

City of Jurupa Valley Planning Department
 8930 Limonite Avenue
 Jurupa Valley, CA 92509
 Phone: (951) 332-6464 Fax: (951) 332-6995
<http://www.jurupavalley.org>



Land Use Entitlement Application

- | | |
|--|--|
| <input type="checkbox"/> Pre-Application | <input type="checkbox"/> Setback Adjustment |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Revised Permit |
| <input type="checkbox"/> Change of Zone | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Specific Plan/Amendment | <input type="checkbox"/> Zoning Verification |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Rebuild Letter |
-
- | | |
|---|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Site Development Permit | <input type="checkbox"/> Lot Line Adjustment |
| <input type="checkbox"/> Minor <input type="checkbox"/> Major | <input type="checkbox"/> Parcel Merger |
| <input type="checkbox"/> Second Unit Permit | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Substantial Conformance | |

FOR PLANNING USE ONLY	
Date Received	
Received By	
Master	
Application No.	
Case No.(s)	
Receipt No.	

Project Location/Address: _____
 Assessor's Parcel Number: _____ - _____ Zoning: _____ Lot Size: _____
 General Plan Designation: _____ Present Use of Property/ Existing Improvements: _____

Project Description (Briefly describe how the land will be used, identify new construction, and any other changes proposed for the site):

Other Project Information:
 Received a Notice of Violation Unpermitted Structures Animals _____

Applicant's Name: _____
 Address _____ Telephone _____ Fax _____
 City _____ Zip _____ Email _____

Main Contact Name: _____
 Address _____ Telephone _____ Fax _____
 City _____ Zip _____ Email _____

Property Owner's Name: _____
 Address _____ Telephone _____ Fax _____
 City _____ Zip _____ Email _____

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Owners' Affidavit

STATE OF CALIFORNIA
SS: (COUNTY OF RIVERSIDE)

I/WE _____ BEING DULY SWORN, DEPOSE AND SAY, THAT I/WE AM/ARE THE OWNER(S) OF THE PROPERTY INVOLVED IN THIS APPLICATION, AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN CONTAINED AND THE INFORMATION HERewith SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF KNOWLEDGE AND BELIEF.

SIGNATURE _____
ADDRESS _____
CITY _____
TELEPHONE _____
OWNER OF _____

SIGNATURE _____
ADDRESS _____
CITY _____
TELEPHONE _____
OWNER OF _____

NOTE: This application must be signed by the same persons, and in the same manner as that in which title is held. Before signing, please examine your deed or title insurance policy.

Applicant's Signature* _____ Date _____

Office Use

Assigned to: _____ Date: _____ Approval body: Director PC CC

*The Application form being signed under penalty of perjury does not require notarization



PLANNING FEE DEPOSIT ACKNOWLEDGEMENT

APPLICANT INFORMATION				
Applicant Name			Authorized representative	
Address			Phone	
City	State	Zip	Email	
BILLING INFORMATION				
Billing Party			Contact Person	
Street address			Phone	Cell phone
City	State	Zip	Email	

As an authorized representative of the applicant, I hereby consent to and acknowledge by my signature below, that I understand the following:

The service of processing an application for development of property in the City of Jurupa Valley is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total costs varies according to the project's size and complexity. At the City's sole discretion, a consultant may process the application. Pursuant to the City Council Resolution, the applicant will pay all costs for staff and consultant services of any applicable "in-house" administrative costs. Costs for project specific expenditures, such as postage for mailing public notices, newspaper notices, etc., will be billed "at cost" to deposit.

This deposit creates an account to which City staff processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum (20%) balance remains. All charges will be shown on a monthly statement, including a description of services rendered and provided to the applicant. If the amount of staff time required to complete project processing will exceed the available deposit balance, you will be billed for additional deposit funds in advance. If payment is not received in seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Sixty (60) days after the conclusion of project processing, and after full payment of all invoices is received, any remaining deposit amounts will be refunded.

