

Land Use Entitlement Application

City of Twentynine Palms
Community Development Department
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 • Fax (760) 367-5400
29palms.org

Date Submitted _____

PC # _____
(Office Use Only)

Conditional Use Permit
Conditional Use Permit Amendment
Change of Zoning (General Plan Amendment)
Planned Unit Development

Administrative Use Permit
Site Plan Review
Specific Plan

Applicant: _____ Phone(s): _____

Business/Organization Name: _____ Fax: _____

Mailing Address: _____ Email: _____

Own Plan to Purchase Lease/Rent Cell Phone: _____

Project Information

Parcel Number(s): _____ Property Owner: _____

Street Address: _____ Present Zoning: _____

Present Use: _____ Proposed Use: _____

Adjacent Zoning: N _____ S _____ E _____ W _____

Adjacent Use: N _____ S _____ E _____ W _____

Architect/Engineer/Draftsman: _____ Phone(s): _____

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of Twentynine Palms.

Applicant Name (Please print): _____

Applicant Signature: _____ Title: _____ Date: _____

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Property Owner (Please print) _____ Signature _____ Date _____

Submittal requirements, an overview of the application process, application fee schedule, and an application checklist are provided on the following pages.

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Letter of Intent, including a project description.
- Payment of Fee (contact the Planning Department for current fee schedule).
- A professionally prepared site plan, drawn to scale (1" = 20' unless a different scale is approved by planning staff). The site plan must include all information contained on the attached checklist. The quantity to be provided varies depending upon the project size and scope; three (3) copies of plans for the initial submittal, additional copies will be required for final plan submittal.
- Reproducible 8 1/2" x 11" copies of the site plan and all elevations for the initial submittal and any revisions.
- Electronic copy of site plan and all elevations for the initial submittal and any revisions.
- Vicinity map of the area showing the proposed project in relation to existing roads, landmarks, etc.
Building elevations (1/4" = 1') of all sides of proposed and existing buildings. You may submit photographs and photo simulations of existing buildings.
- Grading Plan and paving specifications.
- A drainage plan for the property showing the method of surface and/or subsurface drainage (as determined by the City Engineer).
- Signed *Letter of Certification* attached to typed adhesive mailing labels, prepared by a title company, for all owners of property within 300 feet of the project site. Attach the mailing labels to an Assessor's Plat sheet with subject property and notification radius identified.
- A traffic report summarizing the availability of adequate public services and facilities, including roads adequate to support increased traffic generated by project. (For information regarding the requirements for a traffic study, see the Traffic Study Policy included in this application packet).
- A photometric plan, for all existing and proposed lighting.
- A Geotechnical Report.
- A completed and signed Environmental Questionnaire.
- A biological report including analysis of desert tortoise and burrowing owl habitat and presence/absence (this requirement may be waived in some cases depending upon property location and features).
- A preliminary title report for the property (obtained from Title Company), prepared within 60 days of application submittal.
- A landscape plan utilizing the "Go Native" plant list.
- Separate Fire Department Plan Review and fees are required as part of the project approval process. Please contact San Bernardino County Fire Department, North Desert Division at (760) 995-8190 for specific details on [application and fee requirements](#).
- Other reports or studies as necessary as required by the scope of the project

OVERVIEW OF APPLICATION PROCESS **Submittal of Application**

If your application is complete, processing begins and a public hearing date is set. If incomplete, you will be notified within thirty (30) days of the additional materials necessary to complete your application.

Project Routing

Details of your project are sent to all affected agencies and City departments for review and comment. Two weeks are allowed for this review. A Development Review Committee meeting, including representatives of all affected agencies, will be scheduled if either requested by the applicant (contact the Planning Department for current fees) or recommended by City

staff.

Environmental Determination

The City is required to implement requirements of CEQA. Please complete and submit the Environmental Questionnaire. If your proposal is exempt from CEQA, staff will recommend that the approval authority approve an exemption. CEQA Notice Exemption, Notice of Determination, Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports require a filing fee payable to the County Clerk (check with the Clerk’s office for current fees [909-327-3841]). An Environmental Questionnaire is required to determine if the project is exempt. A *draft* Negative Declaration may be proposed if your project is not exempt but it is found that approval will not result in a significant adverse affect to the environment. The Negative Declaration is prepared following the two-week review described above. The required review period for a Negative Declaration is 20-30 days, depending on the project. If significant environmental effects may result, Mitigation Measures are developed and a Mitigated Negative Declaration is proposed. If project redesign or mitigation does not reduce impacts to a level of insignificance, as defined by CEQA, an Environmental Impact Report will be required. An environmental consultant may be selected by you, the applicant, but is subject to the City’s approval.

