



**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**

# TRACT MAP & PARCEL MAP APPLICATION

**APPLICATION TYPES (Please indicate all of the planning applications you wish to apply for.)**

<input type="checkbox"/> Tentative Tract Map (TTM) – new submittal	<input type="checkbox"/> Revised TTM/TPM
<input type="checkbox"/> Tentative Parcel Map (TPM) – new submittal	<input type="checkbox"/> Final Map Review Process (TTM or PM)
<input type="checkbox"/> Minor Change to an Approved TTM or TPM	

**PROJECT INFORMATION**

Project Address/Location		
Assessor Parcel Number(s)		
Proposed Project Description (a detailed project description must be included as a separate attachment/letter)		
Current Land Use of the project site:		
Was a Pre-Application Review done for this Project? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, what is the PAR Number: _____		
	Existing	Proposed
General Plan Designation		
Zoning Designation		

**APPLICANT CONTACT INFORMATION**

Name		
Mailing Address		
Telephone	Fax	Email (required)
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

**APPLICANT REPRESENTATIVE CONTACT INFORMATION**

Name		
Mailing Address		
Telephone	Fax	Email (required)
All communications concerning this request should be directed to the (Indicate all that apply) <input type="checkbox"/> Applicant <input type="checkbox"/> Applicant Representative <input type="checkbox"/> Other: _____		
Other Representative Contact Information Name		
Telephone	Fax	Email (required)

**PROPERTY OWNER INFORMATION AND PERMISSION**

Name	
Mailing Address	
Telephone	Email (required)
<p>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.  <i>(If more properties or owners are involved please provide additional sheets.)</i></p>	
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.	



**Project Deposit  
Account Number**

## **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: \_\_\_\_\_



# CITY OF WILDOMAR

## Planning Department

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### Application Submittal Requirements for Tentative Tract Maps • Tentative Parcel Maps

#### A. APPLICABILITY

This information handout applies to the following application types:

##### 1. Tentative Tract Maps

Tentative Tract Maps are generally required for any subdivision creating five or more lots. Maps shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Maps shall consist of one or more sheets and the size shall not exceed 24" x 36". Contained on the map shall be all the items which are identified on the attached list. Maps shall be reviewed for completeness based on the list, as well as any State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

##### 2. Tentative Parcel Maps

Tentative Parcel Maps are generally required for any subdivision that creates four or fewer parcels. Maps shall consist of one or more sheets and the size shall not exceed 24" x 36". Contained on the map shall be all the items which are identified on the attached list. Maps shall be reviewed for completeness based on the list, as well as any State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

## B. MINIMUM SUBMITTAL REQUIREMENTS:

The minimum submittal requirements for tentative tract map and parcel map shall be as follows:

- Completed and Signed Application Form & Initial Deposit Fee (refer to fee schedule).
- A detailed project description letter (as an attachment) describing the specific details about the proposed project must be submitted with the application form.
- Completed and Signed City of Wildomar Environmental Assessment Form (see attached).
- Completed and Signed Hazardous Waste Site Disclosure Statement (see attached).
- Prior to making the formal submittal to the City of Wildomar, the Applicant is strongly encouraged to contact the Elsinore Valley Municipal Water District (EVMWD) and discuss their Development Review Procedures (see EVMWD memorandum attached).
- A completed and signed EVMWD "Water/Sewer Will-Serve" letter from the District.
- Two (2) hard copies (and 1 Pdf) of the current Preliminary Title Report of all properties covered by the proposed development project, including a copy of all legal documents (deed, easement, etc.) mentioned in the title report. The title report shall not be more than six months old at the time of application submittal and
- Eight (8) full size sets of the tract map/parcel map (not to exceed 24" x 36") plans. The plan sheets shall be folded and stapled into "complete sets" to a size of 8½" x 14" (rolled plans and/or individual plan sheets will not be accepted). Please refer to Section C below for information on what must be provided on the tract/parcel map.
- Fifteen (15) individual CD's shall be submitted with the application. Each CD must include in Pdf format copies of the following items: 1) signed application form(s); 2) project description letter; 3) signed environmental assessment form; 4) signed hazardous waste site disclosure statement; 5) tract map/parcel map plans package as noted above; 6) any aerial maps/exhibits/photos needed for the project, and 7) preliminary title report. Each CD shall include a label with the project name and submittal date.
- One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- One (1) SAN 53, letter from the Riverside County Environmental Health Department, when applicable.
- One (1) geological report or waiver thereof if the land division lies within an Alquist-Priolo Earthquake Fault Zone.
- Request for waiver of final map, when applicable (applicable for parcel maps only as allowed by the City Engineer).

