



CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone (909) 864-6861 FAX: (909) 862-3180

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

CERTIFICATE OF COMPLIANCE APPLICATION

FEES: \$910

CHECKLIST: *(All items must be included at the time of filing)*

1. **One (1) copy** of Land Use Application Form. All owners must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable.
2. **One (1) signed and dated copy** of the "Hazardous Waste Site Certification" and the current list. (attached)
3. **One (1) copy** of recorded grant deed for each lot or parcel.
4. **One (1) copy** of the signed surrounding property owners list with names and mailing addresses and **three sets of mailing labels**. (Sample included. Property owners information may be obtained from Assessor's Parcel Books in the County Assessor's office, 172 W. Third St., San Bernardino, CA 92415).
5. **One (1) original** Certificate of Compliance Application Drawing (See attached Drawing Checklist for requirements.)
6. **Three (3) copies** of United States Geological Survey Map of the project area. Show the land to be considered in the Application. (U.S.G.S. map may be purchased at a local blueprint company.)
7. **One (1) certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the Firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.

INFORMATION AND PROCEDURES

1. **Before submitting your application, we encourage you or a suitable representative to discuss the site proposal with the Planning Staff to obtain general information regarding applicable regulations and necessary procedure.**
2. Action to conditionally accept your application package as complete and ready for department processing is normally taken by the City Planner or Designee. If upon initial review your Design Review Application is found incomplete due to any deficiency it will not be accepted for processing.
3. Following the acceptance of your Application, notification of your proposal with tentative decision dates will be sent to all property owners within three hundred feet (300'), and any other interested party.
4. A copy of the application will be distributed to the City Engineer, the Fire Department, and other agencies deemed appropriate for review and comment. Comments from these agencies and applicable City regulations and policies will be used in reaching a decision regarding your application and for determining Conditions of Approval.
5. Within thirty (30) days of the acceptance of the completed application package, the Planning Division will prepare an Initial Study evaluation the potential environmental effects of the proposed project. If it is determined that the project will not result in a significant adverse effect on the environment, the project will receive a Negative Declaration, and processing of the application may proceed in accordance with mandated time limitations.

If the project is found to have a potentially significant adverse environmental impact, the preparation of an Environmental Impact Report (EIR) will be required at the applicants expense. Further processing of the application will be delayed until the EIR has been prepared and processed.

6. Upon conclusion of the review and comment period, the item will be scheduled before the Design Review Board, if so required.
7. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
8. Applicants may need to file a separate Design Review Application and pay all applicable fees. Check with Planning Division before filing application.

Property Plot Plan Checklist for Tentative Parcel Map, Lot Line Adjustment or Certificate of Compliance

The Property Plot Map consists of two sections. The upper portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard (1"=10', 1"=30', 1"=40', 1"=50', 1"=60' or one of these increased by a multiple within the space provided. (See enclosed sample drawing as a guide.) The lower portion of the Application asks necessary questions regarding the Application and land division proposal. Answer the questions to the best of your ability.

MAP PORTION

1. North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10', 1" to 20', 1" to 30', etc.) The direction of the "north" arrow should be shown pointing towards the top of the Property Plot Map.
2. The existing parcel boundary or lot lines are to be shown and dimensioned.
3. The proposed parcel boundary lines (new lot lines) are to be shown and dimensioned.
4. Number each proposed lot and compute the area in square feet or acres. If Lot Line Adjustment, also compute existing square feet or acres.
5. Dimension and identify all existing structures that are to remain or be removed.
6. Locate the existing structures that are to remain by showing their distance from nearest proposed lot or boundary lines.
7. Show distance from property lines of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, signs, curbs, driveways, and sidewalks in relation to other structures. Indicate existing structures that are to be removed or remain.
8. Show names, locations and existing rights-of-way widths of all abutting streets.
9. Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist indicate by a note that no easements exists.
10. Show location and width of all proposed streets or additional street dedications.
11. Show all existing street improvements such as curbs, gutters, sidewalks and paving.

INFORMATION PORTION

1. The name and telephone number of the Applicant written in the space provided.
2. The number of lots to be created.
3. The Assessor's book, page and parcel number(s) of the existing parcel(s).