Staff can provide a preliminary environmental determination, based on information you provide. However, approval of an environmental clearance is given by the approval authority for the project (Planning Commission or City Council) as determined by the City’s Development Code.

Separate from the CEQA requirement, Section 711.2 of the California Department of Fish and Game Code requires that you pay fees to the Department for review of your proposed Negative Declaration. Check with the County Clerk for current fees.

Approval

Most projects are reviewed and can be approved by the Planning Commission. If City Council review is required, a Planning Commission Public Hearing and recommendation is required prior to Council review. The Planning Commission meets on the first and third Tuesday, 6:00 p.m. The City Council meets on the second and fourth Tuesday, 6:00 p.m. Meetings are held in the Council Chambers at City Hall.

APPLICATION FEE SCHEDULE

Application fee: Check with Community Development Department for current fees.

APPLICATION SUBMITTAL

Applications may be submitted to the Community Development Department at 6136 Adobe Road, Twentynine Palms, CA 92277, Monday thru Thursday between the hours of 7:00 a.m. to 6:00 p.m. (Closed Friday)

LAND USE PERMIT APPLICATION CHECKLIST

Date Submitted _____ PC # _____

Applicant _____ Project _____

To ensure that your application is complete, and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application.

- Is your application signed?
- Has the property owner, if other than the applicant, signed the application?
- A Letter of Intent, with project description to included, a business plan, summarizing the type of business, hours and days of operations, number of anticipated employees, anticipated customers per day, licenses issued specific to the type of proposed business, etc.
- Has the fee been submitted?
- Has City staff made a preliminary determination as to whether proposed project is consistent with the General Plan?
Check one: Zoning is consistent _____ Zoning not consistent _____
- Has a Site Plan been provided? (Contact City staff for a determination regarding the quantity of Site Plans to submit)?
 - Is the Site Plan professionally prepared, easy to read and legible?
 - Are north arrow, date and scale noted on the Site Plan?
 - Does the Site Plan depict entire property, adjacent rights-of-way and their dimensions, and ingress and egress of properties across the street from the project site?

Please provide information on all adjacent rights-of-way:

Street name _____

Existing right-of-way: _____ feet

Required right-of-way _____ feet

Proposed right-of-way _____ feet

Street name _____

Existing right-of-way: _____ feet

Required right-of-way _____ feet

Proposed right-of-way _____ feet

- Are dimensions and locations of proposed and existing buildings shown?
- Does Site Plan identify all property lines?
- Are dimensions of all property lines shown?
- Are existing and proposed sidewalks, curb and gutter shown?
- Are block walls, retaining walls, or fences, if required, shown?
- Is trash enclosure, if required, shown per City standard?
- Does the quantity of parking meet requirements?
- Parking requirement per Chapter 19.82 _____ Proposed parking (quantity) _____
- Are the correct number of handicap accessible parking spaces provided?
- Does design of handicap accessible parking spaces meet ADA requirements?
- Does parking layout indicate vehicle circulation?
- Does parking layout include wheel stops and required striping?

