



# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-8732 FAX: (909) 862-3180

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### ALCOHOL BEVERAGE CONTROL LICENSE (ABC)

\$1,425 Flat Fee for ABC License

#### **CHECKLIST:** *(All items must be included at the time of filing)*

1. **One (1) copy** of Land Use Application Form. All owners must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable. All Applications need to have original signatures upon submittal.
2. **One (1) copy** of a complete Land Use Questionnaire/Environmental Assessment (attached).
3. **One (1) signed** and dated copy of the "Hazardous Waste Site Certification" and the current list. (attached)
4. **Three (3) prints** of a detailed site plan and floor plan. (See attached site plan checklist.) Additional copies will be requested after the application has been deemed complete.
5. **One (1) Reduced** Site Plan (8 1/2" x 11").
6. **One (1) copy** of recorded grant deed for each lot or parcel.
7. **One (1) copy** of the signed surrounding property owners list with names and mailing addresses and two sets of mailing labels. (Sample included. Property owners information may be obtained from Assessor's Parcel Books in the County Assessor's office, 172 W. Third St., San Bernardino, CA 92415).
8. **One (1) copy** of a business operation letter.
9. **One (1) set** of colored site photos.
10. **Additional Information** may be required by the Planning Division pursuant to Government Code Section 65943.

## **Plot Plan Checklist**

A plot plan is a drawing to scale, on one sheet of paper (Minimum 11" x 17") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the lot plan. Any items left off may cause delays in your project.

**ATTACHMENTS ARE NOT ACCEPTABLE.**

1. Names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.
2. Names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone. If no utility company, state method of supply.
3. COMPLETE legal description of the property involved. Include assessor parcel number. If a portion of a large parcel is being developed, include a description of that portion.
4. Identify the location of alcohol sales are and storage in the floor plan.
5. North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10') The direction of the "north" arrow should be shown pointing towards the top of the Plot Plan.
6. Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist indicate by a note that no easements exists. If property is not on a road or easement show access to property.
7. Dimension of property line or boundary lines of project.
8. Zone District classification and type of development of all adjacent property including across any streets.
9. Vicinity Map showing location of project.
10. Any proposed identification sign is to be shown scaled and dimensioned on the plot plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to Development Code for detail information on type and size of sign.
11. Show distance from property lines of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, signs, curbs, driveways, and sidewalks in relation to other structures. Indicate existing structures that are to be removed or remain.
12. Indicate height, dimension, square footage and number of stories, including basements, of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, towers and swimming pools etc.
13. Include parking stalls, loading zones, handicap parking and path of travel.

14. Show the method or formula by which you computed the number of spaces required for each use: a) Indicate the number of spaces required for each use b) Indicate the number of spaces proposed, as well as the minimum number of spaces required.
15. Compute all building coverage, impervious surface, landscaping, open space, and sign area requirements.
17. Show location, size and type of all trees six inches (6") or greater in diameter.  
If no trees, indicate by a note that no trees exist.
18. Reduced Site Plan (8 1/2" X 11")



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### LAND USE APPLICATION

1. APPLICANT NAME: \_\_\_\_\_ TEL #: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. EMAIL ADDRESS: \_\_\_\_\_

4. SITE ADDRESS & ASSESSORS PARCEL NUMBER: \_\_\_\_\_

5. BRIEF PROJECT DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. REPRESENTATIVE INFORMATION:

NAME: \_\_\_\_\_ TEL#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

7. APPLICATION TYPE: (Mark all applicable types):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zone Change         | <input type="checkbox"/> Development Code Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance            | <input type="checkbox"/> Specific Plan Review       |
| <input type="checkbox"/> Design Review          | <input type="checkbox"/> Tentative Tract     | <input type="checkbox"/> Parcel Map                 |
| <input type="checkbox"/> Development Agreement  | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Planned Development Agree. |
| <input type="checkbox"/> Revisions              | <input type="checkbox"/> Sign Review         | <input type="checkbox"/> Environmental Review       |
| <input type="checkbox"/> Tree Removal/          | <input type="checkbox"/> Outdoor Sales/      | <input type="checkbox"/> Planned Unit Development   |
| <input type="checkbox"/> Relocation Permit      | <input type="checkbox"/> Display Permit      | <input type="checkbox"/> Other _____                |

