



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street 951-694-6400

Temecula, CA 92590 TemeculaCA.gov/planning

DEVELOPMENT PLAN

Introduction

This handout summarizes Development Plan requirements (found in section 17.05 of the Development Code) for the City of Temecula.

What is the purpose and intent of a Development Plan application?

The purpose of a Development Plan Application is to ensure all new construction or remodeling of industrial, commercial, and/or multiple-family residential development is consistent with the General Plan, design standards and performance standards of the Development Code (available at TemeculaCA.gov/planning).

When is a Development Plan required?

A Development Plan is required for all residential (excluding individual single-family homes), commercial and industrial developments. For-sale tract homes should use our [Home Product Review application](#).

When several permits or multiple applications are required for the same project, a combined hearing and review process may be permitted, however separate applications shall be filed for each action requested.

How do I apply for a Development Plan?

Visit TemeculaCA.gov/planning to submit your Development Plan online. Our staff will review your submittal, determine whether it meets our minimum submittal requirements, and communicate required changes or instructions for the payment of fees.

Who approves Development Plan applications?

Administrative Approval*	Planning Director*	Planning Commission*
<ul style="list-style-type: none"> Administrative Development Plans Other projects as required by law 	<ul style="list-style-type: none"> Projects less than 10,000 square feet of gross floor area 	<ul style="list-style-type: none"> Projects greater than 10,000 square feet of gross floor area Projects that may have special community impacts or other unique circumstances

*All projects (unless prohibited by law) may be referred to a higher approval body, including the City Council. Projects that are historic and/or located within Old Town may require Old Town Local Review Board approval.

What are the criteria for approval?

According to the City's Development Code, to approve a Development Plan application, the following findings must be made:

- The proposed use is in conformance with the General Plan for Temecula and with all applicable requirements of State law and other Ordinances of the City.
- The overall development of the land is designed for the protection of the public health, safety, and general welfare.

Development Plan applications may be approved with "Conditions of Approval" which are deemed necessary to protect the public health, safety, and general welfare and assure compliance with the Development Code standards and provisions.

When does a Development Plan expire? How many times can a Development Plan be extended?

Development Plans expire after three years. In general, the Development Code permits up to five one-year time extensions for Development Plans. Additional extensions may be permissible with City Council approval.

How much will it cost?

Our fee schedule is available at TemeculaCA.gov/fees. Please reach-out to our staff at (951) 694-6400 for a fee estimate.



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TemeculaCA.gov/planning

DEVELOPMENT PLAN

INITIAL SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	DEV. PLAN	ADM. APP	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to ensure all documentation is provided upon submittal. <u>Plans must be submitted digitally in accordance with our digital standards listed in Section B.</u>
# OF COPIES					
		1	1	A	Complete/signed application and filing fee
		1	1	B	A digital copy of all project files in PDF format or JPEG/PNG format (CD or USB)
		1	1	C	USGS 7.5' Series Quadrangle Map/" University of California Regents" Check
		1	1	D	Statement of Operations
		1	1	E	MSCHP/Burrowing Owl Report
		1	1	F	Preliminary Water Quality Management Plan or Checklist
		1	1	G	Hazardous Waste Site Information Form
		1	1	H	Chemical classification/Quantification Packet (obtain from Fire)
		1	1	I	Underlying Conditions of Approval
		1	1	J	Color Photos (8 1/2" x 11")
		1	1	K1	Site Plan
		1	1	K2	Conceptual Waste Collection Plan
		1	1	L	Floor Plan
		1	1	M	Conceptual Grading Plan
		1	1	N1	Conceptual Landscape Plan (Black and White)
		1	1	N2	Conceptual Landscape Plan (Color)
		1	1	O1	Elevations (Black & White & Color)
		1	1	O2	3D Elevations
		1	1	P	Photometric Plan