- Does parking layout striping meet City standards? (Contact City staff or review Chapter 19.82 of the Development Code for information if needed)?
- Are locations of existing and proposed utility improvements (i.e., water meter, utility poles, lighting standards, water hydrant) identified?
- Are landscaped areas and type of landscaping shown?
- Are dimensions of required setbacks shown?
 Required front setback _____ Proposed front setback _____
 Required side setback(s) _____ Proposed side setback(s) _____
 Required streetside setback _____ Proposed streetside setback _____
 Required rear setback _____ Proposed rear setback _____
- Are reproducible 8 ½ " x 11" copies of the site plan and elevations included?
- Are elevations (1/4" = 1') of all sides of proposed and existing buildings included?
- Is an electronic copy of the site plan, including all elevations included?
- Is a vicinity map of the area showing the proposed project in relation to existing roads, land marks, etc. provided?
- What is allowable lot coverage per the land use district? _____ %
- What is proposed lot coverage (impervious surface, including structures, sidewalks, paved parking, etc.)?
 Total lot area _____ square feet Proposed lot coverage _____ square feet
- Lot coverage percentage _____ %
- Does proposed lot coverage meet City standards? Yes _____ No _____
- Has Grading Plan, paving specifications and method of drainage been submitted?
- Is a Drainage Study for the proposed project provided?
- Is the location of the septic system and a 100% replacement area shown on the site plan?
- Has a Sign Plan been submitted?
 - ♣ Has an artist rendering or sketch of proposed signs been provided?
 - ♣ Are sign dimensions provided?
 - ♣ Are proposed sign locations provided?
 - ♣ Has clear sight triangle compliance been verified?
- Has the *Letter of Certification* been signed and submitted?
- Is the Assessor's Plat Sheet provided with subject property and notification radius identified?
- Are typed adhesive mailing labels included for a required radius is 300 feet?
- Have you signed and submitted the Notice of lighting requirements?
- Have you signed and submitted the Notice of Clear-cutting requirements?
- A traffic report summarizing the availability of adequate public services and facilities, including roads adequate to support increased traffic generated by project. (For information regarding the requirements for a traffic study, see the Traffic Study Policy included in this application packet).
- Is a photometric plan, for all existing and proposed lighting included?
- Is a Geotechnical Report included?

- Have you completed and signed and included the required Environmental Questionnaire?
- Have you included a biological report including analysis of desert tortoise and burrowing owl habitat and presence/absence (this requirement may be waived in some cases depending upon property location and features.)
- Is a preliminary title report for the property (obtained from Title Company), prepared within 60 days of application submittal included?
- Is a landscape plan utilizing the “Go Native” plant list included with submittal materials?
- Other reports or studies as necessary as required by the scope.

NOTICE

6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 ! Fax (760) 367-5400

THE CITY'S GENERAL PLAN PROHIBITS EXCESSIVE REMOVAL OF NATIVE VEGETATION AND CLEARCUTTING OF LAND. READ THE FOLLOWING BEFORE YOU REMOVE VEGETATION FROM YOUR PROPERTY.

Pursuant to the City of Twentynine Palms General Plan, as a means of minimizing wind and water erosion, grading and removal of native vegetation from parcels one acre or larger shall be limited to pad areas for structures, necessary driveways, and permitted uses.

In cases where native vegetation is removed, landscaping reflecting a desert theme, utilizing drought resistant plants, is highly recommended.

A thirty-foot (30') fire clearance should be maintained between structures and native vegetation, but removal of vegetation exceeding the requirements specified in the Uniform Fire Code is discouraged.

Prior to issuance of a Building Permit or Grading Permit, the City requests that you sign below to verify that you have read and understand the requirements of the City's General Plan with regard to removal of vegetation.

Applicant Signature _____

Date _____

NOTICE

6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 • Fax (760) 367-5400

To minimize light pollution, the City has adopted procedures for the protection of property from bright lights. Preservation of the night sky to perpetuate the view of the stars in the evening is identified as a community asset in the City's General Plan and the intent of the City's lighting requirements is to avoid degradation of the night sky.

All outdoor lighting, except those exempted in the Night Sky Ordinance, are to be fully shielded to prevent Light Trespass. Light Trespass is a measurement of lighting intensity exceeding one-half (.5) foot candle measured at the property line utilizing a light meter held four feet above ground level directed at the light source. Any outdoor lighting that creates Light Trespass, that is not wanted by the owner or occupant of the neighboring property, is a violation. The following are requirements specified in the Night Sky Ordinance:

- New lighting fixtures shall be shielded to preclude Light Trespass onto adjacent property or to any member of the public who may be traveling on adjacent roadways or rights-of-way.
- Existing nonconforming outdoor lighting fixtures shall be allowed continued use, except that the lighting shall not be structurally altered so as to extend its useful life, aside from regular maintenance. Should it be determined that a nonconforming lighting fixture results in light trespass, that is not wanted by the owner or occupant of the neighboring property, the Planning Director may require the light to either be shielded, filtered, redirected, replaced with a less intense light source or otherwise modified (including removal if necessary) to eliminate the light trespass.
- Residential Pole lighting shall not exceed 12 feet in height.
- Street and parking lot lighting shall be oriented downward with cut-off fixtures to protect the night sky and fifty percent of all lighting fixtures within parking lots or within open lot sale areas shall be turned off within one hour after closing or between the hours of 10:00 p.m. and sunrise, whichever occurs first.

