



AMENDED FINAL MAP SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form with the following fees:
 - a. Processing fee of \$4,071.00
 - b. Scanning fee \$47.00
 - c. Public Posting Notice fee of \$150.00
 - d. Environmental Impact Assessment fee
 - \$6,722.00 – Preparation of a Mitigated Negative Declaration or Negative Declaration
 - \$251.00 – Preparation of a Notice of Exemption
 - e. County Clerk processing fee of \$50.00
- 2. Additional Fish & Wildlife fees to be determined at Project Review Committee (PRC) (if applicable):
 - a. Fish & Wildlife (Mitigated) Negative Declaration fee of \$2,354.75 (to be determined at PRC); or
 - b. Fish & Wildlife EIR fee of \$3,271.00 (to be determined at PRC)
- 3. Twenty (20) folded copies of amended map drawn to scale.
- 4. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11".
- 5. One (1) set of 8.5"x11" reduction of the amended map.
- 6. A letter signed and dated by the applicant addressing the scope of the project.
- 7. Proof of ownership (i.e., latest Grant Deed).
- 8. Letter of authorization from the property owner if different than applicant.
- 9. Noticing package which includes:
 - a. Separate lists of property owner's names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500 foot radius.
 - d. Two sets of gummed mailing labels for 500 foot property owner list and property occupant's addresses list (when owner mailing address is different than property address).
- 10. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, photographs, and applicant letter.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Amended map.

B. NOTICE TO APPLICANTS:

1. This application will not be accepted for submittal until the project has been reviewed by the Development Coordinating Committee and has completed plan check through the Public Works Department.
2. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant, representative or property owner should be present at all hearings.
4. All correspondence and reports will be mailed to the project proponent only.
5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. ATTACHMENT

CMC Section 16.34.060

Revised: 1/16/19