



City of Temecula

41000 Main Street
P.O. Box 9033
Temecula, California 92589-9033
PHONE: (951) 694-6400
FAX: (951) 694-6477

CONDITIONAL OR TEMPORARY USE PERMIT APPLICATION

Introduction

This handout summarizes the City of Temecula's Conditional and Temporary Use Permit requirements. Requirements for Conditional Use Permits are specified in Section 17.04.010 of the Development Code. Requirements for Temporary Use Permits requirements are specified in section 17.04.020 of the Development Code.

Conditional Use Permit (CUP)

What is the purpose and intent of Conditional Use Permits?

The purpose of Conditional Use Permits (CUP) is to allow the establishment of those uses which have some special impact or uniqueness such that their effect on the surrounding environment cannot be determined in advance of the use being proposed for a particular location. The CUP provides the City with the means to review the location, design, configuration of uses, and potential impact and compatibility with the surrounding area.

When is a Conditional Use Permit required?

The City's Development Code lists particular uses that require a CUP for each zoning district. A CUP is required for all uses, which have some special or unique impact to the surrounding environment.

How do I apply for a Conditional Use Permit?

A call is placed to the Community Development Department, (951) 694-6400, to schedule an application submittal meeting. City staff will meet with you within one to two working days to review your application materials for completeness. The application will be deemed complete once it has been determined that all submittal materials and fees have been provided. You also have the option of requesting a cursory review of your application materials prior to calling for an application submittal meeting.

What are the criteria for CUP approval?

In order to approve a CUP, the Planning Commission or Planning Director must make the following findings:

- The proposed conditional use is consistent with the General Plan and the Development Code.
- The proposed conditional use is compatible with the nature, condition and development of adjacent uses, buildings and structures and will not adversely affect the adjacent uses, buildings or structures.
- The site for a proposed major or minor conditional use is adequate in size and shape to accommodate all development features.
- The nature of the proposed conditional use is not detrimental to the health, safety and general welfare of the community.

CUP's are approved with "Conditions of Approval" which are designed to ensure that the use operates properly and is compatible with the surrounding area.

Can I renew my approval?

A CUP is valid for two (2) years and will expire if substantial construction or the use has not commenced. The City may, upon an application being filed within thirty days prior to expiration, grant a time extension of one year (up to three extensions may be granted).

Temporary Use Permits (TUP)

What is the Purpose and Intent of Temporary Use Permits?

The purpose of a TUP is to allow for short-term activities, typically less than one year in duration. Section 17.04.020 of the City Development Code lists major temporary uses that are subject to an approved TUP.

What is an example of a typical Major and Minor Temporary Use Permit?

A typical Major TUP would have the potential to cause negative impacts on traffic, noise, health and safety for the surrounding properties. Typical events would include: live music, alcohol, large gathering of people (fairs or festivals), closing of streets or redirecting traffic, projects proposing direct access off a highway, sales or office trailers, construction yards, residential trailers, Christmas tree lots or pumpkin patches on vacant land, fruit stands, auctions, swap meets, etc.

A typical Minor TUP would be an event that would not cause negative impacts on traffic, noise, health and safety or any other impacts the Director deems inappropriate at a Minor Temporary Use Permit level. Typical events would include: sidewalk sales, flower sales, parking lot sales, grand openings, veterinary clinics, outdoor displays, etc.

When is a Temporary Use Permit application required?

A TUP is required for anyone requesting to conduct a particular limited-term activity or event on private developed or undeveloped property within the city limits that may potentially create disruption or be a nuisance to surrounding properties and/or the community in which it will occur.

How do I obtain approval for a Temporary Use Permit?

No less than 30 days prior to the event, an application, available at the Planning Department, with appropriate information is submitted with a fee to the Planning Department.

The Planning Department will review the application to determine if approval criteria can be met. A TUP may require the approval/clearance of additional agencies such as: County Health Department, (951) 461-0284, if food is to be included, Planning Department for signage, and the Building and Fire Departments for tents, structures, etc.

What are the Criteria for TUP approval?

In order to approve a TUP application, the Planning Director must determine, or find that the proposed use meets the following findings:

- The proposed temporary use is compatible with the nature, character and use of the surrounding area;
- The temporary use will not adversely affect the adjacent uses, buildings or structures;
- The nature of the proposed use is not detrimental to the health, safety, or welfare of the community.