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COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

LAND USE APPLICATION

1. APPLICANT: _____ TEL #: _____

2. MAILING ADDRESS: _____

3. ASSESSOR'S PARCEL NUMBER: _____

4. SITE ADDRESS: _____

5. REPRESENTATIVE INFORMATION:

NAME: _____ TEL#: _____

ADDRESS: _____

6. APPLICATION TYPE: (Mark all applicable types):

General Plan Amendment	___	Zone Change	___	Development Code Amendment	___
Conditional Use Permit	___	Variance	___	Specific Plan Review	___
Design Review	___	Tentative Tract	___	Parcel Map	___
Development Agreement	___	Lot Line Adjustment	___	Planned Development Agree.	___
Revisions	___	Sign Review	___	Environmental Review	___
Tree Removal/ Relocation Permit	___	Outdoor Sales/ Display Permit	___	Planned Unit Development	___
				Other _____	___

7. FEE (See specific application form for filing fee)

8. Signature: I certify under penalty of perjury that I am the Legal Owner(s) (all individuals must sign as their names appear on the property deed), or Owner's Legal Agent and that the foregoing is true and correct.

Signature

Date

(FOR OFFICE USE ONLY)

FILE NO.: _____

FILING DATE: _____

FEE: _____



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COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

SURROUNDING PROPERTY OWNERS LABELS

Ownership of surrounding properties shall be determine from the most up-to-date information available from the Assessor's/Tax Collection Office. Three (3) complete sets of mailing labels are required.

I certify, under the penalty of perjury, that to the best of my knowledge, the enclosed mailing labels contain the name and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter.

Signature

Date

FORMULA: The property for which this application is being processed is (check one):

- Minor subdivision or Major Variance = all contiguous properties. Contiguous means touching or across the street, including corners.

All OTHER APPLICATIONS

- Contain all parcels within 300 feet of all external boundaries.

NOTE: These labels will be utilized to notify surrounding property owners of your proposal. Please provide three (3) complete sets of mailing labels.

SAMPLE MAIL LABEL

ASSESSORS PARCEL NO.
NAME
ADDRESS
CITY, STATE, ZIP CODE

1234-567-8910-0000
JOHN DOE
27215 BASE LINE
HIGHLAND, CA 92346



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COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

APPLICATION CERTIFICATE

NOTE: All owners of record must sign this Certificate. List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property which is owned or beneficially controlled by the individual's signing this Certificate:

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he or the organization is aware the application is being filed with the City of Highland Planning Division, and certifies under penalty of perjury the information contained in this application is true and correct.

I (We) further agree that if any such information proves to be false or incorrect, the City of Highland and any special purpose or taxing district affected thereby are and shall be release from any liability incurred if a Certificate of Compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

Any persons signing wit Power of Attorney for others must print the names of those individuals in the signatures block and attach a certified copy of the Power of Attorney.

Signature of Legal Agent/Power of Attorney

Date

Registration No.

Signature

Date

If Registered Engineer/Licensed Land Surveyor

Name (please print) Owner(s) of Record

Signature

Date

Name (please print) Owner(s) of Record

Signature

Date

Name (please print) Owner(s) of Record

Signature

Date



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COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

LAND USE QUESTIONNAIRE / ENVIRONMENTAL ASSESSMENT

FOR OFFICE USE ONLY

Filing Date: _____

Project No.: _____

APPLICANT, PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION
To the best of your ability. Unanswered questions may result in a delay in the processing of your
“application. If the answer is unknown or the question is not applicable, please write “Don’t Know”
or “Not Applicable” as appropriate.

A. PROJECT INFORMATION

APPLICATION TYPE: _____
(Design Review, Tract, ect.)

APPLICANTS NAME: _____

(Street Address) (City) (Zip Code) (Phone)

REPRESENTATIVE NAME: _____

(Street Address) (City) (Zip Code) (Phone)

PROJECT DESCRIPTION AND PURPOSE: _____

If Zone or Land Use District Change: Existing _____ Proposed _____

LOCATION DESCRIPTION (Distance and direction from cross streets): _____

PROJECT SIZE (Total acres or Sq. Ft.): _____

TITLE AND DATE OF ANY EXISTING ENVIRONMENTAL IMPACT REPORT PREPARED FOR PROJECT SITE: _____

ON WHAT DATE WAS THE PROPERTY LAST VISITED BY THE PERSON COMPLETING THIS QUESTIONNAIRE? _____

B. SITE DESCRIPTION

1. Provide the following information for the site and all adjacent areas. Note any major or important natural or man-made features in the vicinity; for example, major highways, stream channels, etc.

Type of Existing Development
(i.e., residence, office bldg.)

On Site _____

North _____

South _____

East _____

West _____

General Plan / Existing Zoning

General Plan Designation

Existing Zoning

On Site _____

North _____

South _____

East _____

West _____

2. Is the proposed project within 1/4 mile of a parcel containing an existing commercial agricultural use, landfill, sewage treatment plant, airport, railroad, or mining operation? If yes, state approximate distance and direction and use type.