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		1	1	Q	Specification Sheet
		1	1	R	Material Sample Board – <u>Must be received within 24 hours. The application will not be considered complete, and the review period will not begin until this is submitted.</u>
		1	1	S	Preliminary Soils and Geotechnical Report (consult with Public Works) *
		1	1	T	Traffic Study (consult with Public Works)
		1	1	U	Preliminary Title Report (with all referenced documentation)
		1	1	V	Drainage Study/Analysis (consult with Public Works)
		1	1	W	Recorded Map
		1	1	X	Developer Disclosure Statement
		1	1	Y1	SB35/Affordable Housing Supplement (consult with Planning)
		1	1	Y2	Affordable Housing Overlay Zone (AHOZ) Supplement (consult with Planning)

BEFORE SUBMITTING PLEASE REMEMBER

Fees:

Fees will be required to submit your application. Visit TemeculaCA.gov/fees for fee information. Please contact a Planner at 951-694-6400 with any fee related questions. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc.).

***NOTE:** Geotechnical study fees will be required after the initial review.

Appointment:

Prior to your submittal, please contact the Community Development Department to schedule an appointment at 951-694-6400.



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DEVELOPMENT PLAN

PUBLIC HEARING SUBMITTAL REQUIREMENTS



The following items will be required **prior to the public hearing** (if applicable). These items are **not required for the initial submittal.**

APPLICANT ✓	STAFF ✓	DEV. PLAN	ADM. APP	SECTION	
# OF COPIES					
		1	1	Z1	Public Hearing Information (see Section X1)
		8	-	Z2	Spiral Bound Color 11" x 17" reductions of all exhibits
		1	-	Z3	Final Color 3D Renderings
		5	5	Z4	Full Size Site Plan, Elevations, Floor Plans, Grading Plans, and Landscape Plans Folded to 8 1/2" x 11"
		1	1	Z5	Developer Disclosure Statement
		1	1	Z6	CD or USB of all project plans and documentation.



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DEVELOPMENT PLAN

SECTION A DEVELOPMENT PLAN APPLICATION

PROJECT INFORMATION

Project Type

Commercial Development Industrial Development Mixed-use Development Residential Development

Additional Project Classifications

Under 10,000 SF Over 10,000 SF Multi-family Residential

Streamlined Review Request

Affordable Housing/ Affordable Housing Overlay Zone (Admin. Approval) SB-35 (Admin. Approval)

Project Title

Project Description

Street Address(es)

General Location

Assessor's Parcel No(s)

ADDITIONAL PROJECT INFORMATION

Zoning	General Plan	Specific Plan/Planning Area (if applicable)
Gross Project Acreage	Total Building Square Footage	Floor Area Ratio (FAR)
# of Units (residential or mixed-use)	Density	# of Buildings
# of Floors & Building Height	# of Parking Spaces	# of Motorcycle Spaces
Landscaped Area (Square Footage)	Landscaping Lot Coverage	Related Case Numbers
Located in Affordable Housing Overlay? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Very Low Income Units (0-50% AMI)	# of Low Income Units (51-80% AMI)
# of Moderate Income Units (81-120% AMI)	# of Market Rate Units (120%+ AMI)	Total # of Affordable Units (below market rate)

Visit TemeculaCA.gov/MSHCP to determine the answers to the following questions:

Is the projected located within a MSCHP criteria cell? Yes No

Is the projected located within possible Burrowing Owl habitat? Yes No

Please attach a copy of the above report to this application (Section E)

FOR STAFF USE

PLANNING APP. NO.

DATE STAMP

REC'D BY

APPLICANT/REPRESENTATIVE

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
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E-mail

PROPERTY OWNER

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
------	-------	-----	-------

E-mail

SIGNATURES AND CERTIFICATIONS

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature →	Date
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I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application, and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature →	Date
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NOTE

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

Multiple parcels will require authorization from each property owner.

SECTION B**DIGITAL COPY**

Provide a digital copy (PDF) of all project files. All PDF files must follow the digital requirements found in our Digital Submittal Requirements (CD3) which can be downloaded at TemeculaCA.gov/CD3.