TUP's may be approved with "Conditions of Approval" that may affect the operation of a temporary event or use, which are deemed necessary to ensure that the permit will be in accordance with the intent of the development code and to protect the public health, safety and general welfare.

Where can I review Conditional and Temporary Use Permit Standards?

These documents are available for review at the Planning Department and on the web at <http://www.cityoftemecula.org>



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Date Stamp

**PROJECT
CLASSIFICATION**

PA# _____
DEV# _____
PRJ# _____
LDC# _____

CONDITIONAL OR TEMPORARY USE PERMIT APPLICATION

PROJECT INFORMATION (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Application Type (Check One):

☐ Major CUP ☐ Minor CUP ☐ Major TUP ☐ Minor TUP ☐ Special Event

Project Title: _____

Assessor's Parcel No(s): _____

Street Address (es): _____

General Location: _____

General Description of Project or Event: _____

ADDITIONAL PROJECT INFORMATION

Date(s) of Proposed Event: _____

Estimated Daily Attendance of Event (if applicable): _____

Hours of Operation: _____

Number of On-Site Parking Spaces at Project Location: _____

Will food or alcohol be served? If yes, explain: _____

MSHCP/BURROWING OWL REPORT

Visit http://onlineservices.rctlma.org/content/rcip_report_generator.aspx for the following questions:

Is the project located in a MSHCP criteria cell? ☐ Yes ☐ No

Is the project located in an area with possible Burrowing Owl habitat? ☐ Yes ☐ No

Please attach a copy of the above report to this application.

APPLICANT/REPRESENTATIVE/OWNER INFORMATION

APPLICANT/REPRESENTATIVE _____ CONTACT _____
LAST FIRST MI.

PHONE NO. _____ FAX NO. _____

ADDRESS _____
STREET CITY STATE ZIP

E-MAIL _____

☐ I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature _____ Date: _____

PROPERTY OWNER _____
LAST FIRST MI.

PHONE NO. _____ FAX NO. _____

ADDRESS _____
STREET CITY STATE ZIP

E-MAIL _____

Owner Certification

☐ I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner/Authorized Agent Signature: _____ Date: _____

Print Name: _____

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

CONDITIONAL AND TEMPORARY USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Initial Submittal Requirements	MAJOR CUP	MINOR CUP	MAJOR TUP	MINOR TUP
Completed & Signed Application and Filing Fee	1	1	1	1
A copy of the MSHCP/Burrowing Owl Report (described in Section K)	1	1	1	1
Site Plan (Described in Sections A & A1)	21	11	11	11
Floor Plan (Described in Section B)	21	11	-	-
Conceptual Landscape Plan (Described in Section D)	21	-	-	-
Conceptual Grading Plan (Described in Section E)	21	-	-	-
Proposed Structure Color Elevation (Described in C)	2	-	-	-
Conceptual Colored Landscape Plan (Described in Section D)	4	-	-	-
Proposed Color 3-D Perspective Rendering (only for newly proposed buildings in the Old Town Specific Plan three or more stories in height). This 3-D rendering is intended to show building height, mass and relative position to its surroundings and neighboring buildings in Old Town. (Described in Section C2)	1	-	-	-
8 ½" X 11" Color Photos (Described in Section F)	1	1	-	-
Material Sample Board (Described in Section G)	1	-	-	-
Photometric Plan (Described in Section H)	1	-	-	-
Statement of Operations (Described in Section I)	21	11	11	11
Statement of Justification (Described in Section J)	21	11	-	-
CD of all project plans in JPEG or PDF format. Electronic file sizes should be limited to 5MB for black and white sheets and 10MB for color sheets	1	1		

Initial Submittal Requirements	MAJOR CUP	MINOR CUP	MAJOR TUP	MINOR TUP
Evidence of Liability Insurance Typically, if the project includes a portion of the public right-of-way, City owned property or City sponsored events, evidence of insurance in the amount of \$1,000,000, naming the City of Temecula as additionally insured, is required prior to the event.	-	-	1	1
MSHCP Information (Described in Section K)	1	-	-	-
A check made payable to "University of California Regents" and USGS 7.5' series quadrangle map (Consult with the Planning Department) (Described in Section L)	1	-	-	-
Project-Specific Water Quality Management Plan based on the Initial Applicability and Conceptual Acceptance checklists (Described in Section M). Consult with Public Works to assist in determining if this item is required.	2	2	-	-
Hazardous Waste Site Information Form (Described in Section N)	1	1	-	-
Preliminary Soils and Geotechnical Report (Consult with Public Works to determine if this item is required)	2	-	-	-
Chemical Classification / Quantification Packet (See Fire Department for package)	1	1	-	-
Preliminary title report with all referenced supporting documents	2	-	-	-
Underlying Conditions of Approval	1	1	-	-
Recorded Map	1	-	-	-
Developer Disclosure Statement (attached)	1			

