DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION
35 Cajon Street, Suite 20
P.O. Box 3005
Redlands, CA 92373
Phone: (909) 798 - 7555
Fax: (909) 792 - 8715
Email: planning@cityofredlands.org

Staff Use Only

Case No(s):

Date Submitted:

Date Deemed Complete:

Related Case(s):

DEVELOPMENT APPLICATION FORM

This form is used for a variety of application types, and not all submittal items may be applicable to your project. If you believe a requirement is not applicable to your project, write "n/a." If you have any questions while completing this application, please contact the Planning Division for assistance. The completeness of this application, which includes project plans, 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 indicate information is required on that line. For projects involving legislative actions (e.g., general plan amendment, zone change, annexation, etc.) please attach a completed and signed Legislative Application Form.

CHECK APPLICATION TYPE(S) REQUESTED:

☐ **Commission Review & Approval**	☐ **Commission Sign Review**	☐ **Administrative Use Permit**
☐ **Conditional Use Permit – New Construction**	☐ **Conditional Use Permit – No Construction**	☐ **Conditional Use Permit – Sign or Sign Program**
☐ **Extension of Time**	☐ **Building Moving Permit**	☐ **Historic Parking Modification**
☐ **Tentative Parcel Map**	☐ **Revision to CUP or CRA**	☐ **Measure 'U' Exemption**
☐ **SB 9 Urban Lot Split**	☐ **Revision to Subdivision Map**	☐ **Variance / Modification**
☐ **Tentative Tract Map**	☐ **Socio-Economic Cost/Benefit Study**	☐ **Flag Test or Sign Test**
☐ **Lot Line Adjustment**		☐ **Other: _____**

SUMMARY:

Project or Business Name (if any):

Description of project and land uses (attach additional page if needed):

Property Address/Location:

Assessor's Parcel Number(s):

Gross Lot Area: ◯ *Sq.Ft.* ◯ *Acres* Net Lot Area: ◯ *Sq.Ft.* ◯ *Acres*

General Plan Designation(s):

Zoning District(s):

Existing Uses and Structures on Site:

PROJECT REPRESENTATIVE(S):

APPLICANT

Name: Office Phone: Cell Phone:

Address:

City: State: Zip Code:

Contact Person: E-mail:

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 / AGENT:

Name: Phone: Cell:

Address: State: Zip:

City: E-mail:

I, _____ am the owner of the property described in this application and hereby
Print Name

authorize _____ to act on my behalf on matters pertaining to this application.
Applicant / Representative Name

Property Owner's Signature: _____ Date:

Note 1: Notarized Authorization letter is required from the property owner/applicant being represented by a third party.
Note 2: 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:

Contact Person: E-mail:

ENGINEER:

Name: Phone: Cell:

Address:

City: State: Zip:

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

_____ **Date:**

Applicant's Signature

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:_____

CITY OF REDLANDS
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

COPYRIGHT WAIVER FORM

* Signing this form is *optional*. If signed, this form is to be completed by the design professional (or owner of the copyright) who prepared architectural drawings for the proposed project.

I, _____, hereby certify that I am the design professional or owner of the copyright for architectural plans submitted to the City of Redlands, Development Services Department, described as:

Planning Permit No(s): _____

Design professionals or copyright owners have the opportunity to select one of the options below when submitting plans (site plan, floor plan, elevations and 3D renderings, etc.) to the City of Redlands:

☐ **Yes.** Project design professional (or owner of the copyright) **grants permission** to the Planning Division to distribute, copy, and post online all architectural documents submitted as part of the Project Application.

☐ **No.** Project design professional (or owner of the copyright) **declines permission** to the Planning Division to distribute, copy, and post online all architectural documents submitted as part of the Project Application.

Name:

Signature: _____ **Date:**

What happens if the design professional or copyright owner declines to grant permission to the City?

If “No” is selected above, project applicants must also submit a reduced plan set including a "massing diagram" and "site plan", as defined in Government Code Section 65103.5(f), for public distribution and posting online.

