



CITY OF WILDOMAR
Planning Department

23873 Clinton Keith Road, Suite #110
 Wildomar, CA 92595
 Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Planning Application
 Project Number**

GPA – CZ – SP – SPA – DCA APPLICATION

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

<input type="checkbox"/> General Plan Amendment – Land Use Map	<input type="checkbox"/> Development Code Amendment – Text Amend.
<input type="checkbox"/> General Plan Amendment – Text Amendment	<input type="checkbox"/> Specific Plan – New SP Document/Plan
<input type="checkbox"/> Change of Zone (CZ) – Zoning Map Amendment	<input type="checkbox"/> Specific Plan Amendment

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)
Fax	
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>	
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.	



**Planning Application
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ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY BY THE APPLICANT

(Project representative signatures will not be accepted.)

I acknowledge and certify that this project application is being submitted and processed as a "fixed fee" application in accordance with City Council action approved on November 8, 2023. I also acknowledge that this fixed fee is based on three (3) Plan Reviews and Approval. For each additional plan review above three (3), an extra fee equal to 25% of the original fixed fee amount for each application type will be due before moving forward, and failure to pay the extra fee will result in the City pausing all work on the project review until the fee is paid. I further acknowledge that if this application requires additional legal review by the city attorney beyond the typical review time stipulated in the fixed fee for each application, an additional charge of \$4,969.64 for each 10 additional hours will apply. I lastly acknowledge, upon notification from the City, that if the proposed project becomes inactive for a period of six (6) months, the project will be automatically deemed closed out and withdrawn by the City, and that a new development application and fixed fee (at the time of re-initiation) will be required to restart the project.

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: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____

On _____, before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(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.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER	DESCRIPTION OF ATTACHED DOCUMENT
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	TITLE OR TYPE OF DOCUMENT
_____	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	NUMBER OF PAGES
<input type="checkbox"/> GENERAL	_____
<input type="checkbox"/> ATTORNEY-IN-FACT	DATE OF DOCUMENT
<input type="checkbox"/> TRUSTEE(S)	_____
<input type="checkbox"/> GUARDIAN/CONSERVATOR	SIGNER(S) OTHER THAN NAMED ABOVE
<input type="checkbox"/> OTHER _____	_____
_____	_____

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))



CITY OF WILDOMAR

Planning Department

Submittal Requirements for General Plan Land Use & Zoning Map Amendments, Development Code Text Amendments & Specific Plans/Specific Plan Amendments

Special Note(s):

The City has officially adopted an “All-Electronic” project application submittal and fixed fee payment process, including submittal of development plans and all accompanying technical studies (new and resubmittals). When you are ready to make a formal submittal (or resubmittal), please contact Mr. Abdu Lachgar, AICP, Senior Planner at (951) 677-7751, Ext. 203, or via email at alachgar@wildomar.gov. Mr. Lachgar will provide detailed instructions on how to make the formal electronic submittal (and resubmittals) and pay the fixed fees.

A. APPLICABILITY

This information handout applies to the following application types:

1. General Plan Amendments/Specific Plan & Specific Plan Amendments (GPA/SP/SPA)

A General Plan Amendment or Specific Plan Amendment is a request to modify the City’s adopted General Plan, or adopted Specific Plan. These requests commonly take one of two forms; 1) A request to modify the General Plan or Specific Plan Land Use Map, and 2) A request to modify specific text with the General Plan Elements or Specific Plan, including modifications to existing goals and/or policy statements and supplement exhibits contained within the General Plan or Specific Plan document. General Plan Land Use or Specific Plan map and/or exhibit amendments shall consist of one or more sheets and the size shall not exceed 24” x 36”. General Plan or Specific Plan goal or policy statement (text) amendments shall be submitted in written form in an 8 ½” X 11” format. Please refer to the City’s current Fixed-Fee schedule adopted by City Council on November 8, 2023 for the application cost. All fees are payable at the time of formal application submittal.

2. Change of Zone (CZ) and Development Code Amendments (DCA)

A Change of Zone or Development Code Amendment is a request to modify the City’s official Zoning Map or Development Code (formerly Zoning Ordinance). These requests commonly take one of two forms; 1) A request to change the zoning designation(s) of the Zoning map on private or public property (Change of Zone), and 2) A request to modify the text of the Development Code (Development Code Amendment), including development standards and/or land uses. A Change of Zone may also include a specific development project application (i.e., Plot Plan, Conditional Use Permit, Tract/Parcel Map). Zoning Map amendments shall be shown on one sheet and the size shall not exceed 24” x 36”. Zoning Ordinance Amendments shall be submitted in written form (MS Word document). Please refer to the City’s current Fixed-Fee schedule adopted by City Council on

November 8, 2023 for the application cost. All fees are payable at the time of formal application submittal.

B. MINIMUM SUBMITTAL REQUIREMENTS FOR CHANGES TO THE GP LAND USE MAP (General Plan Amendment) AND/OR ZONING MAP (Change of Zone):

The following items represent the minimum submittal requirements for processing general plan land use map amendments and/or zoning map amendments.