8. Signature: I certify under penalty of perjury that I am the Legal Owner(s) (all individuals must sign as their names appear on the property deed), or Owner's Legal Agent and that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(FOR OFFICE USE ONLY)

FILE NO.: \_\_\_\_\_ FILING DATE: \_\_\_\_\_ FEE: \_\_\_\_\_



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### SURROUNDING PROPERTY OWNERS LABELS

Ownership of surrounding properties shall be determine from the most up-to-date information available from the Assessor's/Tax Collection Office. Two (2) complete sets of mailing labels are required.

I certify, under the penalty of perjury, that to the best of my knowledge, the enclosed mailing labels contain the name and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FORMULA: The property for which this application is being processed is (check one):

- Minor subdivision or Major Variance = all contiguous properties. Contiguous means touching or across the street, including corners.

#### All OTHER APPLICATIONS

- Contain all parcels within 300 feet of all external boundaries.

NOTE: These labels will be utilized to notify surrounding property owners of your proposal. Please provide two (2) complete sets of mailing labels.

#### SAMPLE MAIL LABEL

ASSESSORS PARCEL NO.  
NAME  
ADDRESS  
CITY, STATE, ZIP CODE

1234-567-8910-0000  
JOHN DOE  
27215 BASE LINE  
HIGHLAND, CA 92346



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### APPLICATION CERTIFICATE

NOTE: All owners of record must sign this Certificate. List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property which is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he or the organization is aware the application is being filed with the City of Highland Planning Division, and certifies under penalty of perjury the information contained in this application is true and correct.

I (We) further agree that if any such information proves to be false or incorrect, the City of Highland and any special purpose or taxing district affected thereby are and shall be release from any liability incurred if a Certificate of Compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

Any persons signing wit Power of Attorney for others must print the names of those individuals in the signatures block and attach a certified copy of the Power of Attorney.

\_\_\_\_\_  
Signature of Legal Agent/Power of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registration No.

(If Registered Engineer/Licensed Land Surveyor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

\_\_\_\_\_  
Signature

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Date



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### LAND USE QUESTIONNAIRE / ENVIRONMENTAL ASSESSMENT

#### FOR OFFICE USE ONLY

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

Project No.: \_\_\_\_\_

APPLICANT, PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION To the best of your ability. Unanswered questions may result in a delay in the processing of your "application. If the answer is unknown or the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate.

#### **A. PROJECT INFORMATION**

APPLICATION TYPE: \_\_\_\_\_  
(Design Review, Tract, etc.)

APPLICANTS NAME: \_\_\_\_\_

\_\_\_\_\_  
(Street Address) (City) (Zip Code) (Phone)

REPRESENTATIVE NAME: \_\_\_\_\_

\_\_\_\_\_  
(Street Address) (City) (Zip Code) (Phone)

PROJECT DESCRIPTION AND PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If Zone or Land Use District Change: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

LOCATION DESCRIPTION (Distance and direction from cross streets): \_\_\_\_\_

\_\_\_\_\_

PROJECT SIZE (Total acres or Sq. Ft.): \_\_\_\_\_

TITLE AND DATE OF ANY EXISITNG ENVIRONMENTAL IMPACT REPORT PREPARED FOR PROJECT SITE: \_\_\_\_\_

ON WHAT DATE WAS THE PROPERTY LAST VISITED BY THE PERSON COMPLETING THIS QUESTIONNAIRE? \_\_\_\_\_

**B. SITE DESCRIPTION**

1. Provide the following information for the site and all adjacent areas. Note any major or important natural or man-made features in the vicinity; for example, major highways, stream channels, etc.

Type of Existing Development  
(i.e., residence, office bldg.)

On Site \_\_\_\_\_

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

General Plan / Existing Zoning

General Plan Designation

Existing Zoning

On Site \_\_\_\_\_

\_\_\_\_\_

North \_\_\_\_\_

\_\_\_\_\_

South \_\_\_\_\_

\_\_\_\_\_

East \_\_\_\_\_

\_\_\_\_\_

West \_\_\_\_\_

\_\_\_\_\_

2. Is the proposed project within 1/4 mile of a parcel containing an existing commercial agricultural use, landfill, sewage treatment plant, airport, railroad, or mining operation? If yes, state approximate distance and direction and use type.