A "massing diagram" is an exhibit that illustrates the three-dimensional form of a building and shows the profile, bulk, massing, size, height, roofline, and setbacks, without specific architectural details. A "site plan" identifies property lines, streets and right-of-way, required yards or setbacks, topography, easements, utilities, drainage, driveways and access points, on-site parking areas, landscape areas, exterior lighting, outlines of building footprints, and any sign locations such as a pole sign.

If the design professional or copyright owner elects not to submit either a "site plan" or "massing diagram", then permission is deemed granted and the Planning Division shall not be subject to any restrictions on the copying or distribution of the complete set of architectural drawings.

CITY OF REDLANDS
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

CERTIFICATION OF MAILING LABELS*

State of California
County of San Bernardino
City of Redlands

I, _____, hereby certify that attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of three hundred feet (300') from the exterior boundaries of property legally described as:

_____

_____

_____

_____

I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

Name:

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:_____

*** This form is to be completed by the person or firm preparing the required three hundred foot (300') radius map, list of property owners, and property owner mailing labels.**

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 (click here). Based on this list (available from the Planning Division of the Development Services 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**:

SOCIO-ECONOMIC STUDY AND COST BENEFIT ANALYSIS

Subject to the provisions of Measure "U," 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 (prepared by City staff) 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).

** Refer to Measure "U" for applicable exemptions from the requirement for a socio-economic study.*

ACCEPTANCE OF COMPLETE APPLICATION

Once a development 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:

I) 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 Environmental Impact Report).

A. All items required to be submitted for the type of application listed in the City's Development Application - Submittal Requirements Matrix (see attached list).

B. Completed Environmental Information Form supplemental, if required.

C. 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. 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: aesthetics, biological resources, cultural resources, historical resources assessment, noise, airport land use compatibility, or others (contact City staff). The City's selected environmental consultant will prepare any traffic studies, VMT analysis, and/or air quality/greenhouse gas analyses (these types of studies may not be prepared by applicants). 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.

2. 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.

II) 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 A above must be completed for the application to be deemed complete. Item B (Environmental Information Form) may be requested to obtain complete information prior to the City's determination if a project qualifies for CEQA exemption.

REQUIREMENTS OF THE TRANSIT VILLAGES SPECIFIC PLAN (TVSP)

Prior to development of property in the Transit Villages Specific Plan area, the following will be required: During environmental review for proposed projects located within the TVSP area, a qualified archaeologist must prepare a brief letter report to determine the likelihood for the project site to contain archaeological resources (refer to the adopted Mitigation Monitoring/Reporting Program (click here) for more information).

REQUIREMENTS OF THE EAST VALLEY CORRIDOR SPECIFIC PLAN (EVCSP)

The Preservation-Historical/Archaeological Overlay District applies to an area 600 feet on either side of the original course of the Mission Zanja irrigation channel (refer to EVCSP Sections EV5.0201 to EV5.0210). A qualified consultant must conduct an appropriate investigation and submit a written assessment/report.

GENERAL PLAN REQUIREMENTS FOR THE SOUTHEAST AREA

Prior to development of property in the Southeast Area, a Specific Plan must be approved for the appropriate Planning Sector as defined in the 2035 General Plan, Section 4.4.

REQUIREMENTS FOR LOT LINE ADJUSTMENTS

After acceptance of the application by the Development Services Department, the following items must be submitted to the Municipal Utilities & Engineering Department for the review of technical correctness.

- All reference materials pertinent to the Lot Line Adjustment such as recorded maps, records of survey, A.P.N. map, deeds, and Preliminary Title Report;
- Closure calculations for boundaries;
- New legal description and lot size for the new property boundary; and,
- Revised deed(s) reflecting the proposed lot line adjustment.

REQUIREMENTS FOR PARCEL AND TRACT MAPS

- Submittal of a tentative map (for Parcel Maps, Tract Maps, and SB 9 Urban Lot Splits).
- Provision of a Title Report showing the legal owners of the property at the time of the filing of the subdivision map (to include list of easements, encumbrances, Schedule B, etc.).
- The Title Page shall contain the following information: the subdivision number, subdivision name, type of subdivision, statement of existing zoning and general plan designation, any proposed changes to the general plan and zoning, name and address of legal owner, subdivider, person preparing the map (including registration or license number), and sufficient legal description to define the boundary of the proposed subdivision.
- If the project is a phased project a Phasing Plan shall be submitted that includes plans to develop the site in units or phases, the proposed units or phases and their proposed sequence of construction.
- Provision of a list of all related City Applications and specific identification of any deviation from City standards.