Signature _____ Date _____

OFFICE USE ONLY

New Case Deposit Amount				Receipt #	
Minimum Deposit Required	Yes	No		MA #	
Deposit waived/modified				Project Address	
Cash Bond Amount				Case Planner	
Additional Deposit				Date	



ENTITLEMENT APPLICATION SUBMITTAL REQUIREMENTS

	Entitlement Designation	Completed Application	Project Description & Narrative	Tentative Maps ¹	Site Plan ¹	Landscape Plan ¹	Floor Plans ¹	Color Architectural Elevations ¹	Color Sample and Materials Board	Conceptual Grading Plans	1000 ft Radius Map & Affidavit	Ownership Mailing Labels & Envelopes ²	Complete Set of Photographs	Preliminary Title Report ³ & Grant Deed	Digital Files ⁴ : All Plans and Documents ⁵
PLANNING RECEIVED		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZONING APPLICATIONS															
Pre Applications	PAR	1	1	1*	1*	1*	1*	-	-	1*	-	-	1*	1	1
General Plan Amendment	GPA	1	1	-	-	-	-	-	-	-	1	1	1	1	1
Change of Zone	CZ	1	1	-	-	-	-	-	-	-	1	1	1	1	1
Specific Plan/Amendment	SP/SPA	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Zoning Code Amendment	ZCA	1	1	-	-	-	-	-	-	-	1	1	-	-	-
Conditional Use Permit	CUP	1	1	-	1	1	1	1	1	1	1	1	1	1	1
Variance	VAR	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Site Development Permit (major)	SDP	1	1	-	1	1	1	1	1	1	1	1	1	1	1
Site Development Permit (minor)	SDP	1	1	-	1	-	1	1	1	-	1*	1*	1	1	1
Substantial Conformance	-	1	1	-	1	-	1	1	1	1	1*	1*	1	1	1
Revised Permit	R	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Extension of Time	EOT	1	1	-	1	1	1	-	-	-	1	1	1	1	1
Professional Services	PROS	1	1	-	1*	1*	1*	-	-	-	-	-	-	-	1
Zoning Verification/Rebuild Letter	PROS	1	1	-	1	-	-	-	-	-	-	-	-	-	-
R-4 Development Plan		1	1	1	1	1	1	1	1	1	1	1	1	1	1
SUBDIVISION APPLICATION															
Tentative Tract Map ⁶	TTM	1	1	1	-	1	-	-	-	1	1	1	1	1	1
Tentative Parcel Map ⁶	TPM	1	1	1	-	1	-	-	-	1	1	1	1	1	1
Lot Line Adjustment/Parcel Merger ⁶	LLA/PM	1	1	1	1	-	1	-	-	1	-	-	1	1	1

* Planning Department Staff will indicate if this item is applicable

¹ All plans are to be folded, smaller than 8 1/2" x 14" with title block visible

² One (1) set of ownership mailing labels AND postage must be pre-applied to standard sized, peel and seal envelopes

³ Preliminary Title Report should be no older than six (6) months

⁴ Exhibits/Plans are required to be in PDF format and in both sizes: 11" x 17" and 8 1/2" x 11"

⁵ Digital files of entire submittal is required either on a CD or USB

⁶ Per Ordinance Number 460 (Subdivision Regulations and Filing Instructions)



REQUIRED PLANS FOR FILING

In order for the Planning Department to carry out its review functions, we request that each application contain certain types of materials. Please submit the necessary information listed below.

ROLLED PLANS WILL NOT BE ACCEPTED

RECOMMENDED PLAN SIZE: 11" x 17"

PLEASE FOLD PLANS TO A SIZE OF 8 ½" x 14" OR LESS WITH TITLE BLOCK VISIBLE

Suggested Scale:

Site Plans: 1" = 10'

Floor Plans: ¼" = 1'

Elevations: ¼" = 1'

Required Site Plan:

The following shall be included on the site plan:

1. North arrow and scale
2. Location map
3. Names of adjacent streets and the subject property street address
4. All property lines
5. Setbacks to all property lines and distance between buildings
6. Driveway width and parking stall dimensions
7. Location of all landscape areas
8. All existing structures, all structures to be removed and all new structures
9. Location of all freestanding signs (if applicable)
10. Location of all wall and pole lightings
11. Lot lines and dimensions
12. Footprint of existing and proposed buildings, structures, fences, walls, walkways, landscaping and trash enclosures on site (include measurements from property lines and distances between buildings and structures).

Required Elevation Drawings:

The following shall be included on the elevation drawings:

1. Floor height and height of peak of roof
2. Notes regarding colors and exterior materials
3. Door and window details
4. Roof materials and roof pitch
5. Towers, chimneys and other roof projects
6. Location, size and color of all signs, if applicable
7. All roof mounted equipment and screening
8. Exterior materials and finishes

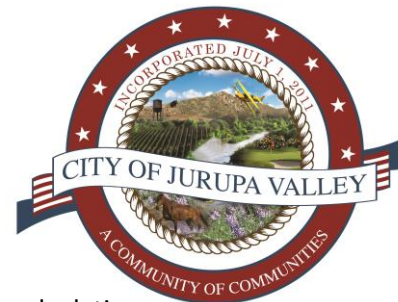
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Floor Plans

1. Overall building and individual room dimensions, including square footage calculations.
2. All proposed interior walls and partitions.
3. Room identification.
4. Window and door locations.