__Yes__NO

3. Is the proposed project within 1/4 mile of a parcel containing an existing commercial agricultural use, landfill, sewage treatment plant, airport, railroad, or mining operation? If yes, state approximate distance and direction and use type.

__Yes __NO

4. List type and density of vegetation existing on site. Is site considered potential habitat for protected or endangered plant species?

__Yes __NO

5. List approximate number, size and type of native trees.

6. List the species of birds, mammals, reptiles, and fish which have been observed on or near the site. Is site considered potential habitat for endangered or protected species of animal or fish?

7. Have any fossils, deposits or historical artifacts, including Indian relics been observed on or near the site? If yes, please describe:

__Yes __NO

8. Are there any earthquake faults or fault traces within 1/4 mile of the site? If yes, describe and give location.

__Yes __NO

9. Indicate the general percentage slope of the site. If slope varies sharply among different portions of the site, list the percentage slope for each part of the site with different slope characteristics. Submit a copy of a slope analysis map (if any), with the application. (Slope analysis maps are required for PUD's and projects in Area I of Greenbelt.)

<u>Slope</u>	<u>No. of Acres and Percent of Site</u>
0-5% (flat to gently sloping)	_____
5-15% (gently sloping)	_____
15-30% (moderately sloping)	_____
30-40% (steep)	_____
Over 40% (very steep)	_____

10. Are there any landslides or mudslides, rockfall or ground failure areas, on or in the vicinity of the site? If yes, indicate the type of hazard and its approximate size and location.

__Yes __NO

11. Describe any prominent landform features on the site such as canyons, ravines, bluffs, cliffs, or rock outcroppings.

__Yes __NO

12. Is the site within 1/4 mile of a lake, reservoir, pond, spring creek or stream? If yes, indicate the name of the water body and whether or not it is on site. If not on site, please state approximate distance and direction from site.

__Yes __NO

13. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

14. Is the property part of a known overflow area or traversed by natural stream bed, channels, ground swales or washes, or subject to high water table? If yes, indicate the approximate location and depth of each.

__Yes __NO

15. Are each of the proposed lots or building site(s) free of any drainage course, swale, water overflow or ponding area? If no, please explain.

__Yes __NO

16. Has surface water originating outside the property been known to overflow onto the property in the past? If yes, please explain how and give direction of flow.

__Yes __NO

17. Are there any flood-protective measures or devices existing or proposed between natural or artificial water courses and the property? If yes, please explain.

__Yes __NO

18. Does the proposed project require grading or emplacement of structures, etc., which will encroach into, obstruct, alter or divert any flood flows from a major wash, channel, stream, swale, ditch or watercourse? If yes, please explain.

__Yes __NO

19. Are there existing roads abutting property? If yes, describe the type, width and condition of road, give name(s). If no, please explain how legal access to the property will be provided and show on plans.

__Yes __NO

20. Are paving, curbs and gutters, and sidewalks installed in the area within 1/4 mile of the property, either on the fronting or abutting street? If yes, please list the type of improvements and the approximate distance from the parcel in feet or miles to these improvements.

__Yes __NO

21. Are there any hills, canyons, water courses, or other physical obstructions, etc., that might prohibit construction of standard road improvements on the property line? If yes, please explain.

__Yes __NO

22. Is the property crossed by any type of easement? If yes, give width of easement, state owner and use of easement and show it on the project plan.

__Yes __NO

23. Is the property a lot or parcel shown on a Subdivision Map, a division of a mobile home park, Parcel Map or Record of Survey recorded during the last 15 years? If yes, give the recording book and page, tract number, or parcel map number.

__Yes __NO

24. Are there any known property line conflicts, disagreements or encroachments with adjoining property owners? If yes, please indicate the problem.

__Yes __NO

25. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application.

__Yes __NO

26. Identify the entities that are/or would be providing the following services or utilities:

Electricity: _____
(Name of Agency)

(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? _____

Gas: _____
(Name of Agency)

__Yes __NO

(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? _____

Sewage Disposal: _____
(Name of Agency)

(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? _____

School District: _____
(Name of District)

(Address) (Phone)

School District Office Phone Number (_____) _____

Fire Protection: _____
(Name of Agency)

(Address) (Phone)

27. Has a General Plan Consistency Determination or a Development Code Interpretation been made for the site? If yes, please include a copy with the completed application.
__Yes __NO

28. Identify any other agencies that you have contacted during the processing of your project. Please include copies of correspondence with any state, federal or other local agencies or departments in which the proposed project is discussed.