- Provision of a Soils Report in accordance with the Uniform Building code including the name(s) of any geologist or soils engineer involved in the preparation of the study.
- Provision of any environmental studies and/or deposits as required by the City in order to review the project in accordance with the California Environmental Quality Act.
- Provision of a Drainage Study prepared by a registered civil engineer showing the amount of water coming through, and generated by, the project and describing how these flows will be handled on site and downstream.
- A Preliminary Landscape Plan prepared by a California licensed landscape architect.
- A Fence & Wall Plan based on the preliminary site plan or proposed grading plan.
- A Noise Study may be required when projects abut a collector, minor or major arterial, or freeway.
- A Slope Density Analysis shall be prepared and submitted for all projects in the Southeast Area of the General Plan and for all projects where the average cross slope is 15% or greater.
- The subdivision map shall include the following:

1. The date of map preparation, north arrow, scale used, the names and numbers of adjacent subdivisions, adjacent types of land uses, and names of adjacent property owners.
2. All pavement and right-of-way widths, grade, and name of existing and proposed streets or highways.
3. The location, size, purpose, and identity of all easements.
4. The location and size of existing sanitary sewers, fire hydrants, water mains and storm drains including the approximate slope of existing sewers and storm drains.
5. The location of existing overhead utility lines on peripheral streets shall be indicated.
6. The location of improvements shall be shown such as: the location, grade, centerline radius and arc length of curves, pavement, right-of-way width, typical street sections, location and radius of all curb returns and cul-de-sacs, location and radius of all curb returns and cul-de-sacs, angle of intersecting streets if such angle deviates from a right angle by more than four degrees, and labeling of all private streets.
7. The approximate lot layout and the approximate dimensions of each lot and each building site including the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels.
8. The location of proposed recreation sites, trails and parks for private or public use, location of common areas, and areas to be dedicated to public open space.
9. The location, size, slope, and elevation of sanitary sewers, fire hydrants, water mains and storm drains.
10. The routing of stormwater runoff generated by a 100-year flood shall be indicated.
11. A statement as to the intention of the subdivider in regard to slope planting and erosion control.
12. A vicinity map showing roads, creeks, waterways, streams and USGS blue line streams, easements, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community. Identify and label all such features on the tentative map.
13. The contour interval shall be at two (2) foot intervals for ground slope less than ten (10) percent, and five (5) foot intervals for ground slope equal to or greater than ten (10) percent and documentation of its source, date of existing contours, contours shall be shown by dashed or screened lines, they shall be extended for one hundred (100) feet beyond its boundary.
14. Representation of all existing structures, trees, and whether any or all will be removed.
15. The approximate location of all areas of potential stormwater overflow; the location, width and direction of flow of each watercourse; and the flood zone designation as indicated on the Flood Insurance Rate Map ("FIRM").

REDLANDS AIRPORT LAND USE COMPATIBILITY PLAN

Refer to the city's Airport Zones Map (available on the Planning Division webpage – click here) to verify if any portion of the proposed project site is designated within an Airport Zone.

Types of Major Development (ALUCP Section 1.5.2) – Except as noted under special conditions (ALUCP Section 2.2.3), compatibility review shall be conducted for the following types of land use development located within the Redlands Municipal Airport influence area:

a) Any project requiring a general plan, specific plan, or zoning ordinance amendment.
b) Proposed residential development, including land divisions, consisting of five or more dwelling units or parcels.
c) Building permit applications for projects having a valuation greater than $1,000,000.
d) Major capital improvements (e.g., water, sewer, or roads) which would promote urban uses in undeveloped or agricultural areas.
e) Proposed land acquisition by a government entity for the purpose of developing a school or hospital.
f) Requests for variance from the height limits established by a local zoning ordinance.
g) Regardless of location within the City of Redlands, any proposal for construction or alteration of a structure (including antennas) taller than 200 feet above the ground level at the project site.
h) Any other proposed land use action, as determined by the local planning agency, involving questionable compatibility with airport activities.

