



City of Hesperia

Planning Division

9700 Seventh Avenue
Hesperia, Ca. 92345
760-947-1224

STAFF USE ONLY

Date:

Project
Number:

APPLICATION FOR A LAND USE ACTION

TYPE OF APPLICATION (Please Select At least One) Fees available on attached fee chart

☐ Conditional Use Permit (CUP) (Planning Commission)	☐ Specific Plan Amendment
☐ Condition Use Permit -Alcohol Sales: ☐ Onsite Consumption ☐ Off Site Consumption ABC Lic Type: _____	☐ Tentative Parcel Map: Residential Non-Residential
☐ General Plan Amendment	☐ Tentative Tract Map
☐ Minor Exception	☐ Variance
☐ Revision to an approved action- (CUP or SPR) Minor Major	☐ Zone Change
☐ Site Plan Review (SPR) (Development Review Committee)	☐ Public Facility Review
☐ Specific Plan	

Other:

ADDITIONAL STUDIES & ENVIRONMENTAL REVIEW

☐ Preliminary WQMP Study	☐ Traffic Impact Study
☐ Initial Study (I.S.)	☐ Environmental Impact Report (EIR)
☐ Traffic Scoping Analysis	☐ Other:

Please contact the Planning Department for assistance with application selection.
Planning@hesperiaca.gov **760-947-1224**

Application Submittal Requirements: Refer to attached application requirements sheet for a list of required documents per application. An incomplete submittal is subject to a delay in the application intake and review process.

Review: Pursuant to the State Permit Streamlining Act, the City has thirty (30) days to determine whether an application is complete.

Development Process:

Proposed projects and applications are subject to a review, which occurs through the City of Hesperia's development process. Such process may include: an administrative review, a review by the Planning Commission, and a review by the City Council. An administrative review, also referred to as the Development Review Committee (DRC), is held in order to review the proposed project(s). Such review will yield a recommendation and/or ruling by City administrative staff. The DRC meetings typically take place every other Wednesday at City Hall and are open to the public. Please refer to the DRC Schedule for the current deadlines and hearing dates. (<https://www.cityofhesperia.us/407/Forms-Fees-Handouts>)

The Planning Commission is also involved in the City's development process. Certain projects require approval of the Planning Commission, such as subdivisions (tentative tracts over five lots) and Conditional Use Permits. Planning Commission Meetings are held on the 2nd Thursday of each month. Planning Commission meetings are held in the City Council Chambers at City Hall, and the meetings begin at 6:30pm.

Lastly, the City Council must review and approve specific projects in the development process, such as General Plan amendments or development agreements. The City Council meetings occur on the 1st and 3rd Tuesday of each month at 6:30pm and are held in the City Council Chambers at City Hall.

APPLICATION SUBMITTAL REQUIREMENTS

☐ **** Provide 1 USB drive with electronic copies of all required materials**

<u>Conditional Use Permit (CUP) **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Site Plan per site plan check list (6 sets) ☐ Floor Plan(s) (6 sets) ☐ Elevations (6 sets) ☐ Colored rendering/elevations (1 set) ☐ Title report -90 days or newer (3 sets) ☐ Hydrology Study (3 sets) ☐ WQMP (2 sets)	<u>Site Plan Review (SPR) **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Site Plan per site plan check list (6 sets) ☐ Floor Plan(s) (6 sets) ☐ Elevations (6 sets) ☐ Colored rendering/elevations (1 set) ☐ Title report -90 days or newer (3 sets) ☐ Hydrology Study (3 sets) ☐ WQMP (2 sets)
<u>CUP- Alcohol Sales:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Floor Plan	<u>Specific Plan:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Draft Specific Plan
<u>General Plan / Specific Plan Amendment:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Request and purpose of amendment narrative ☐ Draft	<u>Tentative Parcel Map **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Tentative Map per the Tentative Map checklist (6 sets) ☐ Title Report- 90 days or newer (3 sets)
<u>Minor Exception:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Proposed Site Plan (6 sets) ☐ Attachment C- Purpose of Request Form	<u>Tentative Tract Map **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Tentative Map per the Tentative Map checklist (6 sets) ☐ Title Report- 90 days or newer (3 sets) ☐ Hydrology Study (3 sets) ☐ WQMP (2 sets)
<u>Public Facility Review **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Site Plan per site plan check list (6 sets) ☐ Floor Plan(s) (6 sets) ☐ Elevations (6 sets) ☐ Colored rendering/elevations (1 set) ☐ Title report -90 days or newer (3 sets) ☐ Hydrology Study (3 sets) ☐ WQMP (2 sets)	<u>Variance:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Proposed Site Plan (6 sets) ☐ Attachment C- Purpose of Request Form
	<u>Zone Change:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Request and purpose of zone change narrative
<u>Revision to an approved action- (CUP or SPR) **:</u> ☐ Completed Application ☐ Signed / Notarized Owner Affidavit ☐ Site Plan per site plan check list (6 sets) ☐ Floor Plan(s) (6 sets) ☐ Elevations (6 sets) ☐ Colored rendering/elevations (1 set) ☐ Title report -90 days or newer (3 sets) ☐ Hydrology Study (3 sets) ☐ WQMP (2 sets)	The following reports are project specific please consult with the Planning Division. (3 copies) ☐ Biological Report ☐ Protected Plant Plan ☐ Initial Study ☐ Acoustic or Noise Study ☐ Photometric Study ☐ Environmental Impact Report ☐ Traffic Scoping Analysis ☐ Traffic impact study
For all other submittals please contact the Planning Division for assistance. 760-947-1224	

