



# City of Victorville

## Department of Development

14343 Civic Drive  
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planning@victorvilleca.gov

14343 Civic Drive PO Box 5001 Victorville,

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

### Application for Zoning Administrator Action

**Pre-Submittal Meeting:** A pre-submittal application may be required before submitting this application. Please check with Planning Division Staff to determine if your project will require a pre-submittal application. If required, it is the responsibility of the applicant to complete the pre-submittal review through the Citizen Self Service Portal, which is accessed at the link below. This pre-submittal process will help identify all the required information needed for a formal application submittal.

#### ONLINE SUBMITTAL

All applications are now submitted through the Customer Self Service Portal located at:

[Application Portal](#)

#### **Register:**

- If you have not previously registered with the online system, you'll need to first create an account. Access the website link above and click the 'Register' link on the right side of the screen. Follow the steps to complete the registration.
- An email confirmation will be sent to you once your account registration information has been reviewed and approved.

#### **Submittal:**

- Once an account has been created, access the website link above and click the 'Log On' link on the right side of the screen. After logging on, click the 'Apply' tab at the top of the screen and search for 'Zoning Administrator Application' click 'Apply', then follow the on-screen steps to submit your application.

#### Application Type and Fees\*\*

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate of Compliance.....\$2,130.70  | <input type="checkbox"/> Minor Variance.....\$1,746.82                    |
| <input checked="" type="checkbox"/> Environmental Assessment   | <input type="checkbox"/> Model Home Complex.....\$738.48                  |
| <input type="checkbox"/> Categorical Exemption.....\$187.23  | <input type="checkbox"/> Minor Deviation                                  |
| <input type="checkbox"/> Initial Study / Negative Declaration – City Staff Review of Contractor.....\$3,299.08 | <input type="checkbox"/> Fence Height Adjustment.....\$640.15             |
| <input type="checkbox"/> Finding of Public Convenience or Necessity.....\$294.97                               | <input type="checkbox"/> Lot Coverage.....\$640.15                        |
| <input type="checkbox"/> Minor Interim Use Permit.....\$885.96   | <input type="checkbox"/> Parking Space Reduction.....\$640.15             |
| <input type="checkbox"/> Lot Line Adjustment.....\$443.50  | <input type="checkbox"/> Stock Plan Change.....\$640.15                   |
| <input type="checkbox"/> Lot Merger.....\$442.46   | <input type="checkbox"/> Yard Dimension.....\$640.15                      |
| <input type="checkbox"/> Master Sign Program.....\$590.99  | <input type="checkbox"/> Pet Permit.....\$196.65                          |
| <input type="checkbox"/> Minor Conditional Use Permit.....\$1,200.81   | <input type="checkbox"/> Storage Container(s).....\$98.32                 |
| <input type="checkbox"/> Minor Site Plan.....\$935.12  | <input type="checkbox"/> Tentative Tract / Parcel Map Mod.....\$935.12    |
| <input type="checkbox"/> Minor Site Plan – Tract (per floor plan).....\$394.34                                 | <input type="checkbox"/> Wireless Communication Facility (WCF)            |
|  | <input type="checkbox"/> Co-locating on existing (WCF).....\$1,200.81     |
|  | <input type="checkbox"/> New Location.....\$2,135.93                      |
|  | <input type="checkbox"/> Zoning Verification / Rebuild Letter.....\$98.32 |

#### Special Study Review Fees\*\*

- |   |   |
|---|---|
| <input type="checkbox"/> Preliminary Hydrology Study.....\$1,085.75 | <input type="checkbox"/> Preliminary Traffic Study.....\$2,714.37 |
| <input type="checkbox"/> Preliminary WQMP.....\$2,442.41            | <input type="checkbox"/> Water Feasibility Study.....\$1,248.92   |
| <input type="checkbox"/> Preliminary Sewer Study.....\$1,248.92     | <input type="checkbox"/> Water Supply Assessment.....\$2,714.37   |

**\*\*PLEASE NOTE:** All fees include a technology fee of 4.6%. A public notice postage fee will be calculated and added to the final invoice. Please wait for invoice to be created before submitting payment. (\*) Applications that require a public hearing - Refer to the deadline list for processing dates.