Submittal Requirements (ALUCP Section 1.5.3) – When review of a land use development proposal is required and is of a type listed above, the following information shall be provided by the applicant:

1) An accurately scaled map showing the relationship of the project site to the Redlands Municipal Airport boundary and runway (including distance dimensions).
2) If applicable, a detailed Site Plan showing ground elevations, the location(s) of structures, open spaces and water bodies, and the heights of structures and trees. Building envelopes and the applicable airport compatibility zone(s) shall be shown on all development plans and tentative maps. Include and label any required open space or open land area (including area calculations and percent of project site), if applicable.
3) A description of permitted and proposed land uses, and restrictions on the uses.
4) For residential uses: calculation of the potential or proposed number of dwelling units per acre (gross and net).
5) For non-residential land uses: the number of people potentially occupying the total site or portions thereof at any time (see Appendix C for methods of calculating people per acre*).

For further information about the Redlands ALUCP, permitted or prohibited land uses, density or occupancy limits, site design requirements, etc., go to the Planning Division webpage: https://www.cityofredlands.org/post/specific-plans-and-community-plans.

***NOTE:** The City may require the applicant to provide an appropriate technical study (such as an Airport Land Use Compatibility Analysis, and/or Obstruction Evaluation & Airspace Analysis), to be prepared by a qualified consultant from the city's List of Authorized Consultants, for a comprehensive analysis demonstrating that the proposed project will comply with Redlands ALUCP requirements and/or federal airspace regulations (14 CFR Part 77).

PLANNING COMMISSION POLICIES AND PROCEDURES

In most cases, development projects will require a recommendation from the Development Review Committee prior to moving forward to a public hearing or decision by the Planning Commission and/or City Council.

All applications require **five (5) sets of plans** at the time of submittal, for review for completeness. Please note that after an application has been deemed Complete, additional sets of plans will be required for any public 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., 15 sets of plans for Planning Commission or City Council). SB 1214 (see Gov. Code section 65103.5) became effective on January 1, 2023, and provides for alternative preparation of project plans for distribution to the general public.

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

The assigned date of a meeting for Development Review Committee, Planning Commission, or City Council may be subject to change due to continuances, holidays, other development applications, or an Incomplete application. Note that projects are not scheduled for any public hearings until the application is Complete and any code or design problems (such as development standards, engineering design, etc.) have been satisfactorily resolved.

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 then 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. The public hearing will then be closed and the Commission deliberates on the item.

The final approval body for Development Applications will be either the Planning Commission or the City Council. Decisions of the Planning Commission may be appealed to City Council. Decisions of the City Council are final and may not be appealed.

Any party can appeal a Planning Commission decision to the City Council. Any appellant must submit an Appeal application (available on the Planning Division's webpage) and applicable filing fee to the City Clerk prior to the expiration of ten (10) days from the decision date. For more information regarding the appeal process and how to file an application, please go to the webpage at 'www.cityofredlands.org/post/planning-permits'.

