



**DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION**

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*Staff Use Only*

Case No(s):  
Date Submitted:  
Date Deemed Complete:  
Related Case(s):

## LEGISLATIVE PROJECT APPLICATION FORM

This form is used for a variety of legislative zoning actions, and not all submittal items may be applicable to your project. If you have any questions while completing this application, please contact the Planning Division for assistance. The completeness of this application, which includes a site plan or other exhibits, is subject to review by the Planning Division. Incomplete or unsigned applications will not be accepted, or processing may be delayed. Fields outlined in red below indicate that information is required on that line. For projects involving only development (e.g., Commission Review & Approval, or Conditional Use Permit, etc.) please submit a completed Development Application Form.

### CHECK APPLICATION TYPE(S) REQUESTED:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agricultural Preserve Removal | <input type="checkbox"/> Concept/Development Plan | <input type="checkbox"/> Development Agreement    |
| <input type="checkbox"/> General Plan Amendment        | <input type="checkbox"/> Ordinance Text Amendment | <input type="checkbox"/> Pre-Annexation Agreement |
| <input type="checkbox"/> Specific Plan                 | <input type="checkbox"/> Specific Plan Amendment  | <input type="checkbox"/> Street Vacation          |
| <input type="checkbox"/> Williamson Act Removal        | <input type="checkbox"/> Zone Change              | <input type="checkbox"/> Other:                   |

### PROJECT SUMMARY:

Project/Business Name (if any):

Project Description (attach additional pages if needed):

Property Address/Location:

Assessor's Parcel Number(s):

Gross Lot Area:	<i>Sq.Ft.</i>	<i>Acres</i>	Net Lot Area:	<i>Sq.Ft.</i>	<i>Acres</i>
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General Plan Designation(s):

Zoning Designation(s):

Existing Uses and  
Structures on Site:

### PROJECT REPRESENTATIVE(S):

<b>APPLICANT</b>	Office Phone:	Cell Phone:
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Name:

Address:

City:	State:	Zip Code:
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Contact Person:	E-mail:
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I certify under penalty of perjury that all the application information is true and correct:

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The City will provide the hearing notice(s) and staff report(s) to the applicant unless another party is identified.

**APPLICANT'S REPRESENTATIVE:**

Name: Phone: Cell:  
Address: State: Zip:  
City: E-mail:

**PROPERTY OWNER:**

Name: Phone: Cell:  
Address: State: Zip:  
City: E-mail:

I, \_\_\_\_\_ am the owner of the property described in this application and hereby  
*Owner Name*  
authorize \_\_\_\_\_ to act on my behalf on matters pertaining to this application.  
*Applicant / Representative Name*

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: If more than one property owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers and principals) having interest in the property ownership.

**ARCHITECT:**

Name: Phone: Cell:  
Address:  
City: State: Zip Code:  
Contact Person: E-mail:

**ENGINEER:**

Name: Phone: Cell:  
Address:  
City: State: Zip Code:  
Contact Person: E-mail:

**APPLICANT AGREEMENT AND REIMBURSEMENT AGREEMENT:**

Processing of this application will not begin unless this application is complete and all signatures are provided:

I, the undersigned as project Applicant or Representative of the project Applicant, hereby authorize the City of Redlands to review the submitted plans and specifications for this Application in accordance with the Redlands Municipal Code. I am herewith paying \$\_\_\_\_\_ to cover staff review, coordination, processing costs, noticing, and materials.

Pursuant to the Fee Schedule, Applications may only be processed if all fees for processing the Application(s) have been paid. If in the course of processing such Application request(s), the Application(s) billed fees have not been paid, the City will after a hearing deny the Application(s) based upon the Applicant's failure to provide said Application fees and charges as required by this Application.

Applicant(s) acknowledge and agree that by filing this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner).

Applicant(s) acknowledge and agree that I have included all of the required items and understand that missing items may result in delaying the processing of my application.

Applicant(s) agree to defend, indemnify and hold harmless the City of Redlands("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.

This Application shall be a public record.

IT IS SO AGREED:

**Name of Applicant**

**Applicant's Signature**

**Date:**

**CITY OF REDLANDS  
DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION**

**LETTER OF AUTHORIZATION**

This form shall serve to notify the City of Redlands that I/we are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the above-referenced application(s).

Name/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

I/we am/are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California) that the information contained in the above-referenced applications(s) is true and correct.

**Property Owner Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of California, County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: \_\_\_\_\_

## HAZARDOUS WASTE AFFIDAVIT

Government Code Section 65962.5 requires each applicant for any development project to consult the State Hazardous Waste and Substance Sites List. Based on this list (available from the Planning Division of the Community Development Department) the applicant is required to submit a signed statement to the City of Redlands indicating whether the project is located on a site which is included on the list before the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the applicant must fully describe the nature of the hazard and potential impacts on a attached sheet of paper. In either situation, the applicant must complete and sign the Affidavit in the space below.