Prior to issuance of a Building Permit, the City requests that you sign below to verify that you have read and understand the requirements of the City's Night Sky Ordinance.

Applicant Signature _____

Date _____

TRAFFIC STUDY POLICY

6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 ! Fax (760) 367-5400
29palms.org

Planning Commission recommendation February 1, 2005
City Council adoption February 22, 2005

PART 1- Thresholds for requiring a traffic report

Any proposed site plan, subdivision, zone change or General Plan Amendment which any of the following applies:

1. A project that could generate 50 directional trips during a peak hour or 500-749 trips during an average day. A single-family residence generates approximately 1 peak hour trip.
2. If a new project's traffic will substantially affect an intersection or a roadway segment already identified as operating at an unacceptable level of service.
3. A project that may create a hazard to public safety.
4. A project that will substantially change the off-site transportation system or connections to it.

PART 2 – Type of Traffic Report or level of detail required within the report.

Different levels of development require different levels of traffic analysis. Therefore, this part of the draft policy includes three levels of analysis based upon the anticipated peak hour directional trips. One of the key triggers for identifying when a traffic report should be required is "trip generation." The trip generation of a proposed development is the number of inbound and outbound vehicle trips that are expected to be generated by the development during an average day or during a peak hour.

The process of using thresholds is as follows; estimate the trip generation, compare that generation to accepted thresholds, and then determine the type (if any) of traffic report needed.

The different levels of traffic reports are labeled as follows and are listed in order of complexity, from less to more complex.

1. **TRAFFIC IMPACT ASSESSMENT-** This type of study is recommended for smaller scale projects which should not have a significant impact on the overall transportation system, but will have impacts at the site access. The analysis for this type of study focuses on site access points. This report would be required for the following projects:
 - a. A project projected to generate 50-99 peak hour directional trips.
 - b. If a new project's traffic will substantially affect an intersection or a roadway segment already identified as operating at an unacceptable level of service, or will substantially change the off-site transportation system or connections to it
 - c. A project that may create a hazard to public safety.

The scope for a Traffic Impact Assessment varies and is determined on a case by case basis and may include those items for evaluation as listed under the "Traffic Impact Study" description depending upon specific site specific factors.

- 2. TRAFFIC IMPACT STUDY-** This is the traditional traffic impact study for projects projected to generate 100-250 peak hour directional trips which evaluates the following:

On-Site Circulation: Review and evaluate access locations, driveway throat depths, and size of major on-site circulation facilities with respect to operations, safety, and continuity with existing and planned facilities.

Off-Site Roadways: Study all locations where: 1) the project circulation system intersects with the existing or planned surrounding street system, and 2) project traffic may substantially affect the operation of a roadway or intersection.

Transit: Discuss all bus routes that have, or will have service, within 1/4 mile of the project.

Bicycles: Identify any existing or planned (Twentynine Palms Bicycle Master Plan) facilities that will be modified by the project or are within 1/4 mile of the project.

Pedestrians: Identify any significant pedestrian facilities that will be affected by the project.

Trucks: For industrial or surface mining projects, identify the number of truck trips that will be generated and design accommodations necessary to support these trucks.

Other subject areas (such as traffic safety, residential impacts, etc.) should also be analyzed as warranted by individual circumstances.

Study Scenarios: This type of study should incorporate the following scenarios, unless directed otherwise by the City Engineer:

1. Existing Condition
2. Existing Plus Project Condition
3. Cumulative (2025) Condition
4. Cumulative (2025) Plus Project Condition

- 3. CONGESTION MANAGEMENT PLAN TRAFFIC IMPACT ANALYSIS (CMP TIA) -** For projects projected to generate more than 250 peak hour directional trips. For such project, the CMP TIA is mandated by Measure I.

Regional Traffic Analysis (CMP TIA): This type of study is much more comprehensive, focusing on the impacts over a long period. It includes all items described under the Traffic Impact Study Description. In most cases, a regional traffic analysis will need to be prepared using a computer.