APPLICATION FOR A LAND USE ACTION

APPLICANT/PROJECT PROPONENT: (BUSINESS OWNER/COMPANY WANTING APPROVAL)

Name: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

E-Mail: _____

REPRESENTATIVE/POINT OF CONTACT: (THIS IS THE PERSON/COMPANY PROCESSING THE APPLICATION)

(If different than Applicant)

Name: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

E-Mail: _____

PROPERTY OWNER: (A NOTARIZED AFFIDAVIT OF ACKNOWLEDGEMENT MUST BE PROVIDED)

Name: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

E-Mail: _____

PROJECT INFORMATION

Project APN and/ or Address: _____

Related Projects: _____

Property Size: Gross Acres: _____

Total Square Footage of Proposed Building: _____

Zoning: _____

PROJECT DESCRIPTION/ SCOPE OF WORK: (DESCRIBE THE REQUEST/PROPOSAL IN DETAIL WHICH EXPLAIN THE WHY, WHAT, WHERE, HOW, & WHEN.)

OWNER AFFIDAVIT/ACKNOWLEDGEMENT

This letter shall serve to notify you and verify that I/we am/are the legal owners of the property described and attached here to:

PROPERTY OWNER'S NAME: _____

PROPERTY ADDRESS: _____

I, the undersigned, certify and say that I am the owner of the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Hesperia. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

SIGNATURE(S) OF LEGAL OWNER(S):	_____	_____
		DATE

AUTHORIZED SIGNED	_____	_____
		DATE

	_____	_____
		DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, _____

NOTARY

PLANNING SERVICES FEES & CALCULATION CHART

Please note: Project fees are dependent upon project specific needs and associated document review. For assistance contact the Planning Department via Phone: 760-947-1224 or Email: planning@hesperiaca.gov

***TOTAL FEES ARE SUBJECT TO A 10% AUTOMATION FEE.**

✓	APPLICATION TYPE & SERVICE	FEE	EST COST
	ADMINISTRATIVE REVIEW		
	Access Easements/Suspension Agreements/ CC&R's	\$312 Each	
	Accessory Dwelling Units/ JR Accessory Dwelling Unit	\$312	
	Document Review (Bio Study, Cultural, Traffic, Noise, etc.)	\$312 Each	
	Special Event/Temporary Use Permit:		
	- Minor - Major	\$261 \$522	
	Mobile Food Service Permit		
	- New - Renewal	\$451 \$130	
	Letter of Substantial Conformance	\$312	
	Lot Line Adjustment / Lot Merger / Certificate of Correction	\$312 Each	
	Sidewalk Vendor Permit	\$225	
	Temporary Occupancy	\$261	
	LANDUSE – DEVELOPMENT REVIEW WITH NOTICE		
	Appeal	- Planning Commission - City Council	\$391 \$324
	Conditional Use Permit (CUP): Planning Commission	\$5,377	
	Conditional Use Permit: Alcohol Sales:		
	- DRC Hearing - PC / CC Hearing	\$1,705 \$5,377	
	Development Agreement (includes density bonus, etc.)	\$2,663	
	Extension of Time Request	\$486	
	General Plan Amendments / Zone Change / Specific Plan Amendments	\$4,455	
	Initial Study (with negative declaration)	\$1,722	
	Minor Exception	\$374	
	Revision to an approved action (CUP or SPR)		
	- Minor Revisions - Major Revisions	\$1,322 \$3,759	
	Site Plan Review (SPR) or Public Facility Review: Development Review Committee	\$3,811	
	Tentative Parcel Map		
	- Residential - Non-Residential	\$826 + \$2 per lot \$1,131 + \$2 per lot	
	Tentative Tract Map	\$3,481 + \$2 per lot	
	Variance	\$2,663	
	ENGINEERING & WQMP DRC REVIEW		
	DRC Review	\$500+CRB	
	Tentative Tract Maps	\$1,311 + CRB	
	Traffic Impact Study Review	\$2,500	
	Traffic Scoping Analysis Review	\$500	
	WQMP Preliminary Review *(Tracts 11+ lots)	\$1,500 + *(\$10 per lot)	
	OTHER		
	Zoning / Rebuild Letter	\$287	
	Subtotal		
	10% Automation Fee		
	Total Estimated Fees		