- ❑ To comply with the California Environmental Quality Act (CEQA) guidelines, the City will act as the Lead Agency to prepare the required CEQA documentation (i.e., Negative Declaration, Mitigated Negative Declaration, or EIR) for the proposed project. In accordance with City policy, the required CEQA technical studies (as listed below) may be prepared by the Applicant and must be submitted with the formal application submittal package described above. As part of the City's CEQA process, staff will perform a peer review of each technical study to ensure all professional and legal standards are met. Any changes to the studies required by the city, must be completed by the Applicant and returned in a timely manner to avoid delays in the CEQA process.

One (1) hard copy of the following technical studies below shall be submitted with the formal application submittal. In addition, 15 individual CD's with each technical study shall be provided (each CD shall include a label with the project name and submittal date). These are separate from the development plans package CD's.

- ❑ Air Quality Impact Analysis / Greenhouse Gas Emissions Analysis
- ❑ Archeological/Paleontological Report
- ❑ Biological Resources Assessment Report
- ❑ Cultural Resources Report
- ❑ Determination of Biologically Equivalent or Superior Preservation (DBESP) Study (if Jurisdictional Waters are affected)
- ❑ Geotechnical/Seismic/Subsidence/Soils Report
- ❑ MSHCP Compliance Report
- ❑ Noise Study Analysis
- ❑ Phase 1 Environmental Assessment (Phase 2 EA when required by Phase 1 conclusions)
- ❑ Preliminary Drainage & Hydrology Report (required by City Engineer)
- ❑ Project Specific Preliminary Water Quality Management Plan (required by Public Works Director)
- ❑ Traffic Impact Analysis/Traffic Study (as determined by the Public Works Director)
- ❑ Visual Simulations (for hillside developments).
- ❑ Slope Stability Analysis (for hillside developments).

The City's CEQA procedures will typically follow the following process:

- Within two (2) days of a complete and formal submittal of the application, development plans & required technical studies, the Planning Department will send an RFP to our current on-call CEQA consultant's requesting a scope of work and budget to prepare the ND, MND or EIR (as appropriate).
- Within one (1) week of receiving the Proposal, the Planning Department will evaluate them and make a determination on which Consultant will be recommended for the work. The Applicant may be consulted at the Planning Directors discretion.
- The Planning Department will then prepare a tri-part contract/consultant agreement for City Council consideration. The contract and budget will include: a) Consultant's scope of work & cost proposal; b) the City's standard administrative overhead charge; and c) City Attorney's cost estimate to review the CEQA documentation. If the total cost is over \$50,000, the contract will require City Council approval.
- Once approved, it is the Applicant's responsibility to submit the required fee for preparation of the environmental document. In accordance with City policy, 50% of the total cost to prepare the environmental documentation must be paid within 10 days of contract signature. The remaining 50% of the total cost is due within 30 days of the contract signature. (Note: no authorization to proceed on the CEQA document will begin until the 1<sup>st</sup> deposit payment is received in full from the Applicant).

❑ C. REQUIRED INFORMATION

The minimum information must be provided on the proposed tract map/parcel map plans:

<b>SUBDIVISION APPLICATION REQUIREMENTS</b>		
<b>Tentative Tract Maps</b>	<b>Tentative Parcel Maps</b>	<b>Required Information</b>
		Name, address and telephone number of applicant.
		Name, address and telephone number of land owner.
		Name, address and telephone number of exhibit preparer.
		Assessor's Parcel Number(s) and, if available the address of property.
		Scale (number of feet per inch - use Engineer's Scale for all maps and exhibits).
		North Arrow.
		Date tentative map or exhibit prepared.
		Map Number.
		Title of Map.
		Proposed improvement schedule (i.e. Schedule "A", "B", "C", etc.).
		Map book and page numbers of adjoining recorded land divisions.
		Complete legal description of property.
		Overall dimensions and approximate total of net and gross acreage of property.
		Vicinity map, showing the site relationship to major highways and cities and two access roads (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved).
		Exhibit Revision Block.
		Thomas Brothers map page and coordinates (Indicate edition year used).
		Land division boundary line.
		Proposed lot lines and dimensions of each parcel.
		Net lot size, for each lot.
		Gross lot size, for each lot 2 acres and larger in size.
		Location of adjoining properties and lot lines.
		A statement indicating that the tentative map includes the entire contiguous ownership of the land divider or only a portion thereof.
		Existing and proposed zoning and land use of property.