SECTION C**USGS MAP & UC REGENTS CHECK**

- Provide a United States Geological Survey (USGS) 7.5' map (available at <https://store.usgs.gov/map-locator>) for the area that includes the proposed project site.
- Provide a \$60.00 check made payable to "University of California Regents" (in the memo line please put "Eastern Information Center")

SECTION D**STATEMENT OF OPERATIONS**

Provide a written Statement of Operations outlining your proposed use and business the Statement of Operations shall include:

- Title the Statement of Operations, "Section D: Statement of Operations"
- Include a date on the Statement of Operations
- A detailed description of the proposed business operations
- Hours and days of operation
- Number of employees
- Proposed private security (if required)
- Estimated number of customers
- Total number of parking spaces
- Indicate if food will be served
- Indicate if alcohol will be served
- Indicate if live entertainment will be provided

SECTION E**MSHCP INFO**

Visit TemeculaCA.gov/MSHCP. On that page, click on the report generator. Use the property's Assessors' Parcel Number (APN) to generate a report. Attach a copy of that report to this application.

SECTION F**PRELIMINARY WQMP**

State and regional water quality permits require the completion of applicable water quality documents. A preliminary Water Quality Management Plan (WQMP) will be required upon submittal. Incomplete WQMP documents will not be accepted. WQMP requirements are outlined at TemeculaCA.gov/WQMP. If you have additional questions, please contact Public Works at 951-694-6400.

SECTION G**HAZARDOUS WASTE INFORMATION**

Government Code Section 65962.5, which became effective July 1, 1987, requires the applicant for any development project to consult specified State-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. Under the statute, no application shall be accepted without this signed statement.

PART A – REGIONAL WATER QUALITY CONTROL BOARD HAZARDOUS WASTE SITES

Determine if your project is within a one-mile radius of a hazardous waste site.

1. Visit geotracker.waterboards.ca.gov
2. Enter your project address
3. Enter a buffer (radius) of 5,280 feet (one mile)
4. Print the map and attach it.
5. **Is the project within a one-mile radius of an identified hazardous waste site?** Yes No

REGIONAL WATER QUALITY CONTROL BOARD HAZARDOUS WASTE SITES**PART B – PUBLIC WELL PROXIMITY**

Determine if your project is within a one-mile radius of a public well site.

1. Visit <http://geotracker.waterboards.ca.gov/qama>
2. Enter your project address
3. Enter a buffer (radius) of 5,280 feet (one mile)
4. Print the map and attach it.
5. **Is the project within a one-mile radius of an identified public well?** Yes No

I (we) certify that I (we) have investigated and completed this hazardous waste site form, and that my (our) answers are true and correct to the best of my (our) knowledge.

Owner/Representative _____ Date _____

SECTION H**CHEMICAL CLASSIFICATION/QUANTIFICATION PACKET**

Provide a chemical classification/quantification packet. Consult with the Temecula Fire Department to see if this requirement is applicable to your project.

Website: TemeculaCA.gov/fireprevention

Phone: 951-694-6405

SECTION I**UNDERLYING CONDITIONS OF APPROVAL**

Provide a copy of the underlying Conditions of Approval. If original copies are needed, please submit records request online at TemeculaCA.gov/records

SECTION J**COLOR PHOTOS**

Provide 8 1/2" x 11" color photos from the interior of the site looking north, south, east, and west with the directions labeled on each photo. Additionally, provide photos of the project site from all off-site directions.

SECTION K1**SITE PLAN****PLAN PREPARATIONS & GUIDELINES**

All plans shall be drawn on uniform sheets no less than 24" X 36" (or as approved by the Community Development Department). Each complete set consisting of the site plan, floor plan/roof plan, proposed structure elevations, conceptual landscape plan, photometric plan, and conceptual grading plan should be submitted in accordance with our digital submittal requirements. All plans shall be clear, legible, and accurately scaled. The site plan, landscape plan and grading plan should all be at the same scale and shall be consistent with each other.