- ☐ One (1) electronic (Pdf) copy of the Completed and Signed Application Form Package, and Application Fee payment (paid at the time of formal project submittal). Refer to the city's fee schedule for payment amounts.
- ☐ One (1) Pdf copy of the Specific Plan or Specific Plan Amendment document, or Zone Change map amendment/exhibit.
- ☐ A detailed project description letter describing all the specific details about the proposed project must be submitted with the application form (as an attachment to the application form).
- ☐ 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) at (951) 674-3146 to discuss the proposed project and Due Diligence Form (see below). You will also need a completed and signed EVMWD Due Diligence Form (see attached).
- ☐ One (1) copies of the Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- ☐ One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- ☐ 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.
 - ☐ Air Quality Impact Analysis
 - ☐ Archeological/Paleontological Report
 - ☐ Biological Resources Assessment Report
 - ☐ Cultural Resources Report
 - ☐ Determination of Biologically Equivalent or Superior Preservation (DBESP) Study
 - ☐ Geotechnical/Seismic/Subsidence/Soils Report
 - ☐ Greenhouse Gas Emissions Analysis
 - ☐ MSHCP Compliance Report
 - ☐ Noise Study Analysis
 - ☐ Phase 1 Environmental Assessment (Phase 2 EA when required by Phase 1 conclusions)
 - ☐ Preliminary Drainage & Hydrology Report (see above)

- ☐ Project Specific Water Quality Management Plan (including completed/signed WQMP Checklist)
- ☐ Traffic Impact Analysis/Traffic Study (as determined by the City Engineer)
- ☐ Visual Simulations (for hillside developments).
- ☐ Slope Stability Analysis (for hillside developments).

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

- Within two (2) days of a complete and formal submittal of the application, specific plan or development plans & required technical studies, the Planning Department will request a from one of the City's current on-call CEQA consultant's a scope of work and budget to prepare the ND, MND or EIR (as appropriate).
- The City's CEQA consultant's a scope of work and budget will be provided to the Applicant for approval and acceptance.
- The Planning Department will then take a tri-party agreement to the City Council for review and approval. The tri-party agreement will include: a) the CEQA consultant's scope of work & cost proposal; b) the City's standard 15.55% administrative overhead charge; and c) the City Attorney's cost to review the CEQA documentation.
- Once the tri-party agreement is approved by the City Council, it is the Applicant's responsibility to submit the required fee for preparation of the environmental document (this is a fixed fee amount). Per the City's standard agreement, 50% of the total cost must be paid within 10 days of the agreement effective date to begin the CEQA process. The remaining 50% of the total cost is due within 30 days of the agreement effective date. (Note: no authorization to proceed on the CEQA document will begin until the 1st payment is received from the Applicant).

C MINIMUM SUBMITTAL REQUIREMENTS FOR GENERAL PLAN TEXT AMENDMENT AND ZONING ORDINANCE TEXT AMENDMENT:

The following items represent the minimum submittal requirements for processing general plan text amendments and/or zoning ordinance text amendments.

- ☐ One (1) electronic (Pdf) copy of the Completed and Signed Application Form Package, and Application Fee payment (paid at the time of formal project submittal). Refer to the city's fee schedule for payment amounts.
- ☐ A detailed project description letter describing all the specific details about the proposed project must be submitted with the application form (as an attachment to the application form).
- ☐ 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) at (951) 674-3146 to discuss the proposed project and Due Diligence Form (see below). You will also need a completed and signed EVMWD Due Diligence Form (see attached).
- ☐ One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- ☐ To comply with the California Environmental Quality Act (CEQA) guidelines, the City will follow the same process as above.

D. REQUIRED INFORMATION:

The minimum application information must contain the following information.

GENERAL PLAN/ZONING AMENDMENT/SPECIFIC PLAN APPLICATION REQUIREMENTS		
General Plan Land Use or Zoning Map Amendments	General Plan or Zoning Ordinance Text Amendments	Required Information
		Name, address and telephone number of applicant.
		Name, address and telephone number of landowner.
		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 exhibit was prepared.
		Title of Map.
		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).
		Location of adjoining properties and lot lines.
		Existing and proposed land use or zoning designation of subject and surrounding properties.
		Existing uses of the subject and surrounding properties.
		Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
		Identification of the element(s), section(s), and page(s) for the proposed text changes to general plan and the code section number(s) for the proposed text changes to the zoning code.
		Redline and strikeout of the effected plan and code sections.
		Proposed changes (without redline and strikeout) to the effected plan and code sections.
		A written justification the proposed amendments and changes.

E. PUBLIC HEARING NOTICE INFORMATION (PROPERTY OWNER MAILING LABELS)

The public hearing notification package is intended to identify all property owners within a 1,000-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 1,000-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 1,000 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 1,000 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: _____

Planning Case No. (if known when prepared): _____

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

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

G. ELSINORE VALLEY MUNICIPAL WATER DISTRICT (EVMWD) DUE DILIGENCE

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.