



Development Services Department

Minor Development Review Application

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing by the Planning Department.

DEPOSIT	\$1,250.00
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PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications; however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

- (1) 4 copies of scaled or fully dimensioned plot plans. (Folded to 8 ½" X 11")
- (2) 1 copy of scaled or fully dimensioned plot plan in an 8 ½" X 11" reproducible copy.
- (3) 4 copies building elevations. (Folded to 8 ½" X 11") (1 shall be *colored and materials* indicated)
- (4) 4 copies floor plans. (Folded to 8 ½" X 11")
- (5) 4 copies precise grading / drainage plans. (Folded to 8 ½" X 11")
- (6) A grant deed or title report (for verification of ownership).
- (7) A copy of the Assessors' map page.
- (8) Photos of surrounding structures and properties, within the general area.
- (9) 1 compact disc containing all the above information including this application.

THE PLOT PLAN MUST INCLUDE THE FOLLOWING:

- (1) Name, address and telephone number of applicant, owner and engineer.
- (2) Assessors Parcel Number and legal description.
- (3) Scale of plan.
- (4) North arrow.
- (5) Overall dimensions of the property and location of adjoining lot lines.
- (6) Location and dimensions of existing structures and easements.
- (7) Location of existing water and sewer hook ups and proposed septic tanks, leach lines and seepage pits.
- (8) Setback dimensions.
- (9) A description of walls, landscaping, architectural treatments, and other methods which will be used to ensure expeditious processing and that the proposal will blend in with the surrounding neighborhood.
- (10) A vicinity map.
- (11) Appropriate deposit made payable to the City of Adelanto.

APPLICATION FOR MINOR DEVELOPMENT REVIEW

CASE NO. _____ DATE FILED _____

Total Deposits Paid _____ Receipt No. _____ Accepted By _____

Environmental Assessment required YES NO.
 If no, give reason or categorical exemption classification no. _____

Name of Applicant				Phone	
E-mail				Fax	
Address					
City		State		Zip Code	
Name of Representative				Phone	
E-mail				Fax	
Address					
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

I/We the undersigned owner , lessee or agent of the property described below, hereby request that a Minor Development Review be granted to:

Project Address: _____ Assessor's Parcel #: _____

Tract Map/Parcel Map Number: _____ Lot # _____ Size of Property: _____

Description of Proposed Project: _____

Use of New Construction: _____

Square Footage of New Construction: _____

Proposed Setbacks from Property Line: Front _____ Side _____

Opposite Side _____ Rear _____

Roofing Material _____ Exterior Building Materials _____ Colors _____

APPLICATION FOR MINOR DEVELOPMENT REVIEW

Hazardous Waste Site Certification: (Required pursuant to Section 659652.5 (f) of the California Government Code). The applicant/owner hereby certifies the project **is/is not** **(circle one)** located on a site included on the list of hazardous waste sites for the City of Adelanto.

Air Quality/Hazardous Materials Certification: (Required pursuant to Section 65850.2 of the California Government Code)

- a) The applicant/owner hereby certifies that the project **will/will not** **(circle one)** need to comply with the requirements for a permit for construction or modification from the Mojave Desert Air Quality Management District.
- b) The applicant/owner hereby certifies that the project **will/will not** **(circle one)** have more than a threshold quantity of a regulated substance, or will contain a source or modified source of hazardous air emissions. Please attach a list of any regulated substances and quantities anticipated, if applicable. (Note: Any quantity of hazardous waste or handling or storage of any quantity of acutely hazardous materials requires filing of a Management Plan and a permit from County Environmental Health Services. A Management Plan and permit is also required for other hazardous materials if more than the threshold quantities are present, which are typically either 55 gallons of liquid, 200 cubic feet of pressurized gases, or a weight of 500 pounds.)
- c) Describe any use, storage, or discharge of hazardous and/or toxic materials in the known history of this property.
- d) Please list the materials and dates, if known.
- e) The project **is/is not** **(circle one)** located within one-quarter (1/4) mile of a school.