Conceptual Landscaping Plans:

The conceptual landscaping plans are required whenever the landscaping is being provided as a necessary screening or aesthetic component for the proposed development.

Complete set of photographs:

Provide labeled photographs of the site as well as properties to the north, south, east, and west.

General Plan Amendment and Change of Zone Applications:

Submit copies of colored General Plan Amendment and Change of Zone exhibits with legends and the proposed and existing land use designation/zoning classifications. Other information may be required as to the proposed physical development of the site.

Subdivisions (Tracts, Parcels, and Lot Divisions):

The Tentative Tract Map shall be a minimum size of 18" x 20" and shall contain all of the required information as set forth by the County of Riverside Ordinance No. 460 Regulating the Division of Land (<http://rivcocob.org/ords/400/460.pdf>).

The following shall be included:

1. Current legal description for each property involved as recorded in the Office of the County Recorder. A grant deed of each property involved will be sufficient.
2. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
3. A scaled Tentative Map.
 - a. If the subdivision is a vesting tract, planned residential development (condominium etc.) or is within an R-2, R-4, or R-6 Zone provide scaled building floor plans (Exhibit "C") and elevations (Exhibit "B") elevations.
 - b. If the Subdivision lies within a desert blow sand area, provide a program for soil erosion control and other pollutants.
 - c. If the Subdivision is requesting a waiver of final map provide a written request for waiver of the final map (Tentative Parcel Maps only).
4. A minimum of three (3) ground level panoramic photographs clearly showing the whole subdivision. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
5. A U.S. Geological Survey Quadrangle Map delineating the subdivision boundaries (Note: the map must not be enlarged or reduced, and must include a North arrow, scale, quadrangle name, and Section/Township/Range location of the subdivision.)
6. If the subdivision is located within a watershed and the completed Project Specific WQMP Checklist form determines a Preliminary Project-Specific Preliminary Water Quality Management Plan (WQMP) is required.
7. A completed indemnification agreement property owner information form with any required materials.

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8. A SAN 53 letter (Sewer & Water Availability) form from the Riverside County Environmental Health Department.
9. If the subdivision lies within an Alquist-Priolo Earthquake Fault Zone, County Fault Zone, or other geological hazard zone, provide a geological report.

Please refer to Article IV & V in Ordinance 460 (<http://rivcocob.org/ords/400/460.pdf>) for more information.

Lot Line Adjustments

Please refer to the County of Riverside Ordinance No. 460 Regulating the Division of Land (<http://rivcocob.org/ords/400/460.pdf>). The following are required for a lot line adjustment:

1. One (1) copy of the current recorded deed of each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
2. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
3. One (1) completed and signed copy (signatures must be notarized) of the "Notice of Lot Line Adjustment" form. Please request form from the Planning Department if not received.
4. Six (6) copies of a completed Exhibit "A" – Legal description.
5. Six (6) copies of a completed Exhibit "B" – Map.
6. Six (6) copies of a completed Exhibit "C" – Site plan.

Conditional Use Permits:

Please refer to Section 18.28 Conditional Use Permits. Submit copies of the complete site plan (plot plan) of proposed building or rental space(s). Plans should show location and dimensions of parking area(s), landscaping, driveways, walls, building signs, freestanding signs, and lighting. Submit copies of the floor plans showing the proposed layout and use of the interior building space.

Variances:

Submit copies of the complete site plan (plot plan) of proposed building or rental space. Plans should show location and dimensions of parking area(s), landscaping, driveways, walls, signs, and lighting. Projections staircases, balconies, bay windows, eaves, wing walls, chimneys and other building elements shall be shown dimensions, if applicable to the Variance.

Modifications to Approved Permits:

Submit copies of the complete site plan (plot plan) and floor plan and other necessary information.

Architectural Plans (when required):

Submit copies of the complete site plan, floor plan and elevations of proposed building or building additions. Include building footprints, landscaping, parking, driveways, building signs, freestanding signs, and other important dimensions. Also submit one set of colored elevations.

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Architectural Renderings:

The architectural rendering must include the street elevations. An architectural rendering is required for all new commercial and industrial structures. An architectural rendering is also required for all residential projects where a new unit(s) will be visible from a street.

SAMPLE RADIUS MAP / PUBLIC NOTICING INFORMATION

Submit a radius map indicating all properties within a 1,000-foot radius of the proposed project property boundaries. Please include natural boundaries (i.e. blocks and corridors). See example below.