#### ATTACHMENTS

**Application Checklist:** The following pages of this application include the general filing requirements for each application listed above.

**Applicant and Owner Affidavit:** These affidavits shall be signed, notarized and acknowledged by the applicant and the owner of record of each parcel of property, then uploaded as a PDF document when filing the application.

**Submittal Deadlines/Meeting Schedule:** A schedule of Application Deadlines and Zoning Administrator Meeting dates are included to provide general timeframes for projects that do not require environmental review.

# Zoning Administrator Application Filing Requirements

The minimum filing requirements are listed below for each application. An application that does not include all of the listed information will not be accepted for processing.

## Certificate of Compliance:

- A summary of the creation of the subject parcel(s).
- Chain of Title, which chronologically lists of the parcel history. A copy of all deeds listed in the chain of title shall be submitted.
- Legal description(s) entitled Exhibit "A" being a description of the property with which the Certificate of Compliance is issued.
- A copy of a title map corresponding with the chain of title depicting the different configurations of the properties listed in the chain of title. Plans shall be provided in .pdf format.
- A copy of a site map that provides a graphical depiction the subject property. Plans shall be provided in .pdf format.
- Current Title Report or Title Guarantee Report (prepared or dated within 30 days of submittal date) and Current Grant Deed
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Finding of Public Convenience or Necessity:

- The application should include a complete description of the use and the proposed type of alcohol sales.
- Written correspondence from the Department of Alcohol Beverage Control shall be submitted that indicates that a Finding of Public Convenience or Necessity is required.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Interim Use Permit (Per Council Policy CP-11-05):

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, parking needs, expected maximum number of customers or clients at any one time, traffic impacts, occupancy patterns, noise, environmental impacts, etc.
- The applicant shall further describe how the proposed use will not negatively impact economic vitality of the area, neighboring businesses & residents, overall integrity of a center, district or area.
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan and floor

plan(s). Plans shall be provided in .pdf format.

- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

## Lot Line Adjustment / Lot Merger:

- Legal description(s) with any exhibits and plat(s) prepared by a licensed land surveyor or engineer.

*Note: Any new corners created by a lot line adjustment shall be marked by survey monuments and verified by the City Surveyor prior to the recordation of any associated documents.*

- A copy of a tentative map or plot plan to a scale that clearly portrays the existing and proposed resulting parcel(s), as well as any existing structures, utilities and/or easements. Plans shall be provided in .pdf format.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.
- Legal description(s) with any exhibits and plat(s) shall be prepared in accordance with the *Plan Submittal Checklist, Lot Line Adjustment / Lot Merger Templates and Guidelines*.

## Master Sign Program

- Provide a copy of the sign program including exhibits/figures in .pdf format and Microsoft Word .doc format. The Sign Program shall include the following information:
  - a. A master plan, drawn to scale, delineating the site proposed to be included in the sign program and the general location of all signs.
  - b. Drawings indicating the exterior surface details of all buildings within the site upon which wall signs, directory signs or projecting signs are proposed to be located.
  - c. Proposed color schemes of the signs.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

## Minor Conditional Use Permit:

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan and floor plan(s). Plans shall be provided in .pdf format
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

# Zoning Administrator Application Filing Requirements

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## Minor Deviation – Fence height adjustment:

- The project description shall include the reason for the request.
- Provide a site plan with location and height of proposed fencing, including elevations of the proposed fencing as viewed from the street. Plans shall be provided in .pdf format.
- Color pictures of the site.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Minor Deviation – Lot coverage:

- The project description shall include the reason for the request.
- Provide a site plan, to scale, showing location and sizes of all buildings on the property. Plans shall be provided in .pdf format.
- Color pictures of the site.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Minor Deviation – Parking space reduction:

- The project description shall include the reason for the request.
- The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- Color pictures of the site and surrounding area.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Provide a site plan, to scale, showing location and sizes of all buildings, parking spaces and site improvements on the property. Plans shall be provided in .pdf format.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Minor Deviation – Stock Plan Change:

- The project description shall include the reason for the request.
- Color pictures of the existing houses within Tract and within surrounding areas.

