



CITY OF HIGHLAND

Planning Division
27215 Base Line
Highland, CA 92346
(909) 864-6861
planning@cityofhighland.org

DEVELOPMENT CODE AMENDMENT

Finance Deposit Surcharge (Effective September 6, 2025): Please be advised that all deposits must include the Finance Deposit Surcharge. This surcharge is being implemented to recover the costs associated with establishing, tracking, and reconciling deposits for services. It applies to all services where a deposit is collected. The fee is calculated as the greater of **\$85 or 1.5% of the deposit amount**.

Fee: \$8,800

FEES: "Fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged an initial deposit, or flat fee as of September 2025:

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

1. **Five (5) copies** of the Land Use Application Form. All owners of the property must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable. All Applications need to have original signatures upon submittal.
2. Additional fees may be required for San Bernardino County Flood Control District review and/or San Bernardino County Fire Agency Review.
3. **Additional Information** may be required by the Planning Division pursuant to Government Code Section 65943.

INFORMATION AND PROCEDURES

1. Before submitting your application, we encourage you, or a suitable representative to discuss your proposal with the Planning staff to obtain general information regarding applicable regulations and necessary procedures.
2. Application to amend the Development Code is reviewed by the Planning Commission at public hearing and acted upon by the City Council at public hearing.
- 3.. Action to 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 zone/land use district change application is found incomplete due to any deficiency it will not be accepted for processing.
4. Following the acceptance of your application, notification of your proposal with tentative decision dates will be sent to surrounding property owners, and any other interested party.
5. 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 you application and for determining conditions of approval.
6. Within thirty (30) days of the acceptance of the completed application package, the Planning Division will prepare an Initial Study evaluating 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 an applicants expense. Further processing of the application will be delayed until the EIR has been prepared and processed.
7. Consideration of the application before the Planning Commission, which meets on the first and third Tuesday of the month, is scheduled approximately four (4) weeks after completion of the environmental review procedures are completed. The applicant will be notified in writing of the date and time of the hearing along with all property owners within three-hundred (300) feet of the subject site. The applicant and/or representative should be present at the hearing to answer any questions.
8. If the Planning Commission recommends approval of the Development Code Amendment request, the case is automatically forwarded to the City Council to be set for hearing and action. Time between Planning Commission hearing and City Council hearing is typically four (4) to six (6) weeks.
9. A denial of the Development Code Amendment application by the Planning Commission completes the process and the applicant or any other interested party may file an appeal of the Planning Commission decision to the City Council prior to the effective date of the land use decision (Refer to Land Use Application Time Limitations).
10. Any land use decision to approve, deny or impose specific conditions on the Amendment application may be appealed by any interested party, including the applicant, provided that the appeal is filed with the City on the appropriate appeal form, along with the appropriate fee, within ten (10) calendar days of the Planning Commission action.
11. The applicant is notified in writing of the date and time of the City Council hearing. Upon completion of the Council hearing, a decision is made and the new Amendment, if approved, becomes effective thirty (30) days from the date of the Second Reading of the Ordinance approving the requested change.

12. Following a review of the application, the City Council shall prepare a written decision which shall contain the findings of fact upon which such decision is based. The Planning Commission and City Council may approve the Development Code Amendment as proposed or revise the request, only if all of the following findings of fact can be made:
 - a. The proposed Amendment is consistent with the goals, objectives, policies, and programs of the General Plan, and is necessary and desirable to implement the provisions of the General Plan.
 - b. The proposed Amendment will not materially affect the public health, safety, and welfare, or result in an illogical land use pattern.
 - c. The proposed Amendment is consistent with the purpose and intent of the remainder of this title not under consideration.
 - d. The potential environmental impacts of the proposed Amendment is insignificant, or there are overriding considerations which outweigh the impacts.
13. Other land use applications may be filed concurrently with Zone District Changes on the same site in order to expedite the processing of the applications. However, if the Development Code Amendment is not approved prior to the state mandated limitation on approval periods for development projects, The land use application may be denied without prejudice. The State required time limits are six (6) months for a development project that does not require an Environmental Impact Report (EIR) and one (1) year if an EIR is required. These time limits may each be extended for an additional ninety (90) days subject to city approval.

COMMUNITY DEVELOPMENT LANDUSE APPLICATION

APPLICANT INFORMATION

APPLICANT NAME: _____ (PROPERTY OWNER: YES NO)
MAILING ADDRESS: _____
PHONE: _____ EMAIL: _____

APPLICANT'S REPRESENTATIVE (If other than applicant): _____
MAILING ADDRESS: _____
PHONE: _____ EMAIL: _____

SUBJECT PROPERTY

SITE ADDRESS: _____
ASSESSORS PARCEL NUMBER: _____
PROPERTY OWNER(S): _____ (SAME AS APPLICANT)
PROPERTY OWNER ADDRESS: _____

PROJECT INFORMATION

COMPLETE PROJECT DESCRIPTION:

APPLICATION TYPE

Place a check mark next to the Application being requested.

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

SIGNATURE

I CERTIFY UNDER PENALTY OF PERJURY that I am: ___ legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ___ authorized to sign on behalf of the owner(s) (proof of authorization to sign must be provided), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Date Name (print) and Signature of Property Owner or Agent

Date Name (print) and Signature of Property Owner or Agent

(FOR OFFICE USE ONLY)

FILE NO.: _____ FILING DATE: _____ FEE: _____

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
--

1234-567-891-0000 JOHN DOE 27215 BASE LINE HIGHLAND, CA 92346
--

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. (If Registered Engineer/Licensed Land Surveyor)

Signature

Date

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

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, Conditional Use Permit etc.)

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: _____

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:

They have 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

**CAL/EPA
 FACILITY INVENTORY DATA BASE
 HAZARDOUS WASTE AND SUBSTANCE SITES LIST**
[EnviroStor \(ca.gov\)](http://envirostor.ca.gov)

(Summarized by the Planning Division)

CITY: GOFFS	CITY: NEEDLES	CITY: ONTARIO
Goffs CP Site 35 Miles West of Needles	Camp IBIS 21 miles northwest of Needles, 92363	Alumin-Art Plating Co. Inc. 803 West State St.
CITY: RIALTO	CITY: SAN BERNARDINO	CITY: HIGHLAND
BF Goodrich 3196 North Locust Ave.	Newmark Groundwater Contamination Bunkerhill Ground Water Basin, 92408	None