbing.
 24. Assessor's parcel number(s), legal description and project address.
 25. Existing and proposed zoning and General Plan designations.
 26. Square footage or gross and net acreage of property.
 27. Square footage of building and/or addition.
 28. Lot coverage (%).
 29. Square footage of landscaping: existing and proposed, and percent of landscaping, including trees to be removed.
 30. Building occupancy.
 31. Square footage of seating area or number of seats provided (if applicable).
 32. Construction type.
- b.** The Map must be prepared by a licensed land surveyor or a qualified registered civil engineer and drawn to an acceptable engineers scale. The Map must contain the following information:
1. The assessor's parcel number(s) for all involved properties.
 2. A north arrow (top of map north).
 3. Scale (number of feet per inch).
 4. Reference the applicable Section, Township, and Range.



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5. Lot and record map information by separate instrument number or map.
 6. The existing lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements.
 7. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line."
 8. The proposed new lot line(s) shall include bearing(s) and distance(s).
 9. The proposed lot line adjustment must be designed in such a manner that the proposed lot line(s) will not laterally intersect a graded manufactured slope, and will not allow drainage from the tributary area above a manufactured slope to sheet flow over the slope face. A note shall be placed on the Map indication "The proposed lot line will not laterally intersect a graded manufactured slope." And "No drainage from the tributary area above a manufactured slope will sheet flow over the slope face."
 10. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
 11. The date the Map was prepared.
- c. The Legal Description includes the following:
1. The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer.
 2. The legal description for each adjusted property shall be clearly identified and written, and shall include an acreage (or square footage) calculation for each property.
 3. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer.
- d. Additional fees may be required.
1. **PLEASE CALL COMMUNITY DEVELOPMENT DEPARTMENT TO VERIFY FEES**