SAMPLE PROPERTY OWNERS LIST / MAILING LABELS

One (1) set of mailing ownership labels AND postage must be pre-applied to standard sized, peel and seal envelopes

161-001-019 (1) Bill Jones and Bob Wiles et al. 11333 East Street Jurupa Valley, CA 92509
161-001-020 (2) Robert Public 11373 West Street

CITY OF JURUPA VALLEY

DISPUTE RESOLUTION PROCESS FOR DEVELOPMENT PROJECTS

The Staff of the City of Jurupa Valley is dedicated to provide excellent customer service for all of its residents, contractors and developers. If you are not satisfied or are experiencing problems with the level of service that you received relating to development projects, please feel free to contact Keith Clarke Building Official/ Director, Tom Merrell, Planning Director, or Steve Loriso, Public Works Director, all at 951.332.6464. The following is an outline of the dispute resolution procedures for each department.

Planning and Zoning Applications

All disputes relating between an applicant and City relating to the approval, conditional approval or disapproval of applications for land use permits or approvals pursuant to Title 7, Subdivisions, and Title 9, Planning and Zoning, of the Jurupa Valley Municipal Code shall be resolved through the applicable approval procedures and appeal processes set forth in Title 7 and Title 9.

All disputes between an applicant and City relating to the application and calculation of the Transportation Uniform Mitigation Fee, Development Impact Fee, Multispecies Habitat Conservation Fee, and Major Thoroughfare and Bridge and Construction Fee, imposed by Chapters 3.70, 3.75, 3.80 and 7.35 of the Jurupa Valley Municipal Code for a project shall be resolved through the approval procedures and appeal procedures for the approval, conditional approval or disapproval of the project pursuant to Title 7, Subdivision, and Title 9, Planning and Zoning, of the Jurupa Valley Municipal Code.

Public Works Inspections

All disputes between an applicant and the City relating to the application and calculation of user fees and application fees for land use projects imposed by Chapter 3.65, Consolidated Fees for Land Use and Related Functions, and implementing City Council resolutions, for the Public Works Department shall be resolved through the procedures set forth in Section 3.65.020 of the Jurupa Valley Municipal Code.

All disputes between an applicant and the City relating to the application and calculation of all other fees imposed by the Public Works Department, including inspection fees for public works improvements relating to land use projects and subdivisions, shall be resolved through the following procedures:

1. The applicant and City Engineer shall meet and confer in good faith for the purpose of resolving the dispute.

Revised: September 11, 2018

2. The City Engineer shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
3. Within ten (10) business days following the mailing of the City Engineer's decision, the applicant may request to meet and confer with the City Manager about the dispute.
4. The applicant and City Manager shall meet and confer in good faith for the purpose of resolving the dispute.
5. The City Manager shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
6. Within thirty (30) days of the mailing of the City Manager's decision, the applicant may appeal that decision to the City Council pursuant to Section 2.05.050 of the Jurupa Valley Municipal Code.

Building Department

Except as provided below, appeals of orders, decisions or determinations made by the Building Official or Fire Marshal pursuant to the construction and fire codes as adopted by Chapter 8.01, General Provisions, Administration and Enforcement, 8.05, Adoption of Construction Codes, and 8.10, Adoption of Fire Code, of the Jurupa Municipal Code, and any amendments thereto or successor ordinances providing for the adoption of new versions of the construction codes and fire codes, shall be resolved pursuant to the provisions of Chapter 2.40 of the Jurupa Valley Municipal Code.

All disputes relating to the application and calculation of user fees and application fees for land use projects imposed by Chapter 3.65, Consolidated Fees for Land Use and Related Functions, and implementing City Council resolutions, for the Building Department shall be resolved through the procedures set forth in Section 3.65.020 of the Jurupa Valley Municipal Code.

All disputes relating to the application and calculation of all other fees imposed by the Building Department, including building inspection fees, shall be resolved through the following procedures:

1. The applicant and Building Official shall meet and confer in good faith for the purpose of resolving the dispute.
2. The Building Official shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
3. Within ten (10) business days following the mailing of the Building Official's decision, the applicant may request to meet and confer with the City Manager about the dispute.

Revised: September 11, 2018

4. The applicant and City Manager shall meet and confer in good faith for the purpose of resolving the dispute.
5. The City Manager shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
6. Within thirty (30) days of the mailing of the City Manager's decision, the applicant may appeal that decision to the City Council pursuant to Section 2.05.050 of the Jurupa Valley Municipal Code.