I have been informed by the City of Redlands of my responsibilities pursuant to Section 65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been listed as the location of a Hazardous Waste or Substance Site by the State of California (e.g., Department of Toxic Substances Control or Cal EPA).

- The project site is located in an area listed as a Hazardous Waste or Substance Site.
- The project site is not in an area listed as a Hazardous Waste or Substance Site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## SOCIO-ECONOMIC STUDY AND COST BENEFIT ANALYSIS

Any project with a building or development area exceeding a cumulative total of 5,000 square feet requires a socio-economic study and cost benefit analysis and must also submit the following information in order for the application to be deemed complete:

- Identification of the proposed land use type, including gross and net acres, floor area ratios or building square footage.
- Residential projects should include the number of homes by square footage and building type.
- Absorption schedule or absorption rate for each land use type phased by year through project buildout.
- Proposed assessed values (Sales prices of homes or value per square foot of non-residential buildings).
- Identification of proposed public improvements by type and planning area, including road lane miles, storm drain flood control infrastructure lineal footage, number of street lights/traffic intersections, main parkway and median square footage, park acres (local and regional), landscape areas, natural open space, and recreational activity areas.
- Proposed sales revenue per square-foot of non-residential land use (i.e., retail sales per square foot)
- Copy of the project's property tax bills or list of assessor's parcel number(s).

# **APPLICATION SUBMITTAL REQUIREMENTS**

## **FOR LEGISLATIVE PROJECTS**

### **Required items for General Plan Amendment, Specific Plan, Specific Plan Amendment, Ordinance Text Amendment, and/or Pre-Annexation Agreement:**

1. Completed and signed Application Form, including property's owner's authorization.  
*\* Note for Street Vacation applications: All affected property owners for all subject properties must be listed and must sign the City's application form.*
2. Completed and notarized Letter of Authorization signed by property owner(s).
3. Payment of applicable City application fees.

### **Additional items for Pre-Annexation Agreement for water and/or sewer connections:**

4. Site Plan showing proposed construction or existing development subject to the Agreement.
5. Written description summarizing the proposal's consistency with the City's General Plan, as well as consistency with all applicable zoning regulations and development standards (i.e., for land use and development) contained in the Redlands Municipal Code and/or any applicable Specific Plan.
6. If applicable: socio-economic impact data and information as listed above.

### **Additional items for Ordinance Text Amendment or Specific Plan Amendment:**

7. Written statement identifying the code section(s) proposed for amendment and provide the proposed text. In accordance with Calif. Gov. Code §65945.5, an applicant applying for these applications may request a copy of the Public Hearing Notice from the City Clerk on any proposal to modify these documents.

### **Additional items for General Plan Amendment, Specific Plan, Specific Plan Amendment:**

8. Completed and signed Hazardous Waste Affidavit Form.
9. Three hundred foot (300') radius map based on Assessor's Parcel Map(s), three (3) sets of mailing labels of all property owners within the 300' radius of the subject property or project site, and a completed and notarized Letter of Certification signed by the person or firm that prepared the mailing labels and property owner list.
10. Ten (10) copies of the Site Plan and any exhibits showing area proposed for change (folded to 9" by 11", collated into sets, and bound). Additional sets will be required after application has been deemed Complete and/or prior to a public hearing.
11. All mapping for Legislative Applications shall include the following:
  - a. Name, address, and phone number of the Applicant and Applicant's Representative
  - b. Assessor's Parcel Number(s) for all subject properties
  - c. North arrow
  - d. Graphic scale (engineer's scale)
  - e. Vicinity map.
  - f. Date of map preparation
  - g. Total acreage
  - h. Dimensions of each lot and/or property involved in the application, and acreage or square-feet for each lot
  - i. Existing adjoining land uses, and any existing adjacent structures
  - j. Names of adjoining land owners
  - k. Lands dedicated for Public Use
  - l. Points of ingress and egress, and dimensions of public rights-of-way
  - m. Legal description for all properties involved in a Street Vacation
12. An electronic version (PDF and Word files) is required of all Specific Plans.

## ACCEPTANCE OF COMPLETE APPLICATION

Once an application is filed with the Development Services Department, staff will review the application within thirty (30) days from the date of receipt to determine whether the application is complete, pursuant to Section 65943 of the California Government Code. A determination of a complete application is based on the following:

- A. For projects that are determined to be subject to the California Environmental Quality Act (“CEQA”), the following items may be considered prior to deeming an application as complete, thereby commencing the time limits under CEQA Guidelines Section 15107 (for a Negative Declaration or Mitigated Negative Declaration) or Section 15108 (for an Environmental Impact Report):
1. All items required to be submitted for the type of application listed in the City of Redlands Legislative Project Application - Submittal Requirements List (attached).
  2. Completed Environmental Information Form supplemental.
  3. A maximum of three (3) environmental technical studies/reports may be prepared by an applicant’s consultant (Council Resolution No. 7744); *the consultant(s) must be hired from the City’s list of consultants*. Please refer to the Planning Division webpage for the current list of consultants. Technical studies may include: air quality, greenhouse gas analysis, biological habitat assessment, cultural or historical resources survey, noise impact analysis, traffic impact analysis, etc. City staff or the City’s consultants may request revisions, at applicant’s cost, prior to deeming the report(s) accepted or complete or prior to circulating an Initial Study.
  4. Engineering technical reports (if available) should also be submitted, such as: preliminary hydrology/drainage report, soils report, geotechnical investigation, slope stability analysis, Phase 1 Site Assessment or Phase 2 Site Investigation reports, etc. There is no limit to the number of engineering reports that may be prepared by the applicant and submitted to the City (Council Resolution No. 7744). City staff or the City’s consultants may request revisions, at applicant’s cost, prior to deeming the report(s) accepted or complete. For development projects subject to NPDES requirements, a Preliminary Water Quality Management Plan must be submitted and accepted/approved prior to a hearing or decision on the project.

NOTE: In accordance with Council Resolution No. 7744, the City will hire a qualified consultant to prepare the environmental report (e.g., Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration) for major development projects subject to CEQA.

- B. For development applications that are not defined as a “project” under the CEQA Guidelines pursuant to Section 15378, or have been determined by staff to be either a “Statutory Exemption” under Article 18 or a “Categorical Exemption” under Article 19 of the CEQA Guidelines, Item No. 1 above must be completed for the application to be deemed complete. Item No. 2 (Environmental Information Form) may be requested to obtain complete information prior to the City’s determination if a project qualifies for an exemption.
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## **ALQUIST-PRIOLO EARTHQUAKE FAULT ZONE**

If the property lies on a geologic fault zone area as delineated on the Earthquake Fault Zone map of the State of California, adopted July 1, 1975, five (5) copies of the Geologic/Geotechnical Report shall be submitted in conformance with the Alquist-Priolo Earthquake Fault Zoning Act. Setback lines as identified in the Geologic Report must be shown on the map. The applicant is responsible for the full cost of consultant review.

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## **REQUIREMENTS OF THE EAST VALLEY CORRIDOR SPECIFIC PLAN (EVCSP)**

Prior to development of uses in the EVCSP, Special Development (EV/SD) District, a Concept/Development Plan must be approved for the appropriate "Development Envelope" area as defined in the East Valley Corridor Specific Plan.

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## **GENERAL PLAN REQUIREMENTS FOR THE SOUTHEAST AREA (SECTION 4.42)**

Prior to development of property in the Southeast Area a Specific Plan must be approved for the appropriate Planning Sector as defined in the General Plan, Section 4.42.

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## PLANNING COMMISSION POLICIES AND PROCEDURES

Legislative projects may require review from the Development Review Committee and/or Planning Commission prior to moving forward to a public hearing or decision by the City Council. For this reason, the scheduled date of the Planning Commission or City Council hearing may be subject to change.

The assigned date of a meeting for Preliminary Review Committee (if any), Development Review Committee, Planning Commission, or City Council may be subject to change due to continuances, holidays, workload, or an incomplete application.

Please note that after an application has been deemed Complete, additional sets of plans may be required for meetings and hearings. The assigned Planning Division staff member will coordinate with the applicant to obtain additional sets of plans prior to any meetings or hearing (e.g., fifteen sets of plans for Planning Commission or City Council).

Full-size plans must be folded to a size no more than 8.5" x 14" and be stapled, collated, and bound by a rubber band. Site, Landscape, and Grading Plans (if applicable to your proposal) shall not exceed an engineering scale of 1"=40'. Floor Plans or Elevations (if applicable to your proposal) shall have a scale no smaller than 1/4"= 1'.

For each item on the agenda, the Planning staff will present a report to the Planning Commission and/or City Council. On items for public hearing, the applicant will be allowed time for a presentation or comments, and the audience will be asked for comments. Applicants and supporters of the application will speak first, followed by persons speaking against the project. After testimony is completed, the applicant will be allowed time for rebuttal.

On applications for a General Plan Amendment, Specific Plan or Specific Plan Amendment, Zone Change, Ordinance Text Amendment, Williamson Act Removal, Agricultural Preserve Removal, Concept or Development Plan, and Street Vacation, the Planning Commission acts in an advisory capacity to the City Council and may make a recommendation to the City Council. After the Planning Commission makes its recommendation to City Council, the City Clerk will schedule the matter for a public hearing for the City Council to take final action.

If the Planning Commission is the approval body per municipal code, then any person can appeal a Planning Commission decision to the City Council. Any appellant must submit an Appeal application and applicable fee to the City Clerk prior to the expiration of ten (10) days from the date of Planning Commission action. Decisions by City Council on projects or appeals are final, and may not be further appealed administratively.