



City of Hemet

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

CONDITIONAL USE PERMIT STREAMLINED REVIEW SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Conditional Use Permit - Streamlined Review application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE CONDITIONAL USE PERMIT - STREAMLINED REVIEW APPLICATION FILING PACKAGE CONSIST S 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 – Categorical Exemption fee (paid with submittal).
 - c. Notice of Determination recordation fee (paid when application is scheduled for public hearing).
 - d. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
 - e. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
 - f. Scanning fee pursuant to the latest adopted fee schedule.
- 3. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 4. Proof of ownership (i.e., grant deed).
- 5. A letter signed and dated by the applicant that addresses each of the following:
 - a. Detailed description of proposed use and activities including hours of operation, number of employees, type of equipment and materials used, time and location of deliveries.
 - b. Description of environmental impact including noise, lighting, parking, storage, aesthetics, hazardous materials, dust, and solid waste disposal.
 - c. Site design including parking and access.
- 6. Two (2) full-size (24x36 folded to 8½ x 11) and one (1) 11x17 copies of the following development plan sheets prepared per City standards
 - a. Site plan including parking and circulation.
 - b. Floor plans.
 - c. Any additional items requested by staff to process the application.
- 7. Photo documentation
 - a. Photos of the site including any existing buildings, landscaping, and site features labeled and keyed to a sitemap.
 - b. Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.
- 8. One (1) electronic copy on a flash drive of all submission materials including development plan sheets in PDF format, technical studies, landscape plans and color renderings.

- 9. Public hearing noticing fees (newspaper publication, mailing, posting).
- 10. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
 - a. 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.
 - b. 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.
 - c. Two (2) 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.
 - d. A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. 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.
2. It is recommended that the applicant and/or representative be present at all hearings.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Hemet Municipal Code Section 90-42.