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's
Property Owner(s)

Parcel No(s). _____ and/or Tract/Parcel Map _____,
Parcel/Lot #

I, _____ do hereby authorize _____ to represent
Authorized Agent

Me as agent in seeking approval of the following project(s):

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

APPLICATION FOR MINOR DEVELOPMENT REVIEW

Processing Costs: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are estimated costs for processing of applications, however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We _____

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent of the property involved in this application and that **they understand that the full City costs of processing any applications must be paid by applicants** and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____
(if different from owner)

Signature of Owner:					
E-mail		Fax			
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

APPLICATION FOR MINOR DEVELOPMENT REVIEW

CITY OF ADELANTO

DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

Minor Development Review No. _____ Date _____

PROJECT: _____

**DRAFT
CONDITIONS OF APPROVAL**

1. The project shall conform to all requirements of the City of Adelanto Municipal Code Title 17.
2. Improvement shall be consistent with approved plans. Any deviation from approved plans will require additional approval from the appropriate department
3. The project shall conform to the R1 (Single-Family Residential) Zone regulations. Off-street parking facilities shall be provided as required by specified code.
4. A separate notarized affidavit is required for the development of second units, stating that the primary residence shall be occupied by the property owner.
5. **This approval shall be used within two (2) years of approval date; otherwise it shall become null and void and of no effect whatsoever. By use is meant the beginning of substantial construction contemplated by this approval within the two (2) year period which is thereafter diligently pursued to completion, or the beginning of substantial utilization contemplated by this approval.**
6. Development of the project shall conform to the approved site plan and elevations, including wall, roof, and trim materials. Any deviation shall require the appropriate Planning Division review and approval.
7. The project shall adhere to all fire safety/emergency services requirements as mandated by the City Fire Marshall and any applicable city codes, ordinances, and the Uniform Fire Code, including two points of paved access.
8. The project shall adhere to all applicable building and development codes, including the Uniform Building Code and any applicable city codes and ordinances, and State mandated requirements.
9. The project shall adhere to all requirements of the City Engineer. The City Engineer may require an application for deferral of street improvements and the payment of appropriate fees at the time of building permit issuance. The applicant may also be required to provide an irrevocable offer of dedication for future street improvements abutting the subject property.
10. Improvements on site will consist of the construction of _____ square feet of habitable living space.

APPLICATION FOR MINOR DEVELOPMENT REVIEW

11. Appropriate Development Impact Fees will be required to be paid prior to the issuance of building permits. The fees are including but not limited to Master Plan of Drainage fees, Park fees, School fees, and any other development impact fee in place at the time of building permit issuance.
12. No structure shall encroach into the required rear, side or front yard setbacks of any and all lots.
13. No roof mounted equipment shall be permitted.
14. No expansion of the site or the use shall occur without subsequent reviews and approvals from the Planning Division.
15. In accordance with both the City's landscaping ordinance and property maintenance ordinance, the applicant shall provide and/or reestablish front yard landscaping at the project site.
16. **Any outstanding Planning Division processing fees shall be paid prior to the issuance of building permits.**

Existing Garage Applicable/Nonapplicable:

A _____ garage is also located on the site. The applicant shall repaint and provide architectural treatments to the existing garage, with colors and materials that are consistent with the proposed structure.

The base of the manufactured home or mobile home shall be fully skirted by the same material and in the same color as the structure.

For mobile home replacements, the original structure shall be removed from the site prior to finalization of building permits.

The applicant shall provide an impervious paved driveway from the curb cut located at the end of the property continuing _____ approximately _____ to the proposed covered carport.

ENVIRONMENTAL CONSIDERATIONS:

The proposed project is found to be exempt from the California Environmental Quality Act (Class 3) as a categorical exemption for residential construction.

APPROVAL DATE

PROJECT PLANNER

cc: City Engineer
Building Division