\_\_Yes \_\_NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



3. Is the proposed project within 1/4 mile of a parcel containing an existing commercial agricultural use, landfill, sewage treatment plant, airport, railroad, or mining operation? If yes, state approximate distance and direction and use type.

\_\_Yes \_\_NO

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4. List type and density of vegetation existing on site. Is site considered potential habitat for protected or endangered plant species?

\_\_Yes \_\_NO

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5. List approximate number, size and type of native trees.

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6. List the species of birds, mammals, reptiles, and fish which have been observed on or near the site. Is site considered potential habitat for endangered or protected species of animal or fish?

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7. Have any fossils, deposits or historical artifacts, including Indian relics been observed on or near the site? If yes, please describe:

\_\_Yes \_\_NO

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8. Are there any earthquake faults or fault traces within 1/4 mile of the site? If yes, describe and give location.

\_\_Yes \_\_NO

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9. Indicate the general percentage slope of the site. If slope varies sharply among different portions of the site, list the percentage slope for each part of the site with different slope characteristics. Submit a copy of a slope analysis map (if any), with the application. (Slope analysis maps are required for PUD's and projects in Area I of Greenbelt.)

<u>Slope</u>	<u>No. of Acres and Percent of Site</u>
0-5% (flat to gently sloping)	_____
5-15% (gently sloping)	_____
15-30% (moderately sloping)	_____
30-40% (steep)	_____
Over 40% (very steep)	_____

10. Are there any landslides or mudslides, rockfall or ground failure areas, on or in the vicinity of the site? If yes, indicate the type of hazard and its approximate size and location.

Yes  NO

\_\_\_\_\_

11. Describe any prominent landform features on the site such as canyons, ravines, bluffs, cliffs, or rock outcroppings.

Yes  NO

\_\_\_\_\_

\_\_\_\_\_

12. Is the site within 1/4 mile of a lake, reservoir, pond, spring creek or stream? If yes, indicate the name of the water body and whether or not it is on site. If not on site, please state approximate distance and direction from site.

Yes  NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Is the property part of a known overflow area or traversed by natural stream bed, channels, ground swales or washes, or subject to high water table? If yes, indicate the approximate location and depth of each.

Yes  NO

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15. Are each of the proposed lots or building site(s) free of any drainage course, swale, water overflow or ponding area? If no, please explain.

Yes  NO

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16. Has surface water originating outside the property been known to overflow onto the property in the past? If yes, please explain how and give direction of flow.

Yes  NO

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17. Are there any flood-protective measures or devices existing or proposed between natural or artificial water courses and the property? If yes, please explain.

Yes  NO

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18. Does the proposed project require grading or emplacement of structures, etc., which will encroach into, obstruct, alter or divert any flood flows from a major wash, channel, stream, swale, ditch or watercourse? If yes, please explain.

Yes  NO

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19. Are there existing roads abutting property? If yes, describe the type, width and condition of road, give name(s). If no, please explain how legal access to the property will be provided and show on plans.

Yes  NO

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20. Are paving, curbs and gutters, and sidewalks installed in the area within 1/4 mile of the property, either on the fronting or abutting street? If yes, please list the type of improvements and the approximate distance from the parcel in feet or miles to these improvements.

Yes  NO

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21. Are there any hills, canyons, water courses, or other physical obstructions, etc., that might prohibit construction of standard road improvements on the property line? If yes, please explain.

Yes  NO

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22. Is the property crossed by any type of easement? If yes, give width of easement, state owner and use of easement and show it on the project plan.

Yes  NO

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23. Is the property a lot or parcel shown on a Subdivision Map, a division of a mobile home park, Parcel Map or Record of Survey recorded during the last 15 years? If yes, give the recording book and page, tract number, or parcel map number.

Yes  NO

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24. Are there any known property line conflicts, disagreements or encroachments with adjoining property owners? If yes, please indicate the problem.