Submittal Requirements Prior to Hearing	MAJOR CUP	MINOR CUP	MAJOR TUP	MINOR TUP
Public Hearing Information (Described in Section O)	1	1	-	-
Spiral Bound Color 11"x17" reduction of all exhibits	8	-	-	-
8 ½" X 11" reduction of all exhibits	1	1	-	-
Final Color 3-D perspective rendering (only for newly proposed buildings in Old Town Specific Plan three or more stories in height). This 3-D rendering is intended to show building height, mass and relative position to its surroundings and neighboring buildings in Old Town. (Described in Section C2). <i>This is a proposed final version for presentation to the Planning Commission.</i>	1	-	-	-
Full size set of previously approved site plan, elevations, floor plans, grading plan and landscape plan folded to 8½ " X 11"	5	5	-	-
Developer Disclosure Statement – updated (if Planning Commission/City Council approval required)	1			
CD of all project plans in JPEG or PDF format. Electronic file sizes should be limited to 5MB for black and white sheets and 10MB for color sheets	1	1	1	1

PLAN PREPARATION AND GUIDELINES

All plans shall be drawn on uniform sheets no less than 24" X 36" (or as approved by the Community Development Department). **Each complete set consisting of the site plan, floor plan/roof plan, proposed structure elevations, conceptual landscape plan, photometric plan, and conceptual grading plan should be stapled together and folded into 1/8 sections with a folded size not to exceed 8 1/2" X 11"**. All plans shall be clear, legible and accurately scaled. The site plan, landscape plan and grading plan should all be at the **same** scale and shall be consistent with each other.

On large scale drawings, 1"=20', or larger, it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing (see Section B). For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

SECTION A. SITE PLAN CONTENT - Conditional Use Permit

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- ☐ Name, address, and phone and fax number of applicant, owner, architect and/or engineer
- ☐ Graphic scale (with bar scale) and north arrow
- ☐ Vicinity map
- ☐ Date Site Plan prepared
- ☐ Data table formatted in the following order:

○	Assessors Parcel Number		
○	Street Address (if available)		
○	Legal description of the property. (i.e. Tract / Parcel Map and Lot(s)/parcel(s)		
○	Zoning designation		
○	General Plan designation		
○	Existing land use/proposed land use		
○	Total Gross Area:	square feet	acres
○	Total Net Area:	square feet	acres
○	Total Building Area:	square feet	FAR
○	Lot coverage:	<u>Square Feet</u>	<u>Percentage</u>
○	○ Building area	s.f.	%
○	○ Parking area	s.f.	%
○	○ Landscaping area	s.f.	%
○	○ Hardscape	s.f.	%
○	Parking:	<u>Spaces Required</u>	<u>Spaces Provided</u>
○	○ Ratio/square foot of use(s)	spaces	spaces
○	○ Number of disabled spaces	spaces	spaces
○	○ Total Parking	spaces	spaces
○	Floor Area Ratio		
○	Occupancy classification (per Uniform Building Code)		
○	Type of construction (per Uniform Building Code)		
○	Indicate if building has fire sprinklers and/or alarm		
○	Number of stories		
○	Height of building (as measured from the pre-existing grade, finished grade or floor protection elevation, which ever is lowest to highest point on roof)		

- ☐ Existing property lines in bold and label all dimensions (metes and bounds)
- ☐ Location and dimensions of all existing and proposed easements (with record reference)
- ☐ Proposed lot lines and dimensions, if applicable
- ☐ Delineate and label the minimum setbacks from all property lines
- ☐ Location and dimension of all existing and proposed structures, including building setbacks
- ☐ Location and dimension of all landscaping and pedestrian walkways (shaded)