On large scale drawings, 1"=20', or larger, it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- Name, address, phone (with extensions), and e-mail for the following:
 - Applicant
 - Architect
 - Engineer(s)
 - Property Owner
 - Landscape Architect
- Graphic scale (with bar scale) and north arrow
- Vicinity map
- Existing property lines in bold and label all dimensions (metes and bounds)
- Location and dimensions of all existing and proposed easements (with record reference)
- Proposed lot lines and dimensions, if applicable
- Delineate and label the minimum setbacks from all property lines
- Location and dimension of all existing and proposed structures, including building setbacks
- Location and dimension of all landscaping and pedestrian walkways (shaded)
- Location and typical dimension of drive aisles, loading zones and parking stalls
- Location of existing and proposed onsite fuel tanks
- Location and dimensions of all trash enclosure(s) (interior and exterior dimensions)
- Location of monument sign(s) (existing and proposed)
- Identify all utility locations
 - Water meters
 - Electrical boxes
 - Cable boxes
 - Phone boxes
 - HVAC (if not located on the roof)
 - Photovoltaic systems (if not mounted on the building's roof)
 - Mailbox locations

- Parcel pick-up locations (rooms or automated pick-up boxes)
- Trash Locations (enclosures or interior)
- All proposed public improvements, including cross sections
- Location, type and height of all streets, parking, and pedestrian lights
- Location of existing or proposed fire hydrants within 500 feet of project site
- Location of existing or proposed Fire Department connections (within 50 feet of a public hydrant and 40 feet away from the building)
- Location of existing or proposed Post Indicator Valve
- Double detector check valves for fire line locations
- Gate locations
- Illuminated property map locations
- Label interior and exterior turning radius dimensions at entries and drive aisles for emergency vehicle access (minimum interior – 37 feet; exterior – 56 feet; wheel cuts – 50 feet)
- Location and dimension of all walls and fences
- Location of all structures, driveways, parking areas, trees and adjoining property lines within 50 feet of the perimeter of the subject property
- Zoning and existing land use of adjacent parcels
- Phasing of the project (if proposed)
- Americans with Disabilities Act (ADA) accessible routes to:
 - Entrances
 - Public rights-of-way
 - Trash Enclosures
 - Parking Spaces
 - Electric vehicle charging spaces (proposed or future)
- Location of all existing and proposed streetlights (indicate any to be relocated)
- Name of utility purveyors
- Date Site Plan prepared

Data table **must be** formatted in the following order:

LOCATION		
<input type="checkbox"/>	Assessor's Parcel Number	
<input type="checkbox"/>	Street Address (if available)	
<input type="checkbox"/>	Legal description of the property. (i.e., Tract / Parcel Map and Lot(s)/parcel(s))	
GENERAL PLAN & ZONING		
<input type="checkbox"/>	Zoning designation	
<input type="checkbox"/>	General Plan designation	
<input type="checkbox"/>	Specific Plan area (if applicable)	
<input type="checkbox"/>	Existing land use/proposed land use	
DENSITY (Residential/Mixed-Use Only)		
<input type="checkbox"/>	Proposed Dwelling Units Per Acre (residential)	
<input type="checkbox"/>	Permitted Dwelling Units Per Acre	
LOT DATA		
<input type="checkbox"/>	Total Gross Area:	square feet acres
<input type="checkbox"/>	Total Net Area:	square feet acres
<input type="checkbox"/>	Total Building Area:	square feet FAR
<input type="checkbox"/>	Floor Area Ratio(s)	
<input type="checkbox"/>	Lot coverage:	<u>Square Feet</u> <u>Percentage</u>
	<input type="checkbox"/> Building area	s.f. %
	<input type="checkbox"/> Parking area	s.f. %
	<input type="checkbox"/> Landscaping area	s.f. %
	<input type="checkbox"/> Hardscape	s.f. %
PARKING		
<input type="checkbox"/>	Parking:	<u>Spaces Required</u> <u>Spaces Provided</u>
	<input type="checkbox"/> Ratio/square foot of use(s)	spaces spaces
	<input type="checkbox"/> Number of ADA spaces	spaces spaces

