



CITY OF HIGHLAND

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

TENTATIVE PARCEL MAP APPLICATION

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: \$9,000 Deposit for a Tentative Parcel Map

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. **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. All Applications need to have original signatures upon submittal.
2. **One (1) copy** of complete Land Use Questionnaire/Environmental Assessment (attached).
3. **One (1) signed and dated copy** of the "Hazardous Waste Site Certification" and the current list. (see attached list)
4. **Five (5) prints** of a plot plan and grading plan. (See attached plot plan checklist.) Fold plans accordion style 8" x 10 1/2" size. Additional copies may be requested.
5. **One (1) digital** copy of a full set of plans
6. **One (1) copy** of recorded grant deed for each lot or parcel
7. **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).
8. **One (1) copies** of a Geology Report if 5,000 cubic yards of earth work, or more, will be moved, as part of the proposed project pursuant to the 2001 California Building Code Appendix Chapter 33, Sections 3309.4 and 3309.6. An additional deposit is required for review of a Geology Report.
9. **Additional Information** may be required by the Planning Division pursuant to Government Code Section 65943.

To submit this application and attachments online please visit the [City of Highland Planning Application Portal](#).

Plot Plan Checklist

A plot plan is a drawing to scale, on one sheet of paper (Minimum 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the plot plan. Any items left off may cause delays in your project.

ATTACHMENTS ARE NOT ACCETABLE.

1. Names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.
2. Names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone. If no utility company, state method of supply.
3. COMPLETE legal description of the property involved. Include assessor parcel number. If a portion of a large parcel is being developed, include a description of that portion.
4. Identify type of project in detail, including the use of each existing and proposed structure.
5. North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10') The direction of the "north" arrow should be shown pointing towards the top of the Plot Plan.
6. 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. If property is not on a road or easement show access to property.
7. Dimension of property line or boundary lines of project.
8. Zone District classification and type of development o all adjacent property including across any streets.
9. Vicinity Map showing location of project.
10. Any proposed identification sign is to be shown scaled and dimensioned on the plot plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to Development Code for detail information on type and size of sign.
11. 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.
12. Indicate height, dimension, square footage and number of stories, including basements, of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, towers and swimming pools etc.
13. Refer to the Development Code for the number of required parking spaces, aisle/driveway width and surface requirements for your project.

Show parking areas in detail include:

- a. Each regular parking spaces shall be a minimum of nine feet (9') x nineteen feet (19').
- b. Each compact car parking space shall be a minimum of seven and one-half (7 1/2') x fifteen (15'). Compact car spaces may be used for up to forty percent (40%) of the required spaces.
- c. Handicapped parking spaces as required by State law shall be located near as near to main entrance as practicable. The space shall be a minimum of fourteen feet (14") x nineteen feet (19').
- d. One (1) loading zone, a minimum of ten feet (10') x twenty feet (20'), is required for each commercial, industrial, or institutional use. One (1) loading zone per 5,000 square feet of building floor area, maximum of four (4) spaces per use.
- e. Show dimension, type of parking spaces, aisle/driveway widths and directional arrows indicating the flow of traffic.
- f. Indicate the existing and proposed type of surfacing for parking area and aisle/driveways.

14. Show the method or formula by which you computed the number of spaces required for each use: a) Indicate the number of spaces required for each use b) Indicate the number of spaces proposed, as well as the minimum number of spaces required.

15. The accurate contour of the land at intervals of not more than two feet (2') if the general slope of the land is less than ten percent (10%), or not more than five feet (5') if the general slope of the land is more than ten percent (10%). Topo to be obtained by aerial or field survey, done under the supervision of Land Surveyor, or Registered Engineer, or Registered Landscape Architect.

16. Compute all building coverage, impervious surface, landscaping, open space, and sign area requirements.

17. Show location, size and type of all trees six inches (6") or greater in diameter.
If no trees, indicate by a note that no trees exist.

18. Reduced Site Plan (8 1/2" X 11")

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.

☐ 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/	☐ Outdoor Sales/	☐ Planned Unit Development
☐ Relocation Permit	☐ Display Permit	☐ 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
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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