- ☐ Location and typical dimension of drive aisles, loading zones and parking stalls
- ☐ Location of existing and proposed onsite fuel tanks
- ☐ Location and dimension of all trash enclosure(s)
- ☐ Location of monument sign(s) (existing and proposed)
- ☐ All proposed public improvements, including cross sections
- ☐ Location, type and height of all street, parking and pedestrian lights
- ☐ Location of existing or proposed fire hydrants within 500 feet of project site
- ☐ Location of existing or proposed Fire Department connections (within 50 feet of a public hydrant and 40 feet away from the building)
- ☐ Location of existing or proposed Post Indicator Valve
- ☐ Label interior and exterior turning radius dimensions at entries and drive aisles for emergency vehicle access (minimum interior – 37 feet; exterior – 56 feet; wheel cuts – 50 feet)
- ☐ Location and dimension of all walls and fences
- ☐ Location of all structures, driveways, parking areas, trees and adjoining property lines within 50 feet of the perimeter of the subject property
- ☐ Zoning and existing land use of adjacent parcels
- ☐ Phasing of the project (if proposed)
- ☐ Americans with Disabilities Act (ADA) path of travel (horizontal path of travel only)
- ☐ Location of all existing and proposed street lights (Indicate any to be relocated)
- ☐ Name of utility purveyors

SECTION A 1 . SITE PLAN CONTENT- Temporary Use Permits

The following information shall be included on the site plan:

- ☐ Name, address, and phone and fax number of applicant and owner
- ☐ North arrow
- ☐ Vicinity map
- ☐ Existing Business(es) on site
- ☐ Location of pedestrian walkways
- ☐ Location of vehicular access points, driveways, emergency exits, and ADA paths (handicap access)
- ☐ Identify source of electrical supply (If applicable)
- ☐ Lighting system (if lighting is proposed)
- ☐ Location of existing fire hydrants and fire extinguishers
- ☐ Location of all buildings, parking, generators, tents, canopies, compressed gasses (helium, etc.), cooking, stations, booths and dimensions between each
- ☐ Show all existing fire lanes on-site

NOTE: If temporary tents or canopies are proposed, a floor plan showing uses, exits, fire extinguishers, etc. are required for Fire Department approval.

SECTION B. FLOOR PLAN/ROOF PLAN CONTENTS - Conditional Use Permit

Scale: The scale used on the floor plans shall be no less than 1/4" per foot. Plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:

- ☐ Proposed use for each room
- ☐ Proposed square footage for each room
- ☐ Clearly label and identify:
 - ☐ Restrooms
 - ☐ Exits
 - ☐ Doors
 - ☐ Hallways
 - ☐ Corridors
 - ☐ Elevators
 - ☐ Patio
 - ☐ Fire sprinkler riser room

- Fire alarm control panel
- Location of Knox Box
- Location of Fire Department connection

SECTION C. BUILDING ELEVATION(S) CONTENT - Conditional Use Permit

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures. Include cross-section(s) of building(s) with proposed grades.

The following information shall be included on the plans:

- ☐ Name, address and phone number, of the applicant, architect and/or engineer.
- ☐ Materials and color schemes.
- ☐ Location of building address and signs.
- ☐ Shading, as applicable, to give the elevations some graphic dimension.
- ☐ Roof top mechanical equipment screens.
- ☐ A schedule for colors and materials (which corresponds to the color and material board) and specific location of their use.
- ☐ Height of buildings with dimensions

SECTION C1. BUILDING COLOR ELEVATION(S) CONTENT - Conditional Use Permit

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures. Include cross-section(s) of building(s) with proposed grades. Colors used on the color elevations shall match those used on the material sample board (See Section G) to the greatest extent possible in order to give the most accurate representation. Colored elevations are to be void of landscaping to clearly demonstrate the aesthetic impact the building(s) will create. In addition to colored elevations, colored renderings may be submitted with landscaping, however, the landscaping must conform with the planting materials indicated on the landscape plan.

SECTION C2. COLOR 3-D PERSPECTIVE RENDERING CONTENT - Conditional Use Permit

This submittal requirement is only for newly proposed buildings three or more stories in height and located within the Old Town Specific Plan. The 3-D color perspective rendering may be submitted as an electronic version in JPEG or PDF format or as a virtual tour (in a format capable of being incorporated into Microsoft PowerPoint and compatible with existing software of the Planning Department). The intent is to illustrate the impact that the proposed building will have on its surroundings and neighboring buildings in Old Town. The proposed building image shall be superimposed into its site area in Old Town and provide a 360-degree 3-D illustration of the proposed building and its the existing surroundings within a radius of 300 feet. Four views will be required from the north, south, east, and west perspective to illustrate the impact the proposed building will have as it relates to its location in Old Town.

