



## Introduction

This handout summarizes the City of Temecula's Home Product Review requirements. **NOTE:** A free pre-application should be submitted prior to a formal application.

## What codes, standards, and design guidelines are required?

All Home Product Reviews are required to abide by the following (but not limited to):

- Citywide Design Guidelines
- General Plan
- Temecula Municipal Code (specifically Chapter 17)
- Specific Plan standards (if applicable)
- All other local, regional, state, and federal regulations

All of these codes, standards, and design guidelines are available at [TemeculaCA.gov/planning](http://TemeculaCA.gov/planning).

## What is the purpose and intent of Home Product Review?

The Home Product Review application process is intended to promote compatibility in planning and building design throughout the community and to provide a method of encouraging and implementing developments with a high level of design quality.

## When is Home Product Design Review required?

Home Product Design Review is required for all residential development projects in which a tentative tract or parcel map is or was required. Applications for Home Product Design Review are considered at either Planning Director or Planning Commission levels.

## How do I apply for Home Product Design Review?

Call the Community Development Department, (951) 694-6400, to schedule an application submittal appointment. City staff will meet with you within 1 to 2 working days to review for completeness. The application will be deemed complete at the counter if all submittal materials and fees have been provided.

## What are the Criteria for Approval?

In order to approve the project, the hearing body must decide, or find that:

1. The proposed development is consistent with the General Plan, applicable Specific Plan and development standards contained in the Development Code.
2. The proposed development is compatible with the nature, condition, and development of adjacent uses, buildings, and structures and the proposed use will not adversely affect the adjacent uses, buildings, or structures.
3. The nature of the proposed development is not detrimental to the health, safety and general welfare of the community.

Home Product Reviews are approved with "Conditions of Approval" which are designed to ensure compatibility. Examples include: Conformance with approved colors and building materials; Submittal of landscape plans for front yards, slopes and common lots; and submittal of fence and wall plans.

## How much does it cost?

Visit [TemeculaCA.gov/fees](http://TemeculaCA.gov/fees) for fee information or call us at 951-694-6400 and ask to speak with the Planner of the Day.

## Questions?

Visit us online at [TemeculaCA.gov/planning](http://TemeculaCA.gov/planning) or call us at 951-694-6400 and ask to speak with the Planner of the Day.



## INITIAL SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	REQUIRED ITEMS <u>Detailed instructions for each section can be found in this packet.</u> Incomplete applications will not be accepted. Use this checklist to ensure all documentation is provided upon submittal.
		1	A	Complete/signed application and filing fee
		1	B	A digital copy of <b>all</b> project files in PDF format or JPEG/PNG format (CD or USB)
		3	C	Home Product Summary
		6	D	Product Placement Plan Content
		6	E	Phasing Plan
		2	F	Architectural Style Sheet
		2	G1	Building Elevations
		2	G2	Building Elevations (color)
		6	H	Floor Plan/Roof Plan
		3	I	Conceptual Grading Plan
		1	J	Material Sample Board
		1	K	11" X 17" Copies of Full Sets of Plans (Spiral Bound)
		4	L1	Typical Front Yard Landscape Plans
		4	L2	Typical Privately Owned Slope Plans
		4	L3	Common Area Landscape Plans
		4	M	Fence and Wall Plan
		1	N	Specification Sheets
		1	O	Hazardous Waste Site Information
		1	P	Underlying Conditions of Approval



		1	Q	Developer Disclosure
		1	R	Preliminary title report with <u>all</u> referenced supporting documents

## BEFORE SUBMITTING PLEASE REMEMBER

**Fees:**

Fees will be required to submit your application. Visit [TemeculaCA.gov/fees](http://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).

**Appointment:**

Prior to your submittal, please contact the Community Development Department's Planner of the Day (P.O.D.) to schedule an appointment at 951-694-6400.



**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.**

It is the **responsibility of the applicant** to provide these items **prior** to scheduling public hearings.

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	
		1	X1	Public Hearing Information (see Section X1)
		8	X2	Spiral Bound Color 11" x 17" reductions of all exhibits
		1	X3	8 ½" x 11" reduction of all exhibits
		1	X4	Updated material sample boards and 8 ½" x 11" paint samples if altered from the original submittal
		3	X4	Full Size Site Plan, Elevations, Floor Plans, Grading Plans, and Landscape Plans Folded to 8 1/2" x 11"
		1	X5	Updated Developer Disclosure Statement
		1	X6	CD or USB of all updated project plans and documentation.