29. Will your project require any other permits from local; State; or Federal agencies? If yes, please identify the agency and type of permit.

__Yes __NO

30. Please include a copy of any studies or other documents (soils, geology, marketing, preliminary grading, drainage, traffic, etc.) that have been prepared for this project or for this site.

C. PROJECT IMPACT

1. Will the proposed project cause noise, vibration, night glare, dust or air pollution? If yes, please explain.

__Yes __NO

2. Will project development result in the removal or relocation of trees? If yes, indicate how many, what kind and whether they will be removed or relocated.

__Yes __NO

3. Will any earth material be exported from or imported to the site? If yes, please indicate the approximate quantity in cubic yards, whether imported or exported and the location of the borrow pit or dump site.

__Yes __NO

4. How many cubic yards do you estimate will be graded? _____

a. Is custom lot grading or future phase grading anticipated? If yes, please explain.

__Yes __NO

5. Will the proposed project require cut slopes that exceed five feet in height and/or fill slopes that exceed three feet in height? If yes, please indicate, in cubic yards, the amount to be graded.

__Yes __NO

6. Will any special slope stabilization or erosion control techniques have to be utilized? If yes, please explain.

__Yes __NO

7. Will the project necessitate any off-site grading? If yes, please indicate the purpose, the location and the amount of grading, in cubic yards.

8. Approximately how many square feet of impermeable surface (building and paving) will be created by the development of the proposed project.?

9. Will development of the proposed result in an increase in the presence of rodents, flies or other insects? If yes, please explain

Yes NO

10. Will development of the proposed project result in odors? If yes, describe the type and source of the odor.

Yes NO

11. Does the proposed use for the site involve pesticides, chemicals, oils, salts, hazardous or toxic materials? If yes, are these:

Yes NO

a) In the production or processing of a product, or by product, or the provision of a service?

Yes NO

b) Waste products resulting from the production or processing of a product or the provision of a service?

Yes NO

c) On site stored in large quantities? If yes, how much and how long will the materials normally be stored?

Yes NO

12. For each of the questions "a" through "c" listed above that were answered "yes", indicate the type and quantity of materials involved.

D. INDUSTRIAL, COMMERCIAL, OR INSTITUTIONAL PROJECTS

Provide the following information for all industrial, commercial, office commercial, or institutional projects (churches, social care facilities, private schools, etc.). Do not provide this information if your project only involves a Zone or Land Use District Change, a General Plan Amendment, sphere of influence change or annexation.

1. Provide an estimate of how many people will work at and visit the project each day or will stay overnight at the project site, per use. If school or social care facility, state age and numbers of students/patients and staff.

2. Indicate the days and the hours of operation anticipated for each use proposed for the project site.

3. Will the proposed use(s) generate substantial traffic from vehicles such as cars, semi-trucks, buses, vans, etc.? If yes, indicate the type of vehicle, frequency and number of vehicles.

__Yes__NO

E. COMMERCIAL PROJECTS:

Provide the following information for all commercial or office commercial projects, including zone change(s) and General Plan Amendments.

1. How far is the proposed project from:

- a. Other commercially zoned property? _____

- b. Existing commercial uses presently in operation? (Indicate location) _____

2. Indicate the principal market area from which the project is anticipated to receive most of its business:

- a. Within a one mile radius of the site: _____

- b. Within a five mile radius of the site: _____

- c. Outside a five mile radius: _____



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HAZARDOUS WASTE SITE CERTIFICATE

INSTRUCTIONS:

The Applicant for this development project shall consult the most current list entitled "Identified Hazardous Waste Sites-County of San Bernardino" and shall specify whether or not the development project is located on a site included on the list.

This certificate must be submitted with all development applications, except legislative acts, i.e. GPA or Zone/Land Use District Changes.

FORM:

The undersigned owner(s), applicants(s) or their legal representative, of the lands for which this development project application is made, hereby certifies under penalty of perjury under the laws of the State of California:

He (she) has consulted the most current and appropriate list of "Identified Hazardous Waste Sites—County of San Bernardino", and further certifies that the site of the proposed development project: (Circle and fill in date of list)

- a. Is not located on a site which is included on the attached list entitled "Identified Hazardous Waste Sites-County of San Bernardino," dated _____.
- b. Is located on a site included on the attached list entitled, "Identified Hazardous Waste-County of San Bernardino," dated _____.

List Assessor Parcel Numbers of the project property:

Signature of Applicant/Owner of Record

Date

Signature of Applicant/Owner of Record

Date