<b>SUBDIVISION APPLICATION REQUIREMENTS</b>		
<b>Tentative Tract Maps</b>	<b>Tentative Parcel Maps</b>	<b>Required Information</b>
		Existing use and zoning of property immediately surrounding subject property.
		If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
		Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
		Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
		Names, locations, right-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. If private streets are proposed, they shall be so noted on the tentative map.
		Proposed names of streets without current names.
		List and accurately show all easements of record (by map or instrument number).
		Streets, alleys, and rights-of-way providing legal access to the property.
		Typical street improvement cross-sections.
		Label and describe any land or right-of-way to be dedicated to public or other uses.
		Any known existing wells on the property or within 200 feet of the property boundary.
		Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend at least 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Topography shall be based upon information no older than three years from the date of application and shall be dated and signed by the engineer or land surveyor.
		Preliminary Grading including all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading.
		Spot elevations.

<b>SUBDIVISION APPLICATION REQUIREMENTS</b>		
<b>Tentative Tract Maps</b>	<b>Tentative Parcel Maps</b>	<b>Required Information</b>
		When subsurface septic sewage disposal is intended, include the information described on Page 5 under, "Site Grading, Subsurface Disposal."
		Note whether or not land is subject to liquefaction, or other geologic hazards, or is within a Special Studies Zone.
		Note whether or not land is subject to overflow, inundation, or flood hazards.
		FEMA mapped floodplains and including zone designations
		Drainage plan. (See description of Drainage Plan on Page 6).
		Centerline curve radii and typical selections of all open channels.
		Identify proposed parking spaces.
		Numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.
		Labeled Common areas, open space, and recreational areas with location, dimensions, acreage, and known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas.
		Location, dimensions, setbacks, and nature of any proposed and all fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface disposal systems.
		Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
		Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
		Location, dimensions, and height of proposed dwellings, buildings or other structures, labeled as proposed.
		Setback dimensions of existing structures and paved areas.
		Setback dimensions of proposed structures and paved areas.
		For residential project in the R-2 Zone, Residential Single-Family Residential Subdivision, condominium, or attached residential projects: building footprints, floor plan assignments, proposed setbacks, pad elevations, street grades, and all cut and fill slopes in excess of one foot in vertical height.
		To show compliance with the City's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

## **D. ALTERNATIVE AND SECONDARY ACCESS**

When alternative or secondary access is required and is off-site, or when any other public improvement is required or proposed off-site, the land divider shall do each of the following as part of the tentative map review.

1. Provide any studies or information required to adequately evaluate the environmental impacts of constructing the off-site, improvement/alignment; and,
2. Show all proposed centerline, approximate gradients and radii on the tentative map in addition to other factors such as street widths, pavement surface, etc. for the off-site improvement/alignment; and,
3. Provide written assurance(s) from the owner(s) of the property underlying the off-site improvement/alignments that sufficient right-of-way to construct will be provided. A formal agreement or offer of dedication is preferred but is not always required to satisfy this requirement, but the owner's willingness to cooperate must be communicated as to a form acceptable to the Public Works Department. If the applicant/land divider cannot provide assurances that the right-of-way is, or will be available, the City Engineering may recommend denial or redesign of the proposed subdivision.

## **E. CONSTRAINED AREA**

Constrained areas include, but are not limited to, the following resources and hazards: slopes in excess of 25%, biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

## **F. SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS**

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area, proposed cuts and/or fills in areas of the sewage disposal systems, the elevation of the individual building pads 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.

## **G. DRAINAGE PLAN**

Tentative Maps/Primary Exhibits shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The exhibits shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second (i.e. cfs) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.

## **H. WATER QUALITY MANAGEMENT PLAN (WQMP)**

To comply with the WQMP, a developer must submit a "Project Specific" Preliminary WQMP (see CEQA section above). "The Preliminary WQMP Applicability Checklist must be completed, stamped/sealed, and signed by the project's design professional." Please note that there may be additional requirements for projects draining towards the Santa Ana River Basin (which drains the northern portion of the City into Lake Elsinore) instead of draining towards the Santa Margarita River.