<b>SECTION A</b>	<b>APPLICATION</b>
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**PROJECT INFORMATION**

Project Title

Project Description

Tract Map #	Tract Map Planning Application #	
Specific Plan Name	Planning Area (e.g. 2A)	# of Units
Street Address(es)		General Location
Assessor's Parcel No(s)		

**PLAN TYPE INFORMATION**

Please list all plan numbers. Under options, please include all options that add or subtract square footage from the home. Also add any options that may increase the lot coverage or impact setbacks (California Rooms, sun rooms, etc...).

Plan #	Total SF (no options)	Options (and the additional square footage)
Plan #	Total SF (no options)	Options (and the additional square footage)
Plan #	Total SF (no options)	Options (and the additional square footage)
Plan #	Total SF (no options)	Options (and the additional square footage)
Plan #	Total SF (no options)	Options (and the additional square footage)

**FOR STAFF USE**

<b>PLANNING APP. NO.</b>	<b>DATE STAMP</b>	<b>REC'D BY</b>

**APPLICANT/REPRESENTATIVE**

First Name		Middle Name	Last
Street Address			
City	State	Zip	Phone
E-mail			

**PROPERTY OWNER**

First Name		Middle Name	Last
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.

<b>Applicant's Signature</b> →	<b>Date</b>
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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.

<b>Owner's First Name (Printed)</b>	<b>Owner's Last Name</b>
<b>Owner/Authorized Agent Signature</b> →	<b>Date</b>

**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.

## PLAN PREPARATION AND GUIDELINES

- All plans shall be drawn on uniform sheets no less than 24" X 36" (or as approved by the Community Development Department) that compile a complete set.
- Each complete set must be **stapled and folded into 1/8 sections** with a folded size not to exceed 8 1/2" X 11".
- All plans shall be clear, legible and accurately scaled. The elevation plan, floor plan, landscape plan, and product placement plan should all be at the same scale.
- 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.
- For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

<b>SECTION B</b>	<b>DIGITAL COPY</b>
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Provide a digital copy (PDF) of all project files. All PDF files must follow the below requirements:

- Unlocked & unencrypted PDF format
- Merged or flattened
- The same sheet size shall be utilized (for plans)
- Plans shall utilize a landscape orientation
- Follow the City's standard filename conventions (see examples below)
- Sections with multiple sheets should be one PDF file. For example, if there are five site plan sheets, it will be one PDF file called "V1 Site Plan 1.01.17." Different sections should not be mixed (i.e. floor plans should be a separate PDF from elevations).

### Example Filenames for Plans

Submittal	Version #	Plan Name	Date	Actual Filename
1 <sup>st</sup> Submittal	V1	Site Plan	1.01.17	V1 Site Plan 1.01.17
2 <sup>nd</sup> Submittal	V2	Site Plan	2.05.17	V2 Site Plan 2.05.17

### Example Filenames for Documentation

Submittal	Version #	Document Name	Date	Actual Filename
1 <sup>st</sup> Submittal	V1	Statement of Operations	1.01.17	V1 Statement of Operations 1.01.17
2 <sup>nd</sup> Submittal	V2	Statement of Operations	2.05.17	V2 Statement of Operations 2.05.17

<b>SECTION C</b>	<b>HOME PRODUCT SUMMARY</b>
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Provide a single sheet summary table of all plan types, architectural styles, elevation "reverses - (R)", and available options that impact the square footage of the plan (additional garages, California Rooms, optional lofts, etc...).

