



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.cityofhemet.org

SPECIFIC PLAN/ SPECIFIC PLAN AMENDMENT SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Specific Plan or Specific Plan Amendment application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE SPECIFIC PLAN /SPECIFIC PLAN AMENDMENT APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
 - a. Application processing fee pursuant to the latest adopted fee schedule.
 - b. CEQA fees
 - (1) Initial Study or Categorical Exemption fee (paid with submittal).
 - (2) Additional Environmental fees (if applicable).
 - c. Fish & Game fees (if applicable).
 - d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
 - e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
 - f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
 - g. Public hearing notice posting fees (paid when the application is scheduled for public hearing with city supplied posting material).
 - h. Scanning fee pursuant to the latest adopted fee schedule.
 - i. Airport Influence Area Review fee (if applicable).
 - j. Technical Study Review fees (if applicable).
 - l. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
 - m. MSHCP HANS Review by Riverside County Regional Conservation Authority (If applicable).
- 3. Completed Depositor Application Form.
- 4. Completed environmental assessment form.
- 5. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 6. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.
- 7. A Draft Specific Plan/Specific Plan Amendment that includes the following pursuant to HMC Sec. 90-985:
 - a. Existing conditions.

- b. Consistency with the General Plan.
 - c. Development concept.
 - d. Infrastructure and phasing plan.
 - e. Development standards.
 - f. Design guidelines.
 - g. Plan implementation.
 - h. A Specific Plan Amendment must demonstrate consistency with the original intent and overall provisions of the adopted specific plan.
- 8. Additional items or studies requested by the DRC or the Community Development Director.
 - 9. One (1) electronic copy on a flash drive of all submission materials including the draft specific plan in PDF format and any environmental documentation or studies prepared for the project, as applicable.
 - 11. Public hearing notice fees (newspaper publication, mailing).
 - 12. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
 - (1) One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the 500-foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
 - (2) A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
 - (3) Three (3) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
 - i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
 - ii. Each mailing label shall include the assessor parcel number.
 - iii. The data shall be from the latest County Assessor's information.
 - (4) A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. Prior to submittal of a Specific Plan or Specific Plan Amendment application, Pre-Application Review is required. Applications are available at the Planning Division counter or on the City's website.
2. Receipt of the application at the Planning Division counter **does not** indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
3. It is recommended that the applicant and/or representative be present at all hearings.
4. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
5. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Depositor application form.

2. Public notice mailing affidavit.
3. Hemet Municipal Code, Chapter 90, Article XXVII (Specific Plan Zone).