CITY OF REDLANDS DEVELOPMENT APPLICATION – SUBMITTAL REQUIREMENTS

Development Services Department, Planning Division **Application Requirements** ❶ Special Note: Measure U requires a Socio-Economic Cost/Benefit Study for all Subdivisions, and any Conditional Use Permit, Commission Review & Approval, or new development involving a new building or an addition resulting in more than 5,000 square feet. ❷ Special Note: Only Sign Conditional Use Permits need mailing labels for a public hearing.	Administrative Use Permit	Commission Review & Approval	Commission Sign Review, Sign Conditional Use Permit, Flag Test	Conditional Use Permit	Historic Parking Modification	Lot Line Adjustment	Minor Commission Approval	Minor Exception	SB 9 Urban Lot Split	Tentative Tract/Parcel Map or Housing Development	Variance	Building Moving Permit
Completed & signed original Application Form and applicable filing fee(s)	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Completed & signed original Environmental Information Form	✔	✔		✔					✔	✔		
One 300-foot radius map based on current Assessor's Parcel Map; Three (3) sets of property owner mailing labels plus one list of the property owners within the 300' radius; Certification Form for mailing list	✔	✔ ❶	✔ ❷	✔	✔	✔				✔	✔	
Notarized Authorization letter from property owner or applicant being represented by a third party	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Completed & Signed Hazardous Waste Affidavit Form	✔	✔		✔			✔		✔	✔		✔
Supplemental Application Form/Items; or Inclusionary Housing Application Form		✔		✔				✔	✔	✔	✔	
Project data for a Socio-Economic Cost/Benefit Study (if required for project)		✔ ❶		✔ ❶						✔ ❶		
Special Submittal Requirements for Parcel Maps, Tract Maps, or SB 9 Lot Split									✔	✔		
Electronic Set of Plans and Images/Photos (JPEG and PDF format only)	✔	✔		✔	✔	✔	✔	✔	✔	✔	✔	
Five (5) sets of Site Plan and Floor Plan (must be full-size and to scale) (include Copyright Waiver form; or a separate generic Site Plan if applicable)	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Five (5) sets of Architectural Elevations (11" by 17" size) (include Copyright Waiver form; or a separate Massing Diagram if applicable)		✔		✔						✔		
Five (5) sets of Preliminary Landscape Plan (if required for project)		✔		✔						✔		

City of Redlands

Plans & Exhibit Requirements,
Site Plans for Development Projects

Part One

	Administrative Use Permit	Commission Review & Approval	Commission Sign Review / Flag Test [3] Conditional Use Permit for Signs over 120 SF	Conditional Use Permit	Historic Parking Modification	Lot Line Adjustment	Minor Commission Approval	Minor Deviation	SB 9 Urban Lot Split	Tentative Tract Map or Parcel Map [4]	Variance
Index of all sheets in plan		✔		✔			✔		✔	✔	
Name and address of owner/applicant and person preparing the plans	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Acreage, north arrow, accurate scale, vicinity map, and date of preparation	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Existing structures and features such as: walls, fences, buildings, and trees	✔	✔		✔	✔	✔	✔	✔	✔	✔	✔
Indicate locations and label height(s) of proposed fences, walls, and/or retaining walls		✔		✔			✔	✔	✔	✔	
Dimensions and property lines for each lot in the existing or proposed development	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Names of existing abutting land uses, and/or adjoining subdivisions	✔	✔		✔	✔		✔	✔	✔	✔	✔
Land area(s) dedicated for public use or street widening		✔		✔					✔	✔	✔
Description of proposed land use, activities, occupancy rating and number of employees	✔	✔		✔	✔	✔	✔	✔		✔	✔
Building dimensions, setbacks, footprint, lot coverage, Floor-Area Ratio; loading zone area(s) if applicable	✔	✔	✔	✔	✔	✔	✔		✔		✔
Calculations for parking requirements and parking provided; points of vehicle access and pedestrian paths	✔	✔		✔	✔		✔		✔		✔
Parking layout showing dimensions, stalls, drive aisles, planter areas, and lighting/light poles	✔	✔		✔	✔		✔		✔		✔
Location of handicap parking, ramps, pavement markers, and other ADA-accessibility improvements	✔	✔		✔	✔		✔				✔
Location of refuse enclosure area including ADA-accessibility		✔		✔			✔				

