



Land Use Entitlement Application

City of Twentynine Palms
Community Development Department
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 • Fax (760) 367-5400
ci.twentynine-palms.ca.us

Date Submitted _____

PC # _____
(Office Use Only)

- Check One**
- Conditional Use Permit
 - Conditional Use Permit Amendment
 - Change of Zoning (General Plan Amendment)
 - Minor Use Permit
 - Site Plan Review
 - Specific Plan

Applicant _____ Phone(s) _____

Business/Organization Name _____ Fax _____

Mailing Address _____ Email _____

Own Plan to Purchase Lease/Rent Other Cell Phone _____

Project Information

Parcel Number(s) _____ Property Owner _____

Street Address _____ Present Zoning _____

Present Use _____ Proposed Use _____

Adjacent Zoning N _____ S _____ E _____ W _____

Adjacent Use N _____ S _____ E _____ W _____

Architect/Engineer/Draftsman _____ Phone(s) _____

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of Twentynine Palms.

Applicant Signature _____ Title _____ Date _____

If the applicant is not the property owner, the property owner must either sign below or provide written authorization For the applicant to act on his/her behalf.

Property Owner (Please print) _____ Signature _____ Date _____

Submittal requirements, an overview of the application process, application fee schedule, and an application checklist are provided on the following pages.

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Letter of Intent, including a project description.
- Payment of Fee (contact the Planning Department for current fee schedule).
- A professionally prepared site plan, drawn to scale (1" = 20' unless a different scale is approved by planning staff). The site plan must include all information contained on the attached checklist. The quantity to be provided varies depending upon the project size and scope; contact planning staff for a determination.
- Reproducible 8 /12" x 11" copies of the site plan and all elevations.
- Electronic copy of site plan and all elevations.
- Vicinity map of the area showing the proposed project in relation to existing roads, landmarks, etc.
- Building elevations (1/4" = 1') of all sides of proposed and existing buildings or photographs.
- Grading Plan and paving specifications and method of surface and/or subsurface drainage.
- Signed *Letter of Certification* attached to typed adhesive mailing labels, prepared by a title company, for all owners of property within 300 feet of the project site. Attach the mailing labels to an Assessor's Plat sheet with subject property and notification radius identified
- A traffic report summarizing the availability of adequate public services and facilities, including roads adequate to support increased traffic generated by project. (For information regarding the requirements for a traffic study, see the Traffic Study Policy included in this application packet.)
- A photometric plan, for all existing and proposed lighting.
- A Geotechnical Report..
- Completed and signed Environmental Questionnaire.
- A biological report including analysis of desert tortoise and burrowing owl habitat and presence/absence (this requirement may be waived in some cases depending upon property location and features.)
- A preliminary title report for the property (obtained from Title Company), prepared within 60 days of application submittal.
- A landscape plan utilizing the "Go Native" plant list.
- Other reports or studies as necessary as required by the scope of the project.

OVERVIEW OF APPLICATION PROCESS

Submittal of Application

If your application is complete, processing begins and a public hearing date is set. If incomplete, you will be notified within thirty (30) days of the additional materials necessary to complete your application.

Project Routing

Details of your project are sent to all affected agencies and City departments for review and comment. Two weeks are allowed for this review. A Development Review Committee meeting, including representatives of all affected agencies, will be scheduled if either requested by the applicant (contact the Planning Department for current fees) or recommended by City staff.

Environmental Determination

The City is required to implement requirements of CEQA. Please complete and submit the Environmental Questionnaire. If your proposal is exempt from CEQA, staff will recommend that the approval authority approve an exemption. For projects not exempt from CEQA, a filing fee will be payable to the County Clerk (check with the Clerk's office for current fees [909-327-3841]). An Environmental Questionnaire is required to determine if the project is exempt. A *draft* Negative Declaration may be proposed if your project is not exempt but it is found that approval will not result in a significant adverse affect to the environment. The Negative Declaration is prepared following the two-week review described above. The required review period for a Negative Declaration is 20-30 days, depending on the project. If significant environmental affects may result, Mitigation Measures are developed and a Mitigated Negative Declaration is proposed. If project redesign or mitigation does not reduce impacts to a level of insignificance, as defined by CEQA, an Environmental Impact Report will be required. An environmental consultant may be selected by you, the applicant, but is subject to the City's approval.

Staff can provide a preliminary environmental determination, based on information you provide. However, approval of an environmental clearance is given by the approval authority for the project (Planning Commission or City Council) as determined by the City's Development Code.