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- A copy of the approved existing stock plans for the underlying tract. Plans shall be provided in .pdf format.
- A copy of the proposed stock plans with a development plan of the tract that illustrates where the house plans will be located. Plans shall be provided in .pdf format.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Minor Deviation – Yard dimension:

- The project description shall include the reason for the request.
- Color pictures of the site and surrounding area.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Provide a plot plan, to scale, showing location and size of all buildings and improvements on the property. Plans shall be provided in .pdf format.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Minor Site Plan (Commercial, Industrial and Multi-Family):

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Provide a set of plans which best show the proposed changes (i.e. a site plan, floor plan, roof plan and/or elevations). Plans shall be provided in .pdf format.
- A copy of each required study that was identified during the Pre-Submittal Application process, which may include a Hydrology Study, Preliminary Water Quality Management Plan (WQMP), Sewer Feasibility Study, Traffic Study, Water Feasibility Study and/or a Water Supply Assessment. Studies shall be provided in .pdf format.
  - In addition to uploading required studies in .pdf format, please provide one hard copy of required Traffic Impact Analysis (TIA) to the City's Engineering Department to the attention of Traffic Engineer, Anwar Wagdy.
- If applicable, a color and materials sample board of the modified exterior colors and materials used on the project.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

# Zoning Administrator Application Filing Requirements

## Minor Site Plan (single-family residential tract submittal):

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- The project description shall include a complete description of the proposed use, including, but not limited to, number of lots within the subject tract, number of differing floor plans and exterior elevations, number of project entry signs.
- Dwelling unit variety shall be provided in accordance with Section 16-3.08.090(d)(5) including but not limited to the number of differing floor plans and differing elevations.  
\_\_\_\_\_ Differing floor plans.  
\_\_\_\_\_ Differing elevation plans.
- Color elevations for each differing floor plan and exterior elevation on a scale large enough to clearly portray the subject homes and all necessary details. Plans shall be provided in .pdf format.
- A color and materials sample board for each differing exterior elevation including details/cut sheets for exterior lighting, garage doors, roofing, siding and finishes, etc.
- Complete and include the Single-Family Residential Design Review Checklist.
- A lot study shall be provided demonstrating the number of floor plans/elevations that will fit on each individual lot within the subject tract. This information shall be provided on a graphic of the tract. Plans shall be provided in .pdf format address street tree requirements per section 16-3.08.090(e). Plans shall be provided in .pdf format
- LMAD and DFAD plans (if applicable) in conformance with the Public Works LMAD/DFAD/MAD specifications and detail booklet in addition to section 16-3.08.090(e). Plans shall be provided in .pdf format
- Provide a detail for subdivision walls, pilasters and interior walls including materials and colors in conformance with Section 16-3.080-090(e)(4). Plans shall be provided in .pdf format
- Project/neighborhood entry signage plans (if applicable) shall include materials, colors, sign area, landscape plans.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

## Minor Site Plan (scattered single-family residence):

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- A complete set of plans prepared in accordance with the *Plan Submittal Checklist*, including a site plan, floor plan(s), roof plan and all exterior elevations. Plans shall be provided in .pdf format.
- Color elevations on a scale large enough to clearly portray the subject home and all necessary details. Plans shall be provided in .pdf format.
- A color and materials sample board including details/cut sheets for exterior lighting, garage door, roofing, siding and finishes, etc.

- Provide a fully dimensioned front yard landscape plan per Section 16-3.08.090(e) and Section 16-3.24.030 of the Victorville Municipal Code. Plans shall include plant species, spacing and required ground cover in compliance with the noted sections. Plans shall be provided in .pdf format.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

## Minor Variance:

- The project description shall include the reason for the request.
- Description of the variance request to include the findings as required in Section 16-3.03.010.
- Color pictures of the site and surrounding area.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- A copy of a tentative map, plot plan, building and/or structure of a scale large enough to clearly portray the proposal and all necessary details. Plans shall be provided in .pdf format.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Model Home Complex:

- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- A site plan showing location of models, sales trailers, parking lots, fencing, proposed signage with sizes and heights, landscaping which complies with Water Conservation Ordinance No. 2114 and vicinity map. Plans shall be provided in .pdf format.
- Color pictures of the site.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