City Of Redlands
Plans & Exhibit Requirements for Development Projects
Part Two

Architectural Plans	Administrative Use Permit	Building Moving Permit	Commission Review & Approval	Commission Sign Review/ Flag Test Conditional Use Permit for Signs over 120 SF	Conditional Use Permit	Historic Parking Modification	Lot Line Adjustment	Minor Commission Approval	Minor Exception	Tentative Tract Map or Parcel Map	Affordable Housing Developments
Five (5) sets of Architectural Elevations for all sides, to include: materials/colors legend, scale and height dimensions, and treatments and detailing data (windows, doors, light fixtures, etc.)	✔	✔	✔	✔	✔						✔
One (1) set of Full-Color Elevations, all sides; and 3-D Renderings (11" x 17") for new buildings	✔	✔	✔	✔	✔						✔
Five (5) sets of Floor Plans, including cross-sections for multi-story buildings, scale and height dimensions, and label heights of existing buildings abutting or across right-of-way from project site	✔	✔	✔		✔						✔
One (1) Materials & Colors Sample Board for architectural materials (approx. 9" x 11" size)	✔		✔	✔	✔						✔
Roof plan with locations and screening of roof equipment, to include cross-sections	✔		✔		✔						✔
Landscape Plans											
Five (5) sets of a Preliminary Landscape Plan (if required for project)			✔		✔					✔	✔
Tables showing the proposed species, sizes, box size, caliper size, maturation time, drip lines, percentage evergreen, quantities of planting materials, and water use calculations.			✔		✔					✔	✔
Clear delineation of landscape and planter areas, including preliminary planting and tree plans. Include calculations and percent coverage for the parking area(s) and project site, if applicable.			✔		✔					✔	✔
Stamp of California-licensed Landscape Architect (or project architect, if applicable)			✔		✔					✔	✔
All Landscape Plans must show information as required by Chapter 18.168 of the Redlands Municipal Code. *NOTE*: If a WQMP is required, incorporate the proposed on-site drainage features.			✔		✔					✔	✔

Municipal Utilities & Engineering Dept. Requirements for Engineering Site Plan (separate full-size sheet required for major development projects - 5 copies)											
Locations, name, and width of streets and adjacent streets. Label dimensions to street(s) centerline, curb/gutter, and public sidewalks. Label width of alleys, if applicable.	✔	✔	✔		✔	✔				✔	✔
Proposed street grades, and grades for streets 100 feet beyond the project site.			✔		✔	✔				✔	✔
Cross-section of proposed street improvements.			✔		✔	✔				✔	✔
Location, dimensions, and purpose of any easements on and adjacent to the project site.	✔	✔	✔		✔		✔			✔	✔
Locations of all existing public utilities, culverts, drain pipes, and water courses.		✔	✔		✔		✔			✔	✔
Approximate radius of existing/proposed curves.		✔	✔		✔		✔			✔	✔
Topographical data to make clear the effect of the proposal: 2' contours at grades of 5% or less, & 5' contours at grade of more than 5%. Source of the contours shall be stated on map.			✔		✔					✔	✔
Preliminary Grading Plan including: pad elevations, flow lines with location of all cut and fill slopes identified, on-site drainage basins and/or treatment features, retaining walls, etc.		✔	✔		✔			✔		✔	✔
Preliminary Water Quality Management Plan, if required for project (separate submittal) NOTE: A separate submittal fee is required by MUED for formal review of a Preliminary WQMP and/or Hydrology Study. Acceptance/approval of a Preliminary WQMP is required prior to project being considered by the Planning Commission.			✔		✔					✔	✔
Fire Dept. Requirements for a Fire Master Site Plan (separate full-size sheet required for major development projects - 5 copies)											
Fire hydrant locations, public and private, on the project site.			✔		✔					✔	✔
Location of all existing and proposed fire hydrants within 100 feet of the project site.			✔		✔					✔	✔
Fire Dept. connection locations, and dimensions from FDCs to hydrants.			✔		✔					✔	✔
Double Check Detector Assembly (DCDA) locations.			✔		✔					✔	✔
Fire sprinkler riser locations, and location of system serving.			✔		✔					✔	✔
Fire alarm control panel location(s).			✔		✔					✔	✔
Gate locations; Knox box and Knox switch location(s).			✔		✔					✔	✔
Fire lane locations, dimensions, lengths, turning radii at corners and circles/cul-de-sacs.			✔		✔					✔	✔
Fire lane signage and striping.			✔		✔					✔	✔
All building locations and structure heights.			✔		✔					✔	✔
All building addresses, including suite addresses if applicable.			✔		✔					✔	✔