SECTION D. LANDSCAPE PLAN CONTENT-Conditional Use Permit

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- ☐ Name, address, and phone number of applicant, architect, engineer and/or landscape architect.
- ☐ Graphic scale and north arrow.
- ☐ Location of all proposed buildings, paved surfaces, transformer and other utility connections, walls/fences, curbs and sidewalks.

- ☐ Roof outlines including eave overhang.
- ☐ Location, size and identification of all existing and proposed plant material, trees, shrubs and groundcover. Note on plans what is to happen to all existing plantings.
- ☐ A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, and spacing.
- ☐ Location and elevation of mounding, if proposed.
- ☐ Graphically indicate all slopes, which equal or exceed 3:1.
- ☐ Graphically indicate all vehicle sight lines.
- ☐ Generally describe type of irrigation system to be implemented.

SECTION E. CONCEPTUAL GRADING PLAN CONTENT - Conditional Use Permit

Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans.

The following information shall be included on the plan:

- ☐ Title Block
 - ☐ Name, address, and phone and fax number, of applicant, owner and engineer
- ☐ Legend, north arrow, bar and graphic scale, vicinity map
- ☐ Data Table
 - ☐ Assessor's Parcel Number(s)
 - ☐ Project Name
 - ☐ Legal description (i.e. Tract/Parcel Map and lot(s)/parcel (s))
 - ☐ Approximate earthwork quantities (CY)
 - ☐ Date and Source of Topography (should be current)
- ☐ Metes and bounds (i.e. bearing and distance)
- ☐ Location and dimensions of all existing and proposed easements
- ☐ Existing topography, proposed grades, and natural features to 50 feet from the perimeter of the subject property at minimum two-foot contour intervals
- ☐ All slopes greater than 2:1 must be clearly labeled
- ☐ Limits of FEMA floodplains and floodways (if applicable)
- ☐ Delineation of special hazard zones (i.e., earthquake faults and liquefaction zones)
- ☐ Proposed grading, structures, curbs, retaining and /or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.) per the appropriate City standards
- ☐ Pad and finished floor elevations
- ☐ Location and dimension of all proposed public improvements, including cross sections
- ☐ Locations of existing public and proposed utilities (including sewer and water)
- ☐ Cross-sections at all property lines
- ☐ Driveway, street slopes and surfaces in plan view and cross section
- ☐ Drainage and flood control facilities, including size and type
- ☐ Americans with Disabilities Act (ADA) path of travel
- ☐ Cut and fill daylight lines

SECTION F. 8 1/2" X 11" COLOR PHOTOS-Conditional Use Permit

8 1/2" X 11" color photos from interior of site looking north, south, east, and west with direction attached to each photo. Additionally, photos of the project site from off-site all directions.

SECTION G. MATERIAL SAMPLE BOARD-Conditional Use Permit

Size: No larger than 8 ½"x11". An 8 ½"x11" photo shall also be provided for the file. The material sample board is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains. The color and material board shall be used in conjunction with the schedule on the elevations in order to determine the specific location and use of colors and materials. The board should be of rigid material (cardboard or foam board, not wood) and have small samples or photographs of the materials. Color samples should be accompanied with manufacturer's name and identification number and should correspond to the materials. Material boards will be returned after final approval of the project.

SECTION H. PHOTOMETRIC PLAN – Major Conditional Use Permit

Plan that demonstrates a minimum of one footcandle of illumination throughout the entire onsite parking area.

SECTION I. STATEMENT OF OPERATIONS

Provide a written statement outlining your request for a Temporary Use Permit. Your response must give a detailed description of the proposed use and shall include, but is not be limited to:

- ☐ A detailed description of the equipment proposed for the event
- ☐ Hours and days of operation
- ☐ Number of employees
- ☐ Proposed private security (If required)
- ☐ Estimated number of people in attendance
- ☐ Total number of parking spaces eliminated for the event
- ☐ Indicate if food will be provided
- ☐ Indicate if alcohol will be provided
- ☐ Indicate if live entertainment or loud music will be provided
- ☐ Indicate all types of structures to be provided (lights, tents, signs, fences, etc.)
- ☐ Indicate how many portable restrooms will be provided, if any
- ☐ Indicate if ADA (handicap) paths are existing on-site

SECTION J. STATEMENT OF JUSTIFICATION

Provide written justification outlining your request for a Minor Conditional Use Permit. This justification must answer the following questions. Please provide a thorough explanation of your responses.