The format of the preliminary WQMP report shall mimic the format/template of the final report. See form on the next page to determine if a WQMP is required for the project. The Project Engineer must complete, sign and stamp the form. WQMP documents can be found on the Public Works webpage at the following address: <http://www.cityofwildomar.org/public-works.asp>

# 2014 Santa Margarita Region WQMP

(Exhibit D of the 2014 SMR WQMP)

## Checklist for Identifying Projects Requiring a Project-Specific WQMP within the Santa Margarita Region

<b>Project File No.:</b>	
<b>Project Name:</b>	
<b>Project Location:</b>	
<b>Project Description:</b>	

Proposed Project Consists of or Includes:	Yes	No
<b>New Development.</b> The creation of 10,000 square feet or more of impervious surfaces (collectively over the entire project site) including commercial, industrial, residential, mixed-use, and public projects.		
<b>Redevelopment.</b> The creation, addition or replacement of at least 5,000 square feet of impervious surfaces on an already developed site <b>and</b> the existing development and/or the redevelopment project falls under the project categories or locations listed below in this table. Where redevelopment results in an increase of less than 50% of the impervious surfaces of previously existing development, and the existing development was not subject to WQMP requirements, the numeric sizing criteria [MS4 Permit requirement F.1.d. (6)] applies only to the addition or replacement, and not to the entire development. [Note: Where redevelopment results in an increase of more than 50% of the impervious surfaces of a previously existing development, the numeric sizing criteria applies to the entire development.]		
<b>Automotive repair shops.</b> A facility that is categorized in any one of the following Standard Industrial Classification (SIC) Codes 5013–Motor vehicle supplies or parts, 5014–Tires & Tubes, 5541–Gasoline Service Stations, 7532–Top, Body & Upholstery Repair Shops and Paint Shops, 7533–Automotive Exhaust System Repair Shops, 7534–Tire Retreading and Repair Shops, 7536–Automotive Glass Replacement Shops, 7537–Automotive Transmission Repair Shops, 7538–General Automotive Repair Shops, 7539–Automotive Repair Shops, not elsewhere classified)		
<b>Restaurants.</b> This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet. Restaurants where land development is less than 5,000 square feet must meet all WQMP requirements except for structural treatment BMP and numeric sizing criteria requirement F.1.d.(6) and hydromodification requirement F.1.h.		
<b>All Hillside development greater than 5,000 square feet.</b> Any development that creates greater than 5,000 square feet of impervious surface which is located in an area with known erosive soil conditions, where the development will include grading on any natural slope that is 25% or greater.		
<b>Environmentally Sensitive Areas (ESAs)<sup>1</sup>.</b> All development located within or directly adjacent to or discharging directly to an ESA (where discharges from the development or redevelopment will enter receiving waters within the ESA), which either creates 2,500 square feet of impervious surface on a proposed project site or increases the area of imperviousness of a proposed project site to 10% or more of its naturally occurring condition. "Directly adjacent" means situated within 200 feet of the ESA. "Discharging directly to" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands.		
<b>Parking lot.</b> Impervious parking lots 5,000 sq. ft. or more and potentially exposed to runoff. Parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally for business or commerce.		
<b>Streets, roads, highways, and freeways.</b> Includes any paved impervious surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles.		
<b>Retail Gasoline Outlets (RGOs).</b> Includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.		
<b>Pollutant Generating projects disturbing over 1 acre.</b> Development projects that disturb over one acre of land, where the post-construction use of the site generate pollutants at levels greater than natural background levels.		

<sup>1</sup> Land area is based on acreage disturbed

<sup>2</sup> Descriptions of SIC codes can be found at <http://www.osha.gov/pls/imis/sicsearch.html>.

DETERMINATION: Circle appropriate determination

Any questions answered "YES"       $\longrightarrow$       Project requires a project-specific WQMP.  
All questions are answered "NO"       $\longrightarrow$       Project requires incorporation of Site Design and Source Control BMPs imposed through Conditions of Approval or permit conditions.

## **I. PROPERTY OWNER MAILING LABELS/PUBLIC HEARING NOTICE INFORMATION**

The public hearing notification package is intended to identify all property owners within a 600-foot radius of the corners of the subject property, including any contiguously owned properties. For purposes of this requirement, multiple properties owned by a single entity shall count as one property. The notification package must be prepared and signed by a professional Title company, and certified by the property owner or project applicant. The package shall include the following:

1. Two (2) sets of self-addressed & stamped envelopes (self sticking envelopes only) to be provided by the applicant (it is recommended that “Forever” stamps be used in case of future USPS increases). Each envelope must include the property owner’s name and mailing address (including the APN). Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
2. Two (2) sets of self-addressed & stamped envelopes (self sticking envelopes only) to be provided by the applicant (it is recommended that you use “Forever” stamps in case of future USPS increases) with the name and address of project applicant/property owner, project representative, and any other contact persons (deemed appropriate by the Applicant). If the project site is located adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning Department shall also be provided. Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
3. One (1) photocopy of the property owner listing sheet and project applicant information from above in a three column format.
4. A 600-foot radius property owner map identifying all properties within the required radius on an assessor’s map page(s).
5. One (1) copy of an exhibit/map (appropriately sized) showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance of 600 feet overlaying all of the properties within that boundary area.
6. A completed Public Hearing Notice Certification Form (see next page), signed by a professional Title company who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.