Yes  NO

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25. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application.

Yes  NO

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26. Identify the entities that are/or would be providing the following services or utilities:

*Electricity:* \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? \_\_\_\_\_

\_\_Yes \_\_NO

*Gas:* \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? \_\_\_\_\_

*Sewage Disposal:* \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Address) (Phone)

a) Site presently served: (Circle one) Yes No

b) If an extension will be necessary, how far? \_\_\_\_\_

*School District:* \_\_\_\_\_  
(Name of District)

\_\_\_\_\_  
(Address) (Phone)

School District Office Phone Number (\_\_\_\_\_) \_\_\_\_\_

*Fire Protection:* \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Address) (Phone)

27. Has a General Plan Consistency Determination or a Development Code Interpretation been made for the site? If yes, please include a copy with the completed application.  
\_\_Yes \_\_NO

28. Identify any other agencies that you have contacted during the processing of your project. Please include copies of correspondence with any state, federal or other local agencies or departments in which the proposed project is discussed.

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29. Will your project require any other permits from local; State; or Federal agencies? If yes, please identify the agency and type of permit.

\_\_Yes \_\_NO

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30. Please include a copy of any studies or other documents (soils, geology, marketing, preliminary grading, drainage, traffic, etc.) that have been prepared for this project or for this site.

**C. PROJECT IMPACT**

1. Will the proposed project cause noise, vibration, night glare, dust or air pollution? If yes, please explain.

\_\_Yes \_\_NO

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2. Will project development result in the removal or relocation of trees? If yes, indicate how many, what kind and whether they will be removed or relocated.

\_\_Yes \_\_NO

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3. Will any earth material be exported from or imported to the site? If yes, please indicate the approximate quantity in cubic yards, whether imported or exported and the location of the borrow pit or dump site.

\_\_Yes \_\_NO

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4. How many cubic yards do you estimate will be graded? \_\_\_\_\_

a. Is custom lot grading or future phase grading anticipated? If yes, please explain.

\_\_Yes \_\_NO

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5. Will the proposed project require cut slopes that exceed five feet in height and/or fill slopes that exceed three feet in height? If yes, please indicate, in cubic yards, the amount to be graded.

\_\_Yes \_\_NO

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6. Will any special slope stabilization or erosion control techniques have to be utilized? If yes, please explain.

\_\_Yes \_\_NO

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7. Will the project necessitate any off-site grading? If yes, please indicate the purpose, the location and the amount of grading, in cubic yards.

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8. Approximately how many square feet of impermeable surface (building and paving) will be created by the development of the proposed project.?

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9. Will development of the proposed result in an increase in the presence of rodents, flies or other insects? If yes, please explain

Yes  NO

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10. Will development of the proposed project result in odors? If yes, describe the type and source of the odor.

Yes  NO

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11. Does the proposed use for the site involve pesticides, chemicals, oils, salts, hazardous or toxic materials? If yes, are these:

Yes  NO

a) In the production or processing of a product, or by product, or the provision of a service?

Yes  NO

b) Waste products resulting from the production or processing of a product or the provision of a service?

Yes  NO

c) On site stored in large quantities? If yes, how much and how long will the materials normally be stored?

Yes  NO

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12. For each of the questions "a" through "c" listed above that were answered "yes", indicate the type and quantity of materials involved.

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**D. INDUSTRIAL, COMMERCIAL, OR INSTITUTIONAL PROJECTS**

Provide the following information for all industrial, commercial, office commercial, or institutional projects (churches, social care facilities, private schools, etc.). Do not provide this information if your project only involves a Zone or Land Use District Change, a General Plan Amendment, sphere of influence change or annexation.

- 1. Provide an estimate of how many people will work at and visit the project each day or will stay overnight at the project site, per use. If school or social care facility, state age and numbers of students/patients and staff.

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- 2. Indicate the days and the hours of operation anticipated for each use proposed for the project site.

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- 3. Will the proposed use(s) generate substantial traffic from vehicles such as cars, semi-trucks, buses, vans, etc.? If yes, indicate the type of vehicle, frequency and number of vehicles.

