



# City of Victorville

## Department of Development

Planning ♦ Building ♦ Code Enforcement

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92393-5001  
(760) 955-5135  
Fax (760) 269-0070  
planning@ci.victorville.ca.us

### Application for Pre-Submittal Review

#### GENERAL INFORMATION

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### TYPE OF REVIEW REQUESTED

- Tentative Tract / Parcel Map
- PUD / Specific Plan
- Commercial / Industrial Development
- Multi-Family Development

*\*\*Submittal deadlines are every Monday before 4pm. Meetings are then scheduled the following week on Wednesdays in the afternoon.*

#### PROJECT LOCATION

General Location/Address of Project: \_\_\_\_\_  
Assessor's Parcel No(s): \_\_\_\_\_ Tract Map No(s): \_\_\_\_\_ Lot No(s): \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_

#### PROJECT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Office Use Only Below

**Case No:** \_\_\_\_\_ **Related Files:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Rec'd by:** \_\_\_\_\_

**Route to:**

- Engineering
- Fire
- Other: \_\_\_\_\_
- Public Works
- Development Staff

**Department Meeting Date** \_\_\_\_\_ **Date Routed:** \_\_\_\_\_ **Routed by:** \_\_\_\_\_

**Meeting Date w/ Applicant:** \_\_\_\_\_ **Meeting Time:** \_\_\_\_\_ **Meeting Location:** \_\_\_\_\_

**Applicant Notified of Meeting by:** \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_

# Pre-Submittal Application Filing Requirements

The minimum filing requirements are listed below for each application. An application that does not include the listed information will not be accepted for processing.

## **Commercial / Industrial / Multi-Family / PUD / Specific Plan Developments:**

- Complete Application, with a detailed Project Description (indicating the proposed project schedule, if available).
- Six (6) copies of a site plan in conformance with the following Pre-Submittal Checklist. These plans should be folded no larger than 9"x14".
- Six (6) copies of the building elevations, roof plans, and floor plans.
- Color Pictures - Provide pictures of existing on-site conditions, adjacent improvements (curb, gutter, sidewalks, etc.) and drainage features.

## **Tentative Tract / Parcel Map:**

- Complete Application, with a detailed Project Description (indicating the proposed project schedule, if available).
- Six (6) copies of a Tentative Map in conformance with the following Pre-Submittal Checklist. These plans should be folded no larger than 9"x14".
- Six (6) copies of a preliminary grading plan.
- Color Pictures - Provide pictures of existing on-site conditions, adjacent improvements (curb, gutter, sidewalks, etc.) and drainage features.

# Pre-Submittal Checklist

## **MINIMUM PLAN CONTENTS**

Plans shall be a minimum of 24" x 36" (maximum 36" x 48") in size and drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled. The site plan shall include the following minimum information:

### **SITE PLAN:**

- Name and address of developer, owner of record, and person who prepared the plan.
- A vicinity map and north arrow.
- Indicate adjacent properties, driveway locations, zoning and land uses within 300' of the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Label abutting street names and the assigned address and/or assessor's parcel number for each property illustrated.
- Property lines and dimensions.
- Indicate type of construction and area separation walls.
- Dimensions and nature of all easements.
- Location of existing and proposed buildings and structures. Indicate the square footage of each building.
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Location of trash enclosures, loading zones and outdoor storage areas (if applicable).
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- A tabular summary, including the following information:
  1. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
  2. Lot coverage ratio (percentage of site covered by buildings or structures);

3. Gross and net site acreage;
  4. Landscape coverage ratio (percentage of lot covered by landscaping); and
  5. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable);
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase.

### **TENTATIVE TRACT/PARCEL MAP:**

- All applicable information listed in the Site Plan Checklist.
- Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- Each lot/parcel shall be numbered. Common lots shall be lettered.
- The area/size of each lot/parcel shall be noted.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-feet past the map boundary. (optional)

**Hydrology Studies, Traffic Studies and/or Sewer/Water Feasibility Studies** may be required, based on the scope of the project. If required, these studies shall be submitted to the Engineering Department and must be approved prior to any formal application submittal to the Development Department. For information on these requirements, please contact the Engineering Department at (760) 955-5158.