## PUBLIC HEARING/MAILING NOTICE CERTIFICATION FORM

I, \_\_\_\_\_, certify that on \_\_\_\_\_,  
Print Name of Preparer Date

the attached property owner's list was prepared by:

\_\_\_\_\_ for the following project, \_\_\_\_\_,  
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Wildomar Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Title/Registration: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Case No.: \_\_\_\_\_

## J. HAZARDOUS WASTE DISCLOSURE STATEMENT

The Hazardous Waste Disclosure Statement (provided on the following page must be completed, signed and provided with the application submittal.



## CITY OF WILDOMAR HAZARDOUS WASTE SITE DISCLOSURE STATEMENT

Government Code Section 65962.5 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 as complete without this signed statement.

I (we) certify that I (we) have investigated our project with respect to its location on or near an identified hazardous waste site and that my (our) answers are true and correct to the best of my (our) knowledge. My (Our) investigation has shown that:

- The project is not located on or near an identified hazardous waste site.
- The project is located on or near an identified hazardous waste site. Please list the location of the hazardous waste site(s) on an attached sheet.

\_\_\_\_\_  
Owner/Representative (1)

\_\_\_\_\_  
Date

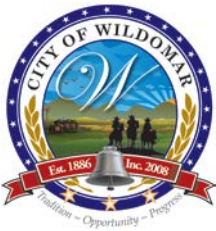
\_\_\_\_\_  
Owner/Representative (2)

\_\_\_\_\_  
Date



**K. CITY OF WILDOMAR ENVIRONMENTAL ASSESSMENT FORM**

The attached environmental assessment form must be completed, signed and submitted with the formal development application.



City of Wildomar  
Planning Department  
23873 Clinton Keith Road, #201  
Wildomar, CA 92595  
(951) 677-7751  
[www.cityofwildomar.org](http://www.cityofwildomar.org)

# ENVIRONMENTAL ASSESSMENT FORM

## CITY OF WILDOMAR

The state of California requires cities to assess the environmental impact of all development projects before permits for such action are issued. The attached form will assist you in presenting the environmental effects of your project. The form includes information about the project and an assessment of the potential environmental impacts. You may be asked to answer other questions and submit additional information to determine the level of environmental review required for the project.

### General Information

Project No.(s): \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Assessor's Parcel Number(s): \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
List any other permits and/or approvals required for this project, including city, county, regional, state or federal: \_\_\_\_\_

### Description of Use (to be completed for industrial and commercial projects only)

Proposed use of property: \_\_\_\_\_ Daily hours of operation: \_\_\_\_\_  
Estimated number of employees per shift and number of shifts: \_\_\_\_\_  
Type(s) of product/goods to be produced: \_\_\_\_\_  
List all machines and equipment used: \_\_\_\_\_  
List all chemicals used or stored on-site (submit OSHA Material Data Safety Sheet(s), storage amount and method): \_\_\_\_\_  
List all materials and equipment to be stored outside or located on the exterior of the building: \_\_\_\_\_

### Description of Proposed Development

Number, Type and Area of All Existing and Proposed Buildings:  
Lot Area: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_ Density: \_\_\_\_\_  
Landscape Area & Coverage: \_\_\_\_\_ Parking (required & proposed): \_\_\_\_\_  
Is the project to be phased?  Yes  No  
If yes, attached additional sheet(s) fully describing, by phase, the number of units, date construction is proposed to begin, and proposed date of occupancy.  
\_\_\_\_\_  
Is the project part of a larger project?  Yes  No  
If yes, list associated project(s): \_\_\_\_\_

## Environmental Setting

Describe the project site as it exists before the project, including topography, soil stability, plants, animals, existing structures, and any cultural, historical or scenic aspects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the Surrounding Land Uses: \_\_\_\_\_

