



Development Services Department

## Planned Unit Development (PUD)

**Applications will not be accepted any later than 12:00 p.m. on the application deadline date.**

### INSTRUCTIONS TO APPLICANT

1. It is advisable to confer with the Engineering Department on questions concerning planning, water, etc. Engineering will then refer specific questions to the proper department (i.e., Building and Safety).

Engineering: (760) 246-2300 extension 3025.

2. All applicable utility companies should be contacted prior to submission.

In addition, 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.

- a) Property Owners List – One (1) copy of the Property Owner’s list (Including names, addresses, and Assessor’s Parcel Numbers) and 300 foot radius map (700 feet if site is 20 acres to 160.0 acres, or 1,300 feet if site is greater than 160.0 acres) from the exterior limits of the property in the application must be typed or neatly printed and numbered to correspond with the numbering on the radius map. Plus, one (1) set of mailing labels with the property owner’s names and addresses. This information can be obtained from either: (1) any Title company; or (2) San Bernardino County Assessor’s Office, 14420 Amargosa Road, Victorville, or 172 West Third Street, San Bernardino, California.
- b) Application fee of \$3,640 + \$15 per lot – Checks should be made payable to City of Adelanto. The appeal fee is \$150. No refunds.

**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.**

- c) Plans and PUD Documents - 20 copies of the Planned Unit Development Documents and Plans, and 3 copies of a preliminary grading plan. Indicate one foot (1’) contour intervals (or other contour intervals, if approved by the Planning Department).

**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

- d) 2 copies of a Preliminary Drainage Study prepared by a registered Civil Engineer.
- e) 1 original copy of the Environmental Assessment Information Form, along with the \$150 fee, plus a \$1,285 check made payable to the *San Bernardino County Clerk of the Board of Supervisors* for State of California Fish and Game Negative Declaration filing fee (see Environmental Assessment Information Form for additional information and requirements).
- f) Copy of the Grant Deed for the subject property, and a Title Report (dated within 60 days of the submittal of the application). If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
- g) Letter of Intent – Describe, in detail, the proposed use. Give as much information as possible, including types and quantities of materials to be stored on-site; types and quantities of any potentially hazardous materials (gasoline, bottled chemicals, etc.) to be stored on-site; number of employees, etc.
- h) Compact Disc – All required information, including this application shall be copied onto a compact disc and turned in with the original documents.

For MANUFACTURING/WAREHOUSE uses, describe the product being manufactured/stored; number of employees; types and quantities of materials used in the manufacturing process; number of items to be produced monthly; types and quantities of chemicals being used and/or stored; number of anticipated truck trips per day; etc.

For SOCIAL CARE FACILITIES, include the number of beds; age range of patients; number of ambulatory/non-ambulatory patients; number of employees; types of treatments administered, if any; type and quantities of chemicals (including bottled oxygen) to be stored on-site; etc.

For COMMERCIAL uses, specifically describe the types of service provided (i.e., Auto Repair could include maintenance, repair, body work, painting, restoration, etc.). Included types and quantities of materials used an/or stored on-site; number and type of spark of flame producing equipment; types and quantities of any potentially hazards materials used and/or stored on-site; number of employees; etc.

I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED ABOVE AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY OF THE PROCESSING OF MY APPLICATION.

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Signature of Plan Preparer

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Date

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Signature of Applicant

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Date

## **APPLICATION FOR PLANNED UNIT DEVELOPMENT**

### **PROCEDURE BY PLANNING COMMISSION**

The Adelanto Planning Commission meets at 7:00 p.m. on the first and third Tuesdays of every month in the City Council Chambers, 11600 Air Expressway, Adelanto, California, 92301.

The applicant (or representative) is requested to appear at the public hearing before the Planning Commission; otherwise, the hearing may be held over, or an adverse decision may be rendered because sufficient information is not available.

**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

CASE NO. \_\_\_\_\_ DATE FILED \_\_\_\_\_

Total Fees Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Meeting Date \_\_\_\_\_

Environmental Assessment required  YES  NO.

If no, give reason or categorical exemption classification no. \_\_\_\_\_

Name of Applicant		Phone	
Address			
City	State	Zip Code	
Name of Representative		Phone	
Address			
City	State	Zip Code	
Owner of Record		Phone	
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.]

Assessor's Parcel No(s). \_\_\_\_\_

General Location of the Site:

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Site Address (if applicable): \_\_\_\_\_

When did the present owner acquire the property? \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

Are any other applications being filed with this project?  Yes  No

If yes, please list: \_\_\_\_\_

**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

Proposed use of property:

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What are the uses and zoning of the adjacent properties?

	Use	Zoning
North:	<hr/>	<hr/>
South:	<hr/>	<hr/>
East:	<hr/>	<hr/>
West:	<hr/>	<hr/>

Describe in detail the present use and condition of the property. Include the following information, as well as any other information that will assist in the review of the project.

A. Location:  

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B. Dimensions:  

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C. Type of use:  

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D. Drainage courses:  

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E. Easements:  

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F. Existing street improvements (curb, gutter, etc.):  

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**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

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G. Existing structures:

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H. Vegetation:

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I. Other:

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The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

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**SIGNATURES:**

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. All owners must sign as their names appear on the deed to the land. A copy of the deed and a current preliminary title report must be included with the application.

Owner(s) of Record:

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Name (Printed)

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Signature

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Date

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Name (Printed)

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Signature

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Date

**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

I certify under penalty of perjury that I am the APPLICANT and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

Applicant:

Name (Printed)	Signature	Date
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Applicant's Representative:

Name (Printed)	Signature	Date
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**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

LETTER OF AUTHORIZATION  
IF APPLICANT OTHER THAN PROPERTY OWNER

I, \_\_\_\_\_, as owner(s) of property identified as Assessor's Parcel  
Property Owner(s)

No(s). \_\_\_\_\_ and/or Tract/Parcel Map \_\_\_\_\_, Parcel/Lot

No. \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to represent me  
Authorized Agent

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.