Example:

Plan Name/Number	Square Footage	Architectural Style	Options
1A	1,123 square feet	Craftsman	1. 300 square foot loft 2. 400 square foot California Room 3. 200 square foot third garage
1AR	1,123 square feet	Craftsman	1. 300 square foot loft 2. 400 square foot California Room 3. 200 square foot third garage

## SECTION D

## PRODUCT PLACEMENT PLAN

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

The following shall be included on the plan:

- Name, address, phone, and e-mail for the following:
  - Applicant
  - Architect
  - Engineer
  - Property Owner
  - Landscape Architect
- Graphic scale (with bar scale) and a north arrow
- Vicinity map
- Plotting of all models and elevation types for each lot (this should identify all reverse models)
  - Colors should be utilized to differentiate different architectural styles (i.e. red = craftsman, green = Spanish, etc...)
  - Plot enhanced elevations for areas that are viewable from streets
- Location of all driveways
- The minimum building setbacks
- Label all slopes 2:1 or steeper
- Identify all utility locations
  - Water meters
  - Fire hydrants
  - Electrical boxes
  - Cable boxes
  - Phone boxes
  - HVAC (if not located on the roof)
- Mailbox locations
- Light pole locations
- Trash Locations (consult with Planning staff)
  - Higher density single family projects and multi-family products shall identify interior trash storage locations.
    - **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 located 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 E

## PHASING PLAN

Provide a tract plan with detailed phasing information that lists proposed phases, sales office parking lot, and anticipated model locations.

## SECTION F

## ARCHITECTURAL STYLE SHEET

Provide a detailed architectural style sheet that clearly lists all **appropriate** elements, materials, and design features that represent each **specific** architectural style. This should include, but is not limited to:

- Roofing materials
- Columns/arches/posts
- Window styles, window inserts (divided lights, etc...), window frame colors, and shapes
- Exterior light fixtures
- Enhanced garage doors



- Front doors
- Eaves, awnings, overhangs, and other similar ornamental features
- Siding, stucco, and other exterior finishes
- Other decorative treatments that are architecturally accurate and appropriate for the selected style
- Outdoor furnishings (with manufactures model numbers) for community areas (pools, parks, playgrounds, dog parks, etc...)
- Bike racks

## SECTION G1-G2

## BUILDING ELEVATIONS

**G-1 Black & White Elevations:** *Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).*

Provide building elevations showing all elevations of the proposed buildings. This should include:

The following shall be included on the plan:

- Name, address, phone, and e-mail for the following:
  - Applicant
  - Architect
  - Engineer
  - Property Owner
- Cross sections
- Enhanced rear and side elevations for any building visible to the public
- Provide elevations for each architectural style
- Floor plan options that require exterior changes (i.e.; California Rooms, Garage Options, Deck/Patio Options, and Door/Window) shall be provided
- Shading, as applicable, to give the elevations graphic dimension
- A detailed schedule for colors and materials (including a manufacture model/color number) (which corresponds with the required material sample board).
- Height of buildings
- Plumbing and mechanical venting locations
- Lighting locations and architecturally appropriate light fixtures
- Identify all proposed utility locations
  - Gas meters
  - Water shut-offs (if located on the exterior)
  - Cable/phone panels
  - Electrical panels, including photovoltaic systems & shut-offs (solar)
  - Utility equipment rooms (for multi-family/high density developments)
  - Fire riser rooms (for multi-family developments)

**G-2 Color Elevations:** *Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).*

- All of the above items required in G-1 and:
  - Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and accessory structures (trash enclosures, walls, carports, etc.).
  - 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 to the greatest extent possible in order 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,
- A rendered street scene (color) that may include landscaping, however, the landscaping must conform to the planting materials indicated on the landscape plan.

## SECTION H

## FLOOR PLAN/ROOF PLAN CONTENTS

*Scale: The scale used on the floor and roof plans shall be no less than 1/4" per foot. Large projects shall be no less than 1/8" per foot with 1/4" per foot details).*

The floor and roof plans shall illustrate all proposed single-family homes. The following information shall be included on the floor plans:

- Proposed use for each room
- Proposed square footage for each room
- Patio covers
- California rooms
- Restrooms
- Exits
- Provide the interior dimensions of the garage
  - Code requires a minimum of 20 feet X 20 feet clear with no obstructions (obstructions include but are not limited to required trash cart areas, water heaters (tank & tankless), bollards, steps, laundry areas, battery systems, and other obstructions).
  - Provide interior measurements for the garage
    - Measured from the stem wall if the stem wall is equal to or greater than 8"
    - Measured from the inside of the wall stud (if the garage is unfinished)
    - Measured from the surface of the drywall or sheet rock if the wall is finished
      - If one or multiple measurement criteria are met, the shortest distance shall be used for establishing the minimum distance/garage area.
  - Make a note on the plans that states, "The garage shall be a minimum of 20' x 20' clear with no obstructions."