○ Motorcycle Parking	spaces	spaces
○ Total Parking	spaces	spaces
BICYCLE		
□ Bicycles:	<u>Spaces Required</u>	<u>Spaces Provided</u>
○ Short-term	spaces	spaces
○ Long-term (enclosed)	spaces	spaces
OTHER		
□ Occupancy classification (per California Building Code)		
□ Type of construction (per California Building Code)		
□ Indicate if building has fire sprinklers and/or alarm		
□ Number of stories		
□ Height of building (as measured from the pre-existing grade, finished grade or floor protection elevation, whichever is lowest to highest point on roof)		
□ Solar kilowatts (if applicable)		

SECTION K2	CONCEPTUAL WASTE COLLECTION PLAN
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Multifamily residential projects that are requesting individual trash storage bins for each unit must provide a conceptual waste collection plan. The plan shall include:

- Trash Locations (consult with Planning staff)
 - **Three** trash carts must be accommodated (each cart requires the following dimensions 75”H X 26” W X 33”D).
 - The designated interior trash cart storage must be in addition to the required garage/parking space requirements (garage spaces require 20’ x 20’ areas with no obstructions)
 - Projects shall also identify designed trash cart pick-up areas
 - Trash cart pick-up areas shall not be in required parking areas (public or private), drive aisles, or driveways.
 - Required guest spaces must be maintained during trash pick-up times and cannot be utilized as trash loading/unloading areas.

SECTION L	FLOOR PLAN
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Scale: The scale used on the floor plans shall be no less than 1/4" per foot. Plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:

- Proposed use for each room
- Proposed square footage for each room
- Clearly label, dimension, and identify:
 - Restrooms
 - Exits
 - Doors
 - Hallways
 - Corridors
 - Mezzanines (proposed or future)
 - Elevators
 - Patio
 - Stairs
 - Fire sprinkler riser room
 - Fire alarm control panel
 - Location of Knox Box
 - Location of Fire Department connection

SECTION M**CONCEPTUAL GRADING PLAN**

Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans.

The following information shall be included on the plan:

- Label the plans, "Conceptual Grading Plan"
- Title Block
 - o Name, address, and phone and fax number, of applicant, owner, and engineer
- Legend, north arrow, bar and graphic scale, vicinity map
- Data Table
 - o Assessor's Parcel Number(s)
 - o Project Name
 - o Legal description (i.e., Tract/Parcel Map and lot(s)/parcel (s))
 - o Approximate earthwork quantities (CY)
 - o Date and Source of Topography (should be current)
- Metes and bounds (i.e., bearing and distance)
- Location and dimensions of all existing and proposed easements
- Existing topography, proposed grades, and natural features to 50 feet from the perimeter of the subject property at minimum two-foot contour intervals
- All slopes greater than 2:1 must be clearly labeled
- Limits of FEMA floodplains and floodways (if applicable)
- Delineation of special hazard zones (i.e., earthquake faults and liquefaction zones)
- Proposed grading, structures, curbs, retaining and /or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.) per the appropriate City standards
- Pad and finished floor elevations
- Location and dimension of all proposed public improvements, including cross sections
- Locations of existing public and proposed utilities (including sewer and water)
- Cross-sections at all property lines
- Driveway, street slopes and surfaces in plan view and cross section
- Drainage and flood control facilities, including size and type
- Americans with Disabilities Act (ADA) accessible routes to:
 - o Entrances
 - o Public rights-of-way
 - o Trash Enclosures
 - o Parking Spaces
 - o Electric vehicle charging spaces (proposed or future)
- Cut and fill daylight lines
- Erosion and Sediment Control Plan
- Water Quality Management Plan DMA Map

SECTION N1**CONCEPTUAL LANDSCAPE PLAN (BLACK & WHITE)**

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- Name, address, e-mail and phone number of applicant, architect, engineer and/or landscape architect.
- Label the plans with the project title and "Conceptual Landscape Plan"
- For initial submittals, add to bottom right-hand corner of title blocks the APN, PAXX-XXXX (this will be replaced with the actual number for future submittals), date printed and submittal # (vertical view).
- Project acreage
- Landscaping square footage
- Landscaping percentage of total lot
- Graphic scale and north arrow.
- Location of all proposed buildings, paved surfaces, transformer and other utility connections, walls/fences, curbs, and sidewalks.
- Roof outlines including eave overhang.