\_\_Yes \_\_NO

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**E. COMMERCIAL PROJECTS:**

Provide the following information for all commercial or office commercial projects, including zone change(s) and General Plan Amendments.

- 1. How far is the proposed project from:
  - a. Other commercially zoned property? \_\_\_\_\_
  - b. Existing commercial uses presently in operation? (Indicate location) \_\_\_\_\_

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- 2. Indicate the principal market area from which the project is anticipated to receive most of its business:
  - a. Within a one mile radius of the site: \_\_\_\_\_
  - b. Within a five mile radius of the site: \_\_\_\_\_
  - c. Outside a five mile radius: \_\_\_\_\_



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### HAZARDOUS WASTE SITE CERTIFICATE

#### INSTRUCTIONS:

The Applicant for this development project shall consult the most current list entitled "Identified Hazardous Waste Sites-County of San Bernardino" and shall specify whether or not the development project is located on a site included on the list.

This certificate must be submitted with all development applications, except legislative acts, i.e. GPA or Zone/Land Use District Changes.

#### FORM:

The undersigned owner(s), applicants(s) or their legal representative, of the lands for which this development project application is made, hereby certifies under penalty of perjury under the laws of the State of California:

He (she) has consulted the most current and appropriate list of "Identified Hazardous Waste Sites—County of San Bernardino", and further certifies that the site of the proposed development project: (Circle and fill in date of list)

- a. Is not located on a site which is included on the attached list entitled "Identified Hazardous Waste Sites-County of San Bernardino," dated \_\_\_\_\_.
- b. Is located on a site included on the attached list entitled, "Identified Hazardous Waste-County of San Bernardino," dated \_\_\_\_\_.

List Assessor Parcel Numbers of the project property:

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\_\_\_\_\_  
Signature of Applicant/Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Owner of Record

\_\_\_\_\_  
Date

**CAL/EPA  
 FACILITY INVENTORY DATA BASE  
 HAZARDOUS WASTE AND SUBSTANCE SITES LIST  
 (Summarized by the Planning Division)**

<b>CITY: BARSTOW</b>	<b>FORT IRWIN</b>	<b>CITY: RIALTO</b>
5,688 acres; middle of the Mojave Desert, 92311 Barstow Marine Corps Logistics Base	36,313 acres; 36 miles east of Barstow, 92310 Fort Irwin National Training Center	7 miles northwest of San Bernardino, 92376 Rialto Ammunition Storage Point
Off Highway 40, on Hidden Springs Road, 92311 Barstow-Daggett Airport	<b>CITY: NEEDLES</b>	<b>CITY: SAN BERNARDINO</b>
<b>CITY: FONTANA</b>	21 miles northwest of Needles, 92363 Camp Ibis	2,208 acres; 58 miles east of Los Angeles, 92409 Norton Air Force Base
10763 Poplar Avenue, 92337 Western States Refining	Mojave Desert - various sites, 92363 Cama Desert Sites	Bunkerhill Ground Water Basin, 92408 Newmark Groundwater Contamination
14000 San Bernardino Avenue, 92335 California Steel Industries Inc	<b>CITY: ONTARIO</b>	<b>CITY: TWENTYNINE PALMS</b>
9400 Cherry Avenue, 92335 Kaiser Steel Byproducts Area	2264 Avion Place, 91761 G E Aircraft Engine Maintenance	595,367 acres; 5 miles north of Twenty-nine Palms, 92278 Twenty-nine Palms Marine Corps
9400 Cherry Avenue, 92335 Kaiser Steel Slag Pile/Sewage Plant	2500 Jurupa Street, 91761 Ontario Air National Guard	<b>COUNTY OF SAN BERNARDINO</b>
9400 Cherry Avenue, 92335 Kaiser Steel Chemwest Area	717 South Taylor Avenue, 91761 Isaac Cohen & Son Inc.	North of Essex; 32 miles west of Needles, 92160 Camp Essex
9400 Cherry Avenue, 92335 Kaiser Steel Tar Pits Area	<b>CITY: HIGHLAND</b>	
Industry Avenue, 92335 Orchid Paper Products	Safety Kleen 7979 Palm Avenue	