The following information shall be included on the roof plan:

- All roof pitches and direction of fall
- The specific make, model, color, SKU, and specification sheet for the roof materials.

## SECTION I

## 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:

- Title Block
- Name, address, and phone and fax number, of applicant, owner and engineer
- Legend, north arrow, bar and graphic scale, vicinity map
- Data Table
  - Assessor's Parcel Number(s)
  - Project Name
  - Legal description (i.e. Tract/Parcel Map and lot(s)/parcel (s))
  - Approximate earthwork quantities (CY)
  - 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 (e.g., 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 standard
- All walls and fences must match the proposed wall and fence plans
- 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) path of travel

<b>SECTION J</b>	<b>MATERIAL SAMPLE BOARD CONTENTS</b>
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Size: No larger than 11" x 17". An 11" x 17" photo shall also be provided for the file. The material sample board is intended to provide an **accurate** representation of the major exterior materials to be used on the project together with colors and stains. Therefore, no photographs of the materials will be accepted on the material sample boards. The color and material board shall be used in conjunction with the schedule on the elevations in order 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 shall show the following:

- Sample of all roofing materials (make, model, SKU)
- Sample of all siding materials (make, model, SKU)
- Sample of window glazing materials
- Sample of all window frames (make, model, SKU)
- Sample of all canvas awning materials (make, model, SKU)
- Samples of all paint colors to be used on the buildings applied to the surface of actual exterior building material samples (make, model, SKU)
- Paint samples must be a minimum of 8 ½" x 11"**
- Manufacturers name and identification numbers of paint colors that correspond to the proposed materials
- Exterior light fixture details (make, model, SKU)
- Sample of decorative paving treatments – color, finish, pattern (make, model, pattern, SKU)

<b>SECTION K</b>	<b>11" X 17" COPY</b>
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Provide 11" x 17" spiral bound copies of all sets of plans (elevations, floor plans, grading plans, phasing plans, etc..)

<b>SECTION L-1</b>	<b>TYPICAL FRONT YARD LANDSCAPE PLAN</b>
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Provide the following information on a corner side yard lot, a cul-de-sac lot, and an interior lot.

- Provide a large and clear label on each sheet that states "**Conceptual-Typical Front Yard Landscape Plans** – Tract # XXXXX-X – Development's Name – PAXX-XXXX." The "PA" number will be provided after the first review.
- Provide the name, address, phone number, and e-mail for:

- The landscape architect
- Applicant
- Owner
- Architect
- Engineer
  
- Provide a data table that accurately lists the following information:
  - The entire projects acreage
  - # of single family units
  - Square footage of landscaped common areas/HOA maintained areas
  - Square footage of landscaped slopes
  - Total square footage of landscaped common areas + landscaped slopes
  
- Graphic scale and north arrow
- Location of all proposed buildings, paved surfaces, transformer and other utility connections, walls/fences, mailboxes, benches, curbs, and sidewalks
- Roof outlines including eave overhang
- Location of all proposed plant material; trees (including street trees and front yard trees), shrubs and groundcover
- A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, and spacing
- Graphically indicate all slopes, which equal or exceed 3:1
- Location of the proposed rain switch.
- Add a note to indicate automatic irrigation system

<b>SECTION L-2</b>	<b>TYPICAL PRIVATELY OWNED SLOPE PLAN</b>
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- Provide a large and clear label on each sheet that states “**Conceptual- Typical Privately Owned Slope Plan**” – Tract # XXXXX – Development’s Name – PAXX-XXXX.” The “PA” number will be provided after the first review.
- Provide the name, address, phone number, and e-mail for:
  - The landscape architect
  - Applicant
  - Owner
  - Architect
  - Engineer
  
- Provide a data table that accurately lists the following information:
  - The entire projects acreage
  - # of single family units
  - Square footage of landscaped common areas/HOA maintained areas
  - Square footage of landscaped slopes
  - Total square footage of landscaped common areas + landscaped slopes
  
- Plant locations
- Plant spacing
- Common and botanical names for all plant species proposed.
- Plant sizes
- Graphically indicate all slopes, which equal or exceed 3:1

