



**CITY OF WILDOMAR**  
**Planning Department**  
 23873 Clinton Keith Road, Suite #201  
 Wildomar, CA 92595  
 Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Project Deposit  
Account Number**

## Guest Quarters/Accessory Structure Minor Plot Plan Application

**PROJECT INFORMATION**

Project Address/Location	
Assessor Parcel Number	Size of the parcel (in square feet if less than one acre)
General Plan Land Use Designation	Zoning Designation
Size of the Existing Primary dwelling unit in square feet (excluding the garage)	
Size (in square feet) of the Proposed Guest Quarters or Accessory Structure (excluding the garage)	Will the proposed building be: <input type="checkbox"/> Attached to the primary unit <input type="checkbox"/> Detached from the primary unit
Additional Project Purpose and Description (what will the building be used for)	

**APPLICATION CONTACT INFORMATION**

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

**REPRESENTATIVE CONTACT INFORMATION**

Name		
Mailing Address		
Telephone	Fax	Email
All communications concerning this request should be directed to the: <input type="checkbox"/> Applicant <input type="checkbox"/> Representative		

**PROPERTY OWNER INFORMATION AND PERMISSION**

Name		
Mailing Address		
Telephone	Fax	Email
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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (If more properties or owners are involved please provide additional sheets.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
<input type="checkbox"/> Check here if additional Property Owner Certifications are attached to this application.		

**SUPPLEMENTAL QUESTIONS (REQUIRED):**

1. Does the subject property currently already have a primary dwelling unit?  Yes  No.
2. Will the new guest quarters/accessory structure be attached or detached from the primary dwelling unit on the property?  Yes  No.
3. Additional parking spaces are required for guest quarters. Is that provided on the plans?  Yes  No.
4. Are you proposing a new driveway onto the property? Yes  No
5. Is more than 50 cubic yards of earth being moved to construct the second unit, driveway, parking area, and access road?  Yes  No
6. If yes, how much grading is proposed for the project site?  
 Estimated amount of cut material: \_\_\_\_\_ cubic yards.  
 Estimated amount of fill material: \_\_\_\_\_ cubic yards
7. What will be the square footage of usable pad area? (excluding all slopes) \_\_\_\_\_ square feet.
8. Will the proposal result in slopes steeper than 2:1 or higher than 10 feet? Yes  No



**Project Deposit  
Account No.:**

**ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY  
BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

I acknowledge and certify that with this development application I am financially obligated to the City of Wildomar for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that the City processes development applications on a deposit based fee system which requires an initial application processing deposit payment prior to beginning any process work. Further, I understand that once the project application deposit balance falls to \$2,500 an additional deposit, equal to the original application deposit fee amount, must be made within 10 days of notification from the City. I further acknowledge that if the additional application deposit fee payment is not been made within the required 10 days as required by the City, the City will discontinue all work on this/these applications and will not schedule the project for a hearing (if one is required). I also acknowledge that if I fail to replenish the application deposit account within six (6) months of notification from the City, I understand that this/these applications will be automatically deemed withdrawn by the City, and that a new development application and deposit fee will be required to restart the project processing.

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**ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY  
BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the applicant of any Action brought and request that applicant defend the City. It is expressly agreed that applicant may select legal counsel providing the applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and applicant agrees to timely payment

within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, applicant agrees to post adequate security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with applicant in the defense of any Action.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Billing Address: \_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP CODE

E-mail Contact Information: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

# **GUEST QUARTERS / ACCESSORY STRUCTURES APPLICATION REQUIREMENTS**

## **A. MINIMUM SUBMITTAL REQUIREMENTS**

The following items are the minimum initial submittal requirement for processing these site development applications.

- Signed Application Form.
- Initial Application Processing Deposit (See fee schedule for Plot Plan fee)
- Five (5) scaled and dimensioned drawings of the Plot Plan/Site Plan (showing the entire property and adjacent streets and structures).
- Five (5) scaled copies of the Floor Plan.
- Five (5) copies of the proposed Building Elevations.
- Five (5) scaled copies Conceptual of the Grading Plan, if site grading is proposed or required by the City Engineer.
- One (1) copy of the proposed colors and materials. Color photographs of siding, roofing or any other exterior materials to be used on the proposed project (manufacturer's material or literature is also acceptable).
- One (1) Set of Color Photos of Existing Residence and Site Property.
- One (1) copy Preliminary Soils and Geotechnical Report (Consult with the Public Works Department to determine if this item is required.)
- One (1) copy of a complete/current Preliminary Title Report with all referenced supporting documents.
- Two sets of property owner mailing labels (gum/self-adhesive labels required) of all property owners located within a 300-foot radius of the exterior boundaries of the project site. The property owners listing must be from the latest equalized assessment roll and any update issued by the County Assessor.

## **B. REQUIRED INFORMATION**

The minimum application information on the Plot Plan must contain the following information:

1. Name, Address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
6. North arrow.
7. Date Exhibit Prepared.

8. Complete legal description of property.
9. Overall dimensions and total net and gross acreage of property.
10. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
11. Exhibit Amendment block
12. Location of adjoining property and lot lines.
13. Existing and proposed zoning and land use of property.
14. Existing use and zoning of property immediately surrounding subject property.
15. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
16. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property.
17. Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs.
18. List and accurately show all easements of record (by map or instrument number).
19. Streets, alleys, and rights-of-way providing legal access to the property.
20. Existing topography of the property, with the source(s) of the contour lines identified. Maximum contour interval should be two feet. Additional topography may be required, if deemed necessary.
21. Spot elevations. (See below for more details)
22. When subsurface septic sewage disposal is intended, include the information described below under "Site Grading, Subsurface Disposal."
23. Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
24. Show the existing drainage pattern and indicate whether or not any part of the site is subject to overflow, inundation, or flood hazard.
25. FEMA mapped floodplains and floodways including zone designation.
26. Location, dimensions, setbacks, and nature of proposed and existing, sidewalks, horse paths, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
27. Location, dimension and arrangement of all driveways on or adjacent to within 300 feet of the property.
28. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.

29. Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
30. Setback dimensions of existing structures and paved areas.
31. Setback dimensions of proposed structures and paved areas.
32. Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code and floor plans for each building.

**C. SPOT ELEVATIONS**

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

**D. SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS**

When a subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed grading (cuts and/or fills) in the areas of the sewage disposal systems, the elevation of the individual building pad such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.