## Pet Permit:

- A site plan of the property, which includes a delineation of where the pet(s) is to be kept. Plans shall be provided in .pdf format.
- Complete project description which includes the type of pet(s), how many, and the manner in which it will be contained.
- Signed approvals of all property owners within 300 feet of the property.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

# Zoning Administrator Application Filing Requirements

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## Storage Container(s):

- The project description shall explain why the on-site storage container(s) is needed.
- A plot plan showing the entire property and the proposed location of the storage container(s) including dimensions of the storage container(s).
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Color pictures of the site and surrounding area and a photograph of the proposed storage container(s)
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Tentative Tract/Parcel Map Modification:

- A copy of the revised Tentative Tract Map or Parcel Map. Plans shall be provided in .pdf format.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date).
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits.

## Wireless Communications Facility:

- A complete set of plans, including a site plan and elevations of the proposed facility. Plans shall be provided in .pdf format.
- Color and materials sample board.
- Propagation map of all existing facilities located within City limits. Plans shall be provided in .pdf format.
- A copy of the Grant Deed or a Preliminary Title Report (prepared or dated within 30 days of submittal date) for the underlying property; or a copy of a lease agreement indicating authority to perform work on-site.
- Photographic simulations of any and all proposed antennas, support structures, equipment shelters, and other related equipment.
- Any other plans or information that the Zoning Administrator deems necessary to facilitate processing of the application.
- Signed/Notarized Applicant and Property Owner Affidavits; and, Completed Copyright Affidavit.

# Plan Submittal Checklist

## MINIMUM PLAN CONTENTS

### Site Plan:

The site plan shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions. Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces. Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location, type and height of proposed lighting. Location, type and height of proposed signage. Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscaped areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).

- A tabular summary, including the following information:
  1. Adjusted gross and net acreage;
  2. Gross floor area per building and total floor area for all buildings;
  3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
  4. Lot coverage ratio (percentage of site covered by buildings or structures);
  5. Floor area ratio (total floor area divided by the site area)
  6. Landscape coverage ratio (percentage of lot covered by landscaping);
  7. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
  8. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase.
- Floor plans drawn to an architectural scale which is easily readable and which includes the interior layout and dimensions of all levels and square footage of all rooms.
- Building elevations shall be of sufficient size to show architectural detail and shall include illustrative elevations of all sides of all buildings, building materials labeled on each sheet of the elevations, proposed building colors, heights of all structures, conceptual sign locations, sizes and type, and screening treatment for HVAC units.
- A Massing Diagram displaying the three-dimensional form of any proposed building that describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail. Optional, see Copyright Affidavit.

### Tentative Subdivision Map:

The tentative map shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

- Name, address and phone number of the owner or owners, applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- The legal description and County Assessor's parcel number of the land being subdivided.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.

- A tabular summary, including the following information:
  1. Gross, net acreage and the acreage of any remainder portion;
  2. Proposed density (for residential subdivisions);
  3. Minimum and average lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots;
  5. Total of numbered and lettered lots
  6. Lineal feet of new streets
  7. Existing and proposed zoning and use of the property
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Subdivision boundary indicated by unique linetype, at least three times the width of any other linetype use on the map.
- Indicate City boundary line(s) if adjoining subdivision.
- The lot layout, the approximate dimensions and area of each lot and the number of each lot in consecutive numbers. The highest numbered lot shall be circled. Common lots and lots dedicated in fee to the City shall be lettered. The use of lettered lots shall be stated.
- Names of all proposed streets with two alternatives and their right-of-way width. Street names must be approved by the Planning Commission.
- Location, width and identity of all existing easements, with names of holder, recording information, use and location and purpose of all proposed easements.
- Location and identity of all existing or proposed tracts within 300 feet. Adjacent property with property lines, County Assessor's parcel numbers, land use and zoning.
- All streets and their dimensions that are adjacent to subdivision.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of the subdivision boundary and existing street centerlines.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- The outline of any existing buildings or underground structures and their locations in relation to existing or proposed street and lot lines. State the existing and proposed use of structures.
- Approximate boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of natural water courses.
- Preliminary grading plan and easements for drainage and for handling storm waters and location of detention or retention of water within the tract.
 

Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 100-feet past the map boundary. Index contours indicated by elevation shall be at 5 foot intervals. Spot elevations are required at high and low points.
- A statement of the City bench mark used for the map which includes the City designation, description, location and elevation. The bench mark shall be located on the vicinity map.
- Statement of front, side and rear building setbacks.
- Location of all slopes which exceed two feet in height or encroach into a required yard/setback.
- Location, size, and approximate grades of proposed sewer and storm drains and drainage structures.
- Layout (including length, bearings, radius widths and distances from existing to proposed street intersections) of proposed streets (public and private), alleys, easements and other areas offered for dedication for public use. The centerline gradient and drainage direction of all streets, access roads and alley centerlines.
- Proposed access routes including fire vehicle access shall be shown on the vicinity map and subdivision map.
- Typical cross sections of existing and proposed improvements within streets, alleys and easements, including railroads.
- Location of railroad right-of-way and grade crossings.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- Location and description of all existing structures outside, within 15 feet of the subdivision boundary.
- Location of existing county regulated trees, specifically noting trees with a trunk diameter of 4-inches or greater and any proposed removal of trees. If no regulated trees or plants exist then a statement indicating this shall be included.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase.
- Stamp and signature of licensed surveyor or Engineer who prepared subdivision map.

**Lot Line Adjustment / Lot Merger Templates and Guidelines:**

**Lot Merge:**

- Notice of Merger
- Lot Merger Exhibit Requirements
- Lot Merger Plat Requirements

**Lot Line Adjustment:**

- Notice of Lot Line Adjustment
- Lot Line Adjustment Exhibit Requirements
- Lot Line Adjustment Plat Requirements

# Digital File Naming Standards

Required submittal items outlined in the "Application Filing Requirements" section of this application shall be saved and uploaded utilizing the following naming convention in .pdf format.

*filetype\_projectname\_filedate.pdf*

## NAMING CONVENTION TYPES

"filetype" – Should be one of the following document types:

- Site Plan
- Tentative Map
- Environmental Document
- Grading Plan
- Special Study
- Documents and Reports

"projectname" – Should be the preliminary name assigned by the developer, site address, or Assessor's Parcel Number associated with the location.

"filedate" – should be the date of preparation or submittal.

## NAMING CONVENTION EXAMPLES\*

### Site Plans:

- ArchitecturalSitePlan\_projectname\_filedate.pdf

### Tentative Maps:

- TTM(include map number)\_projectname\_filedate.pdf
- TPM(include map number)\_projectname\_filedate.pdf

### Other Examples:

- GradingPlan\_projectname\_filedate.pdf
- UtilityPlan\_projectname\_filedate.pdf
- PreliminaryTitleReport\_projectname\_filedate.pdf
- GrantDeed\_projectname\_filedate.pdf

## Environmental Documents:

- InitialStudy\_projectname\_filedate.pdf
- DraftMND\_projectname\_filedate.pdf

## Special Studies:

- HydrologyReport\_projectname\_filedate.pdf
- WQMP\_projectname\_filedate.pdf
- TrafficStudy\_projectname\_filedate.pdf
- CulturalResourcesAssessment\_projectname\_filedate.pdf
- BiologicalResourcesReport\_projectname\_filedate.pdf
- GreenhouseGasEmissionsAnalysis\_projectname\_filedate.pdf
- NoiseStudy\_projectname\_filedate.pdf

\* To the extent possible, all file types shall be consolidated into a single electronic document as follows:

- **Site Plans should include:** Site plan, floor plan, roof plan, building elevations, landscape plan, etc.
- **Tentative Maps should include:** Map, conceptual grading plan, preliminary sewer and water plan, etc.
- **Environmental Documents/Special Studies should include:** all exhibits, graphics, and appendices.





# City of Victorville

## Department of Development

Planning  Building  Code Enforcement  Business License  Animal Control

14343 Civic Drive  
PO Box 5001  
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(760) 955-5135  
Fax (760) 269-0070  
planning@victorvilleca.gov

### Property Owner Affidavit for Planning Commission or Zoning Administrator Action

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROPERTY OWNER INFORMATION

Property Owner: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

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

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that documents.