<b>SECTION L-3</b>	<b>COMMON AREA LANDSCAPE PLAN</b>
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- Provide a large and clear label on each sheet that states “**Conceptual- Common Area Landscape Plan**” – Tract # XXXXX – Development’s Name – PAXX-XXXX.” The “PA” number will be provided after the first review.
- Provide the name, address, phone number, and e-mail for:
  - The landscape architect
  - Applicant

- Owner
  - Architect
  - Engineer
- Provide a data table that accurately lists the following information:
- The entire projects acreage
  - # of single family units
  - Square footage of landscaped common areas/HOA maintained areas
  - Square footage of landscaped slopes
  - Total square footage of landscaped common areas + landscaped slopes
- Plant locations
  - Plant spacing
  - Common and botanical names for all plant species proposed.
  - Plant sizes
  - Specify street trees for each street within the tract.
  - Location for all fencing proposed
  - Identify the proposed maintenance agency.
  - Graphically indicate all slopes, which equal or exceed 3:1

## **SECTION M**

## **FENCE AND WALL PLANS**

- Legend that includes
  - Free standing fences
  - Free standing walls
  - Retaining walls
- Details for each fence/wall that include
  - Make, model, finish
- Location of all types of walls/fencing being proposed.
- Elevation drawings with details of all types of walls/fencing proposed.
- Details on anti-graffiti coatings for walls/caps
- Location of all proposed entry statements and elevations.
  - Provide signage and lighting information

## **SECTION N**

## **SPECIFICATION SHEETS**

Provide the following specification sheets on 8 ½" x 11" print-outs.

- Exterior light fixtures for each architectural style (for garages, patios, etc.). Fixtures for recessed lights are not required.
- Mailboxes
- Street lights and common area lights (all exterior lights shall be 3,000K or below and dark sky friendly)
- Enhanced garage doors
- Playground or other outdoor amenities
- If colored window frames are used, specification sheets shall be provided demonstrating the availability of the colored window frames

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](http://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/gama>
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 \_\_\_\_\_

<b>SECTION P</b>	<b>UNDERLYING CONDITIONS OF APPROVAL</b>
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Provide a copy of the underlying Conditions of Approval. If original copies are needed, please submit a records request online at [TemeculaCA.gov/records](http://TemeculaCA.gov/records).

<b>SECTION Q</b>	<b>DEVELOPER DISCLOSURE STATEMENT</b>
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Provide a completed Developer Disclosure Statement. The Developer Disclosure Statement can be found at the end of this packet.

<b>SECTION R</b>	<b>PRELIMINARY TITLE REPORT</b>
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A digital copy of the preliminary title report shall be provided with all references supporting documents.

<b>SECTION X1</b>	<b>PUBLIC NOTICING REQUIREMENTS</b>
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NOTE: The following will be required prior to the public hearing but is not required for the initial submittal.

The following information 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:

1. **TWO** identical packages to be inserted in separate 9 1/2" x 12 1/2" manila envelopes. These envelopes shall indicate the case number and the word "labels," and shall contain the following:
  - a. One typed set of gummed labels (**30 labels per sheet**) indicating all the property owners' names and the mailing addresses that are within a 600-foot radius of the exterior of the proposed tract boundaries (this list shall be ascertained from the last equalized assessment roll). The Planning Application Number shall be located on all label sheets.

**\*A minimum of the 30 nearest individual property owners (persons owning multiple properties shall only be counted once) shall be provided.**

**The applicant is responsible for crossing out all duplicate labels.**

- b. A photocopy of the aforementioned labels.
  - c. One label for the representative/engineer.
  - d. One label for the owner.
2. Four typed sets of gummed labels of the owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where representative and owner, etc., are the same. These should be inserted in a letter-sized envelope and stapled to the outside of one of the large manila envelopes mentioned in item 1 above.
  3. 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).
  4. On a copy of your assessor's parcel map show 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.

- Spiral Bound Color 11" x 17" reductions of all exhibits
- 8 ½" x 11" reduction of all exhibits
- Updated material sample boards and 8 ½" x 11" paint samples if altered from the original submittal
- Final Color 3D Renderings
- Full Size Site Plan, Elevations, Floor Plans, Grading Plans, and Landscape Plans Folded to 8 1/2" x 11"
- Updated Developer Disclosure Statement
- CD or USB of all updated project plans and documentation.



**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