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

### Will this project:

- |                                                                                                                                  |         |        |
|----------------------------------------------------------------------------------------------------------------------------------|---------|--------|
| 1. Create a change in existing ground contours?                                                                                  | Yes ___ | No ___ |
| 2. Create a change in scenic views or vistas from existing residential areas, public roads or public lands?                      | Yes ___ | No ___ |
| 3. Create a change in pattern, scale or character in the general area of the project?                                            | Yes ___ | No ___ |
| 4. Create significant amounts of solid waste or litter?                                                                          | Yes ___ | No ___ |
| 5. Create a change in dust, ash, smoke or odors in the vicinity?                                                                 | Yes ___ | No ___ |
| 6. Create a change in ground water quality or quantity, or alter existing drainage patterns?                                     | Yes ___ | No ___ |
| 7. Create substantial change in existing noise or vibration?                                                                     | Yes ___ | No ___ |
| 8. Be constructed on filled land or on slope of 10 percent or more?                                                              | Yes ___ | No ___ |
| 9. Create the need for use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives?    | Yes ___ | No ___ |
| 10. Create a change in demand for municipal services (police, fire, water, sewer, etc.)?                                         | Yes ___ | No ___ |
| 11. Create a substantial increase in fossil fuel consumption (oil, natural gas, etc.)?                                           | Yes ___ | No ___ |
| 12. Result in the removal of trees with a trunk diameter greater than 4 inches?                                                  | Yes ___ | No ___ |
| 13. Create changes in existing zoning or general plan land use designations?                                                     | Yes ___ | No ___ |
| 14. Result in the development of 500 or more dwelling units?                                                                     | Yes ___ | No ___ |
| 15. Result in the development of a major sports, entertainment or recreational facility that accommodates 2,000 or more persons? | Yes ___ | No ___ |
| 16. Result in the development of 250,000 or more square feet of office space?                                                    | Yes ___ | No ___ |
| 17. Result in the development of 500 or more hotel/motel rooms?                                                                  | Yes ___ | No ___ |
| 18. Result in the development of 250 or more hospital beds?                                                                      | Yes ___ | No ___ |
| 19. Result in the development of 250,000 or more square feet of retail-commercial space?                                         | Yes ___ | No ___ |
| 20. Result in the development of 650,000 or more square feet of industrial space?                                                | Yes ___ | No ___ |

*Note: Fully explain all "yes" answers on a separate sheet and attach it to this form. If "yes" was answered to any of the questions contained in questions 14 through 20, a completed Traffic Impact Analysis will be required upon submittal of a formal development application. Contact the City Engineer at (951) 677-7751, for information as to the scope of work.*

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## **L. ELSINORE VALLEY MUNICIPAL WATER DISTRICT DEVELOPMENT PROCEDURES**

As part of the City's development review process for new development applications, each applicant is required to meet with the EVMWD staff to discuss their proposed project prior to a formal application submittal with the City of Wildomar. This "pre" meeting will streamline the process and ensure that each applicant is aware of the policies and requirements of EVMWD for providing water and sewer service to your project. Please refer to the attached information memorandum regarding EVMWD's development review procedures. Questions related to the EVMWD's review procedures may be directed to the Development Services representative by calling (951) 674-3416, Ext. 8427.

**Board of Directors**  
Phil Williams, President  
Harvey R. Ryan, Vice President  
Andy Morris, Treasurer  
George Cambero, Director  
Nancy Horton, Director



**General Manager**  
John D. Vega  
**District Secretary**  
Terese Quintanar  
**Legal Counsel**  
Best Best & Krieger

EVMWD will provide reliable, cost-effective, high quality water and wastewater services  
that are dedicated to the people we serve.

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May 25, 2016

Attn: New Developers

**SUBJECT: EVMWD Development Procedures**

In order to minimize potential delays to your water, sewer or recycled water projects, please be sure to contact the Elsinore Valley Municipal Water District (EVMWD) as soon as possible.

For Due Diligence, Planning, Plan Check and/or Inspection questions, please contact EVMWD Engineering Services at [engservices@evmwd.net](mailto:engservices@evmwd.net) or by phone at (951) 674-3146 Ext. 6705.

For Service Availability/Service Commitment Letters, please contact EVMWD Development Services at [development@evmwd.net](mailto:development@evmwd.net) or by phone at (951) 674-3146 Ext. 8427.

Please be aware that your project will not be able to receive water and/or sewer services until the appropriate EVMWD procedures have been followed and approved.

Respectfully,

A handwritten signature in blue ink, appearing to read 'J. Stewart', is written over the word 'Respectfully'.

Joanna Stewart  
EVMWD Development & Construction Services