Separate from the CEQA requirement, Section 711.2 of the California Department of Fish and Game Code requires that you pay fees to the Department for review of your proposed Negative Declaration. Check with the County Clerk for current fees.

Approval

Most projects are reviewed and can be approved by the Planning Commission. If City Council review is required, a Planning Commission Public Hearing and recommendation is required prior to Council review. The Planning Commission meets on the first and third Tuesday, 6:00 p.m. The City Council meets on the second and fourth Tuesday, 6:00 p.m. Meetings are held in the Council Chambers at City Hall.

APPLICATION FEE SCHEDULE

Application fee: Check with Community Development Department for current fees.

LAND USE PERMIT APPLICATION CHECKLIST

Date Submitted _____

PC # _____

Applicant _____

Project _____

To ensure that your application is complete, and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application.

- Is your application signed?
- Has the property owner, if other than the applicant, signed the application?
- Is the Letter of Intent, with project description included?
- Has the fee been submitted?
- Has City staff made a preliminary determination as to whether proposed project is consistent with the General Plan? Check one: Zoning is consistent _____ Zoning not consistent _____
- Has a Site Plan been provided? (Contact City staff for a determination regarding the quantity of Site Plans to submit.)
 - Is the Site Plan professionally prepared, easy to read and legible?
 - Are north arrow, date and scale noted on the Site Plan?
 - Does the Site Plan depict entire property, adjacent rights-of-way and their dimensions, and ingress and egress of properties across the street from the project site?

Please provide information on all adjacent rights-of-way:

Street name _____

Existing right-of-way: _____ feet

Required right-of-way _____ feet

Proposed right-of-way _____ feet

Street name _____

Existing right-of-way: _____ feet

Required right-of-way _____ feet

Proposed right-of-way _____ feet

- Are dimensions and locations of proposed and existing buildings shown?
- Does Site Plan identify all property lines?
- Are dimensions of all property lines shown?
- Are existing and proposed sidewalks, curb and gutter shown?
- Are block walls, retaining walls, or fences, if required, shown?
- Is trash enclosure, if required, shown?
- Does the quantity of parking meet requirements?
Parking requirement per Chapter 19.82 _____
Proposed parking (quantity) _____
- Is the correct number of handicap accessible parking spaces provided?

- Does design of handicap accessible parking spaces meet ADA requirements?
- Does parking layout indicate vehicle circulation?
- Does parking layout include wheel stops and required striping?
- Does parking layout striping meet City standards? (Contact City staff or review Chapter 19.82 of the Development Code for information if needed.)
- Are locations of existing and proposed utility improvements (i.e., water meter, utility poles, lighting standards, water hydrant) identified?
- Are landscaped areas and type of landscaping shown?
- Are dimensions of required setbacks shown?

Required front setback _____	Proposed front setback _____
Required side setback(s) _____	Proposed side setback(s) _____
Required streetside setback _____	Proposed streetside setback _____
Required rear setback _____	Proposed rear setback _____
- Are reproducible 8 ½ “ x 11” copies of the site plan and elevations included?
- Is an electronic copy of the site plan, including all elevations included?
- Is a vicinity map of the area showing the proposed project in relation to existing roads, land marks, etc. provided?
- Are elevations (1/4" = 1') of all sides of proposed and existing buildings included?
- What is allowable lot coverage? _____ %
- What is proposed lot coverage (impervious surface, including structures, sidewalks, paved parking, etc.)?

Total lot area	_____ square feet
Proposed lot coverage	_____ square feet
Lot coverage percentage	_____ %

Does proposed lot coverage meet City standards? Yes _____ No _____
- Has Grading Plan, paving specifications and method of drainage been submitted?
- Has a Sign Plan been submitted?
 - Has an artist rendering or sketch of proposed signs been provided?
 - Are sign dimensions provided?
 - Are proposed sign locations provided?
 - Has clear sight triangle compliance been verified?
- Reproducible 8 /12” x 11” copies of the site plan and all elevations of existing structures, ten sets of 8”x 10” (desktop print quality copies, not photo quality copies).
- Electronic copy of site plan and all elevations
- Has the *Letter of Certification* been signed and submitted?
- Is the Assessor’s Plat Sheet provided with subject property and notification radius identified?
- Are typed adhesive mailing labels included for a required radius is 300 feet.

- Have you signed and submitted the Notice of lighting requirements?
- Have you signed and submitted the Notice of Clear-cutting requirements?
- A traffic report summarizing the availability of adequate public services and facilities, including roads adequate to support increased traffic generated by project. (For information regarding the requirements for a traffic study, see the Traffic Study Policy included in this application packet.)
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