1. Is the site suitable and adequate for the proposed use?
2. Would the proposed use and design have a substantial adverse effect on traffic circulation and on the planned capacity of the street system?
3. Would the proposed use have a substantial adverse impact on the general welfare of persons residing in the community?
4. Is the design of the project compatible with the existing and proposed development within the district and its surroundings?

SECTION K. MSHCP INFORMATION

The Riverside County Multi-Species Habitat Conservation Plan has identified areas in the City as "Criteria Cells" that require mitigation for habitat conservation. To find out if your project is within a Criteria Cell area, please go to the MSHCP website at www.rcip.org. From this home page, click on Conservation Summary Report Generator. You will be redirected to a page where you can input the parcel number. If there is more than one parcel number, you must input them one at a time and print out each report individually. A report for each parcel must be attached to the application at time of submittal.

SECTION L. UNIVERSITY OF CALIFORNIA REGENTS

Provide a check made payable to University of California Regents for cultural resource review along with a copy of a USGS Quad map not reduced or enlarged (7.5' Series) showing location of project site. Check shall be made payable to University of California Regents in the amount required by University of California. (Fee as of April 5, 2007 is \$60.00).

SECTION M. WQMP INITIAL APPLICABILITY AND CONCEPTUAL ACCEPTANCE CHECKLISTS

Step One: Fill out the Initial Applicability Checklist. If "yes" can be answered to any of the criteria outlined in the Initial Applicability checklist, a Water Quality Management Plan (WQMP) is required for the project and will have to be submitted with the application materials at the time of submittal. Go to Step Two below. [NOTE: If "no" is answered to **all** of the criteria outlined in the Initial Applicability checklist, then a Water Quality Management Plan is not needed for the initial submittal].

Step Two: A WQMP, including the completed Initial Applicability Checklist must be submitted if "yes" was answered in any of the criteria outlined in the Initial Applicability checklist. In addition, the Conceptual Checklist and Supplemental Slip sheets must be completed and submitted with the application materials along with the WQMP. The WQMP template, checklists and slips sheets are available online at:

<http://www.cityoftemecula.org/Temecula/Government/PublicWorks/WQMPandNPDES/WQMP.htm>



WATER QUALITY MANAGEMENT PLAN (WQMP)

INITIAL APPLICABILITY CHECKLIST

Applicant Name: _____

Planning Application Number: _____

Project Name: _____

Does the proposed project incorporate any of the following categories? (All questions must be answered)		Yes	No
1	Modifications to Existing Developments – This category includes projects that create, add, or replace 5,000 sq. ft. or more of impervious surface on an already developed site. This category includes: (a) Expansion of a building footprint, or addition or replacement of a structure; (b) Increase in the gross floor area, or major exterior construction or remodeling; (c) Replacement of impervious surfaces that are not part of routine maintenance activities; (d) Land disturbing activities related to a structure or impervious surface. Note: If modifications create less than 50% of the impervious surface of a previously existing development, and the existing development was not originally subject to WQMP requirements, a WQMP shall be required only to the addition, and not to the entire development.	<input type="checkbox"/>	<input type="checkbox"/>
2	Residential Development - This category includes subdivisions of single-family homes, multi-family homes, condominiums, and apartments consisting of 10 or more dwelling units.	<input type="checkbox"/>	<input type="checkbox"/>
3	Non-Residential Development - This category includes projects where the land area for development is greater than 100,000 sq. ft.	<input type="checkbox"/>	<input type="checkbox"/>
4	Automotive Maintenance and Repair Shops - This category includes facilities engaged in general maintenance and mechanical repairs, body and upholstery repair, painting, transmission and exhaust repair, tire servicing; and glass repair.	<input type="checkbox"/>	<input type="checkbox"/>
5a	Restaurants - This category includes all eating and drinking establishments where the land for development is greater than 5,000 sq. ft.	<input type="checkbox"/>	<input type="checkbox"/>
5b	Restaurants where the land area for development is less than 5,000 sq. ft. are only required to follow the site design and source control requirements of the WQMP.	<input type="checkbox"/>	<input type="checkbox"/>
6	Hillside Development – This category includes any developments that create more than 5,000 sq. ft. of impervious surface, are located in an area with known erosive soil conditions, and where the project will require grading natural slopes of 25% (4:1) or steeper.	<input type="checkbox"/>	<input type="checkbox"/>
7	Environmentally Sensitive Areas (ESAs) – This category includes all development located within or directly adjacent to or discharging directly to an ESA which either creates 2,500 sq. ft. of impervious surface or increases the area of imperviousness by 10% or more of its naturally occurring condition. Note: "Directly adjacent" means within 200 feet of the ESA. "Discharging directly to" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or modification, and not commingled with flows from adjacent lands.	<input type="checkbox"/>	<input type="checkbox"/>
8	Parking Lots – This category includes projects that create 5,000 sq. ft. or more of impervious surface for temporary parking or storage of motor vehicles. This category includes parking areas associated with any of the developments outlined above. Routine maintenance, including removal and replacement, is exempt.	<input type="checkbox"/>	<input type="checkbox"/>
9	Streets, Roads, Highways & Freeways – This category includes projects that create 5,000 sq. ft. or more of impervious surface for transportation of motor vehicles. Routine maintenance, including removal and replacement, is exempt.	<input type="checkbox"/>	<input type="checkbox"/>
10	Retail Gasoline Outlets – This category applies if either of the following criteria is met: (a) 5,000 sq. ft. or more of impervious surface, or (b) a projected 'Average Daily Traffic' count of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "YES" to any of the questions above, a project-specific Water Quality Management Plan must be prepared and submitted (see next page).