#### PROPERTY OWNER AFFIDAVIT

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature \_\_\_\_\_



# City of Victorville

## Department of Development

Planning  Building  Code Enforcement  Business License  Animal Control

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92393-5001  
(760) 955-5135  
Fax (760) 269-0070  
planning@victorvilleca.gov

### Applicant Affidavit for Planning Commission or Zoning Administrator Action

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### APPLICANT AFFIDAVIT

Applicant: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

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

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that documents.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

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Signature \_\_\_\_\_



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### Copyright Affidavit for Architectural Drawings Planning Commission or Zoning Administrator Action

*This affidavit is required in order to ensure architectural drawings that contain protected information, as defined by California Senate Bill 1214 (SB 1214) / California Government Code Section 65103.5, are made available to the public in a manner that does not facilitate their copying, unless otherwise authorized by the design professional or the owner of the copyright. This affidavit is applicable to those application types identified in the "Planning Commission Application Filing Requirements" and "Zoning Administrator Application Filing Requirements" outlined in the associated applications.*

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### PROJECT DESCRIPTION (If additional room is needed, please attach a separate project description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROJECT DESIGN PROFESSIONAL / COPYRIGHT OWNER AFFIDAVIT

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

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

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

In accordance with California Government Code Section 65103.5 (Senate Bill No. 1214), I, \_\_\_\_\_ (Project Design Professional / Copyright Owner), as the copyright owner of the architectural drawings submitted in conjunction with the subject project, do hereby:

Check One:

- Authorize the City of Victorville to utilize the architectural drawings and associated protected information submitted in conjunction with the subject project for inclusion in publicly published materials (e.g. City Council and Planning Commission Agendas, website and social media postings, etc.).
  
- Do not authorize the City of Victorville to utilize the architectural drawings and associated protected information submitted in conjunction with the subject project for any purposes other than those outlined in California Government Code Section 65103.5 (Senate Bill No. 1214). Alternately, I will provide a Massing Diagram in accordance with the "Plan Submittal Checklist" outlined in the Applications for Planning Commission or Zoning Administrator Action. I further acknowledge that that pursuant to California Government Code Section 65103.5(e), failure to submit a Massing Diagram as noted herein shall be deemed as authorization to include all submitted architectural drawings and associated protected information in publicly published materials (e.g. City Council and Planning Commission Agendas, website and social media postings, etc.).

\_\_\_\_\_  
Project Design Professional / Copyright Owner

\_\_\_\_\_  
Date



**City of Victorville**  
**Department of Development**

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**Zoning Administrator Deadline List**  
**For Projects Requiring a Public Hearing**

**PLANNING DIVISION PROJECT PROCESSING DEADLINES/MEETING DATES**

Application Deadline*		Zoning Administrator Meeting Dates	
1	12/04/2023	1	01/03/2024
2	12/18/2023	2	01/17/2024
3	01/01/2024	3	02/07/2024
4	01/15/2024	4	02/21/2024
5	02/05/2024	5	03/06/2024
6	02/19/2024	6	03/20/2024
7	03/04/2024	7	04/03/2024
8	03/18/2024	8	04/17/2024
9	04/01/2024	9	05/01/2024
10	04/15/2024	10	05/15/2024
11	05/06/2024	11	06/05/2024
12	05/20/2024	12	06/19/2024
13	06/03/2024	13	07/03/2024
14	06/17/2024	14	07/17/2024
15	07/01/2024	15	08/07/2024
16	07/15/2024	16	08/21/2024
17	08/05/2024	17	09/04/2024
18	08/19/2024	18	09/18/2024
19	09/02/2024	19	10/02/2024
20	09/16/2024	20	10/16/2024
21	10/07/2024	21	11/06/2024
22	10/21/2024	22	11/20/2024
23	11/04/2024	23	12/04/2024
24	11/18/2024	24	12/18/2024

**\*Applications will not be accepted any later than 4:00 p.m.**

Staff would urge you to complete this application and return it to the Planning Division as early as possible to help ensure its placement on the agenda on which you want it to be heard.