- Location, size and identification of all existing and proposed plant material, trees, shrubs, and groundcover. Note on plans what is to happen to all existing plantings.
- A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, and spacing.
- Location and elevation of mounding, if proposed.
- Graphically indicate all slopes, which equal or exceed 3:1.
- Graphically indicate all vehicle sight lines.
- Describe the type of irrigation system to be implemented (generally).

SECTION N2	CONCEPTUAL LANDSCAPE PLAN (COLOR)
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Provide a colored version of the conceptual landscape plan described in Section N1.

SECTION O1	PROPOSED ELEVATIONS
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Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures. Include cross-section(s) of building(s) with proposed grades.

The following information shall be included on the plans:

- Name, address, and phone number, of the applicant, architect and/or engineer.
- Materials and color schemes.
- Location of building address and signs.
- Shading, as applicable, to give the elevations some graphic dimension.
- Roof top mechanical equipment screens.
- A schedule for colors and materials (which corresponds to the color and material board) and specific location of their use.
- Height of buildings with dimensions

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures. Include cross-section(s) of building(s) with proposed grades. Colors used on the color elevations shall match those used on the material sample board (See Section J) to the greatest extent possible to give the most accurate representation. Colored elevations are to be void of landscaping to clearly demonstrate the aesthetic impact the building(s) will create. In addition to colored elevations, colored renderings may be submitted with landscaping, however, the landscaping must conform to the planting materials indicated on the landscape plan.

SECTION O2	PROPOSED 3D PERSPECTIVE
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The 3-D color perspective rendering may be submitted as an electronic version in JPEG or PDF format or as a virtual tour (in a format capable of being incorporated into Microsoft PowerPoint and compatible with existing software of the Planning Department). The intent is to illustrate the impact that the proposed building will have on its surroundings and neighboring buildings. The proposed building image shall be superimposed into its site area and provide a 360-degree 3-D illustration of the proposed building and the existing surroundings within a radius of 300 feet. Four views will be required from the north, south, east, and west perspective to illustrate the impact the proposed building will have as it relates to its location.

SECTION P	PHOTOMETRIC PLAN
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Please provide a plan that meets the following minimum requirements:

- Compliance with the [Riverside County Ordinance No. 655 \(Palomar Lighting Ordinance\)](#)
- A minimum of one (1) foot-candle of illumination throughout the entire onsite parking area
- A minimum of two (2) foot-candles of illumination at entrances
- Lighting fixtures that complement the architecture of the building
- All LED fixtures shall have a color rendition of 3,000 kelvins (3,000K) or lower (Note: If within Zone A of the Palomar Observatory, please consult with Planning staff)
- All exterior fixtures shall be fully shielded

Dark Sky Friendly Fixtures can be found at darksky.org/fsa

SECTION Q	SPECIFICATION SHEETS
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- **Residential Projects**
 - Bike racks/lockers
 - Block walls, metal fencing, retaining walls, etc....
 - Lights (streetlights, common area lights, pedestrian lights, garage lights, and patio lights). All lights shall be 3,000K or below and dark sky friendly)
 - Garage doors (enhanced)
 - Mailboxes/parcel lockers
 - Pavement materials (enhanced materials such as pavers, bricks, etc....)
 - Playground or other outdoor amenities
 - If colored window frames are used, specification sheets shall be provided demonstrating the availability of the colored window frames
- **Commercial Projects**
 - Bike racks/lockers
 - Block walls, metal fencing, retaining walls, etc....
 - Lights (streetlights, common area lights, wall packs, and pedestrian lights). All lights shall be 3,000K or below and dark sky friendly.
 - Employee break area amenities
 - Pavement materials (enhanced materials such as pavers, bricks, etc....)

