

CITY OF BIG BEAR LAKE

(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315



PRE-DEVELOPMENT REVIEW

GENERAL INFORMATION

FILE # : _____ FILING DATE: _____ RECEIVED BY: _____

FEES PAID: _____ RECEIPT # : _____

APPLICANT INFORMATION

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

APPLICANT: _____
(IF DIFFERENT THAN OWNER)

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

CONTACT PERSON / REPRESENTATIVE: _____
(IF DIFFERENT THAN APPLICANT)

MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____

PROPERTY INFORMATION

STREET ADDRESS OF PROPERT(IES): _____

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: (Attach separate sheet if necessary) _____
Lot /Parcel Number Map Number/Name

EXISTING: _____
Use of Property and/or Buildings Zoning District General Plan Designation

PROPOSED: _____
Use of Property and/or Buildings Zoning District General Plan Designation

PROJECT DESCRIPTION - include number and size of buildings, parking, etc.: (Attach separate sheet if necessary)

Please Note:
An incomplete application
could delay your project.

(OVER)



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I (we) certify that the information provided is true, accurate, and complete to the best of my (our) knowledge and belief. I (we) understand that in order for this application to be considered a complete submittal, the following information must be included:

- ▶ completed application forms,
- ▶ conceptual plans of the existing and proposed improvements,
- ▶ appropriate number of copies submitted,
- ▶ and such other completed information as required by the Planning Division,

I (we) further understand that the Preliminary Development Review is not an application for a "development project" as defined in California Government Code Section 65920 et seq., and that the time limits of the Permit Streamlining Act are not applicable.

PROPERTY OWNER(S) PRINTED NAME

PROPERTY OWNER(S) SIGNATURE DATE

APPLICANT'S PRINTED NAME
(if different than owner)

APPLICANT'S SIGNATURE DATE

REPRESENTATIVE'S PRINTED NAME
(if different than applicant)

REPRESENTATIVE'S SIGNATURE DATE

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DEVELOPMENT REVIEW APPLICATION CHECKLIST

Please contact the Planning Division to arrange an appointment for submittal of your development review package. After submitting your plans to the Planning Division your plans will be distributed to all City departments and outside agencies involved in the review process and your application will be scheduled for the next available Development Review Committee meeting. All items indicated on the checklist below must be included in your submittal package so that each agency can evaluate your project. Project submittals which do not include these items will not be accepted for processing. All plans must be on 24" x 36" paper and must be collated, stapled, and folded into complete sets approximately 8 1/2" x 11"(notebook size). If you have any questions about items requested on this form, please call the Planning Division at (909) 866-5831. Thank you for your cooperation, and for doing business in the City of Big Bear Lake.

SUBMIT THE FOLLOWING ITEMS

YES N/A

- 1. Completed General Information and Affidavit form.
- 2. Completed Project Description and Existing Conditions form. (PEDF)
- 3. Completed and signed Certified Property Owner's List Declaration with required mailing labels.
- 4. Two copies of a current preliminary title report that shows all recorded easements, an assessor's parcel map, the legal description for all involved properties, and a copy of the grant deed, if applicable.
- 5. Colored elevation drawing(s) showing all four sides of proposed buildings, and photo simulations, if applicable.
- 6. Color and materials board, or approved equivalent.
- 7. Fifteen full sets of plans that include a fully dimensioned site plan, floor plan, and elevations for all sides of the buildings. Scale should be no smaller than 1" = 20' for the site plan, and 1" = 4' or 1" = 8' for the floor plan and elevations.

INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS

YES N/A

- 1. Current address of project, Assessor's parcel number(s), and the applicant's and plan preparer's name, address, phone and fax numbers.
- 2. North arrow and scale.
- 3. Property lines, with dimensions, and the location, width, and description of any easements.
- 4. Existing and proposed streets, including names, centerlines, widths, and existing and future rights of way and improvements.
- 5. Show existing fire hydrants within 300 feet of the project site. Indicate any proposed fire hydrants.
- 6. Show proposed Fire Department vehicle access lane(s).
- 7. Show and dimension all existing and proposed buildings and structures, and indicate existing features to be removed. Show distances between buildings and distances from buildings to property lines, and indicate required proposed building setback lines. Show any nearby buildings within 30 feet of the subject property lines. Indicate proposed walls, fences, trash enclosures, utility vaults, mechanical equipment, accessory buildings, paved areas, tanks, or other site features.
- 8. Show proposed and existing parking, driveways and access points, both on-site and off-site within the vicinity. Indicate width of driveways and drive aisles, and show distances between driveways. Show parking space dimensions, and indicate handicapped accessible spaces and compact spaces. Indicate one-way and two-way drive aisles.

(OVER)



DEVELOPMENT REVIEW

APPLICATION CHECKLIST continued

INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS (continued)

YES N/A

- 9. Show all existing trees with a diameter of 6" or more at the height of 5 feet above the ground, any other significant plant material on the site. Provide the size, type, and location of all such vegetation. Indicate trees and vegetation to remain and those proposed for removal.
- 10. Show any existing significant natural features such as rock outcroppings and water courses.
- 11. Show proposed landscaping, including quantity, location, variety and container size; a separate preliminary landscaping plan may be submitted instead of showing this information on site plan.
- 12. Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.
- 13. Show proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings, and indicate type.
- 14. Show all existing and proposed public improvements, including water, sewer, catch basins, curbs, gutters, sidewalks, street lights, signals, power lines and utility poles.
- 15. Show existing contour lines and proposed contour lines indicating finished grade on the site; a grading plan may be submitted instead of showing contours on the site plan, if desired.
- 16. Show location of on-site and off-site drainage, both existing and proposed.
- 17. For any use proposing the sale of alcoholic beverages, the square footage of the display and storage area for alcoholic beverages shall be shown on the floor plan.
- 18. Provide a legend on the site plan that includes:
 - a. Current zoning and general plan designations, and any proposed change in designations.
 - b. Total lot and building square footage, lot coverage, setbacks, building height, parking, and open space calculations.
 - c. The proposed use(s), (e.g., restaurant, retail, office, etc.) and square footage allocated to each use within all buildings.
 - d. For multifamily residential projects (2 or more dwellings), include the unit type per number of bedrooms and square footage per unit, and the unit mix.
 - e. Indicate the intended occupancy type of all buildings on your site as specified in the City-adopted Uniform Building Code, and construction type. Identify buildings to be sprinklered and nonsprinklered.

COMMENTS

1. Please be aware that, if determined necessary by City staff, additional information and/or special studies may be required to complete the environmental studies and project review.
2. Until the following information is submitted, your application will be considered incomplete:

APPLICATION RECEIVED BY: _____

DATE: _____