SECTION R	MATERIAL SAMPLE BOARD
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Size: No larger than 8 ½"x11". An 8 ½"x11" photo of the board shall also be provided for the file. The material sample board is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains. The color and material board shall be used in conjunction with the schedule on the elevations to determine the specific location and use of colors and materials. The board should be of rigid material (cardboard or foam board, not wood) and have small samples or photographs of the materials. Color samples should be accompanied with manufacturer's name and identification number and should correspond to the materials. Each board should have project name, project address (or other geographic description). Material boards can be returned after final inspection of the project.

SECTION S	PRELIMINARY TITLE
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A digital copy of the preliminary title report shall be provided with all references supporting documents.

SECTION T	PRELIMINARY SOILS AND GEOTECHNICAL REPORT
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Please provide a Soils and Geotechnical Report. **Note: Separate fees will be required after the initial review.** Consult with the Temecula Public Works Department to see if this is applicable to your project.
Phone: 951-694-6405
Website: TemeculaCA.gov/374

SECTION U	RECORDED MAP
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Provide a copy of the Recorded Map.

SECTION V	DEVELOPER DISCLOSURE STATEMENT
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Provide a completed Developer Disclosure Statement. The Developer Disclosure Statement can be found at the end of this packet.

SECTION W**REQUESTED CONCESSIONS**

This section **only** applies to affordable housing projects that are seeking concessions. Provide a **detailed** list of **all** requested concessions. Also provide **detailed** justification for the concessions and why the concessions are necessary to make the project viable. An incomplete list of concessions and corresponding justifications will make the application incomplete.

SECTION X1

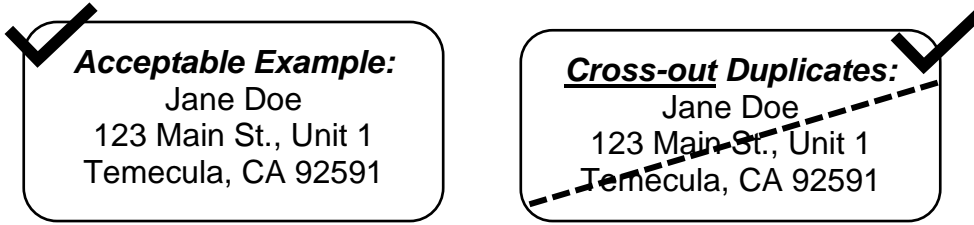
PUBLIC NOTICING REQUIREMENTS

This Section is **required prior to the public hearing** but is **not required for the initial submittal**. Information for this section may be obtained by requesting a "Radius Package" from a title insurance company.

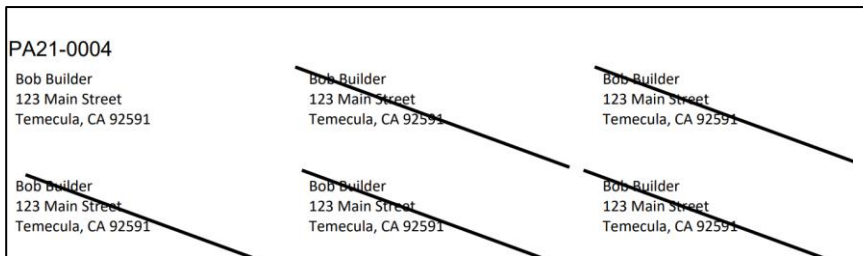
The following items will be required **prior to scheduling the application for public hearing** and must be provided by the applicant:

1. **TWO** identical gummed label sets (**30 labels per sheet**). The labels must:
 - a. Indicate all the nearest property owners' names, mailing address (including unit numbers) that are within a minimum of a 600-foot radius of the exterior boundaries of the project (including all exterior boundaries of all parcels if a project includes multiple parcels). This list must be ascertained from the last equalized assessment roll.
 - b. **Duplicate property owners must be crossed out.**

SAMPLE LABELS:



- c. A minimum of **30 individual/different property owners** must be included after all duplicates are removed (even if a 600-foot radius is utilized)
- d. Include the Planning Application number on the header of the label sets (example below)



2. **TWO** photocopies of the above label sets.
3. **The TWO** identical gummed label sets & photocopies must be placed in separate 9 1/2" x 12 1/2" manila envelopes. The envelopes shall include the below information on the front:

Example Envelope:

PA21-1001
Noticing Labels
Set 1 of 2

4. **TWO** gummed labels with the mailing address for the property owner, applicant, engineer, and other representatives. Do not include duplicates if the owner, applicant, etc., are the same. These must be **placed in a letter-sized envelope that is stapled outside** of one of the large manila envelopes mentioned in step 3.
5. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list (see certification form attached).
6. A copy of the assessor's parcel map showing all the parcels within the noticing radius. On the map, print the names of all property owners within the noticing radius as they are listed on the gummed labels. If the names are not legible due to the size of the map/lots, a separate spreadsheet may be provided.

SECTION X2-X6**PUBLIC HEARING REQUIREMENTS**

- Spiral Bound Color 11" x 17" reductions of all exhibits
- Final 3D Color Renderings
- Full Size Plans, Elevations, Floor Plans, Grading Plans, and Landscape Plans Folded to 8 1/2" x 11"
- An Updated Developer Disclosure Statement (found at the end of this packet)
- A Final Copy of All Project Plans and Documentation
- The correct number of copies can be found of page 4 of this packet.

SECTION Y1**SB35**

- All projects that request a SB 35 review are required to complete our SB35 supplemental checklist. This can be downloaded at TemeculaCA.gov/SB35

SECTION Y2**AFFORDABLE HOUSING OVERLAY ZONE (AHOZ)**

- All projects that request an Affordable Housing Overlay Zone (AHOZ) review are required to complete the AHOZ supplemental application.

PROPERTY OWNERS CERTIFICATION

I, _____, certify that on _____
(Print Name) (Month-day-year)

the attached property owners list was prepared by

_____ pursuant to application requirements furnished by the City of Temecula Planning Department. Said list is a complete and true compilation of owner of the subject property and all other property owners within **600 feet (or the 30 nearest individual property owners, whichever creates the greatest number of public notices (persons owning multiple properties shall only be counted once))** of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may result in processing delays or be grounds for rejection or denial of the application.

Name

Title/Registration

Address

Phone (Daytime)

Signature

Date

Planning Application No.

CITY OF TEMECULA
DEVELOPMENT APPLICATION
DEVELOPER DISCLOSURE STATEMENT

This portion of the Application must be fully completed and signed by the Applicant. If not fully completed and signed, the Application will be deemed incomplete. Additionally, this portion of the Application must be fully completed and signed by the Applicant and filed with the Planning Department again not less than five nor more than ten days prior to the hearing before the Planning Commission and not less than five nor more than ten days prior to the hearing before the City Council, if any.

1. Address of subject property: _____
2. Cross street: _____
3. Date this Disclosure Statement is completed: _____
4. Name of Applicant: _____

A. If Applicant is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Applicant is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Applicant is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name, and

address of controlling shareholder

7) Name and address of agent for service of process

5. Name of each Owner of the subject property: _____

A. If Owner is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Owner is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Owner is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name, and address of controlling shareholder
- 7) Name and address of agent for service of process

6. If the subject property is in escrow to be conveyed to another party or is the subject of a purchase and sale agreement, state the name of each person in escrow to purchase the subject property or a party to the purchase and sale agreement ("Party in Escrow"): _____

A. If the Party in Escrow is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Party in Escrow is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Party in Escrow is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name, and address of controlling shareholder
- 7) Name and address of agent for service of process

7. For any deeds of trust or other liens on the property (other than real property tax liens) please state the following:

A. Name of beneficiary of the deed of trust or lien

B. Date of the deed of trust or lien.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Executed on the date and location set forth below

Name:
Title:
Date of signing:
Location of Signing: () Temecula or () Other