Conceptual-Level Water Quality Management Plan (WQMP)

A conceptual WQMP shall be submitted as part of the initial application submittal package. Applicants shall confer with the City's engineering staff to ensure adherence with the latest version of the Project-Specific WQMP Template. At a minimum, the following sections of the WQMP template shall be satisfied at this submittal stage. Each section shall adhere to all of the items outlined in the Conceptual Acceptance checklist.

WQMP Section	Title of Section
I	Project Description
III	Pollutants of Concern
IV	Hydrologic Conditions of Concern (Preliminary Surface Hydrology)
V.1	Site Design BMPs
V.3	Treatment Control BMPs
VI	Operation and Maintenance Responsibility for Treatment Controls
Appendix B	WQMP Site Plan
Appendix C	Supporting Detail related to Hydrologic Conditions of Concern (Preliminary Surface Hydrology)
Appendix E	Soil and Percolation Reports that specifically address soil infiltration properties
Appendix F	Treatment Control BMP Sizing Calculations and Design Details

Visit the City's website for detailed information on WQMP requirements:

<http://www.cityoftemecula.org/Temecula/Government/PublicWorks/WQMPandNPDES/WQMP.htm>

SECTION N. HAZARDOUS WASTE SITE INFORMATION FORM

Government Code Section 65962.5, which became effective July 1, 1987, requires the applicant for any development project to consult specified State-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. Under the statute, no application shall be accepted without this signed statement.

PART A

TO DETERMINE IF YOUR PROJECT IS WITHIN THE ONE-MILE RADIUS OF A HAZARDOUS WASTE SITE refer to the following list of State identified Hazardous Waste Sites. Identify the listed site by placing a check in the box provided and sign and date this form.

Is the project within a one-mile radius of an identified hazardous waste site? Yes ☐ No ☐

REGIONAL WATER QUALITY CONTROL BOARD HAZARDOUS WASTE SITES

- ☐ Rancho California Water District, 28061 Diaz Road, Temecula, CA 92590
- ☐ Borg Warner Mechanical Seal, 27941 Front Street, Temecula, CA 92590
- ☐ Chevron Service Station, 28900 Rancho California Road, Temecula, CA 92590
- ☐ Plant Equipment, Inc., 28075 Diaz Road, Temecula, CA 92590
- ☐ Mobil, 28111 Front Street, Temecula, CA 92590
- ☐ Penfold Properties, 28545 Front Street, Temecula, CA 92590
- ☐ C.L. Pharris Ready Mix Plant, 29065 Front Street, Temecula, CA 92590
- ☐ Temecula Fuel Center, 44987 Front Street, Temecula CA 92590
- ☐ Arco, 27641 Ynez Road, Temecula, CA 92590

PART B

TO DETERMINE IF YOUR PROJECT IS WITHIN A ONE-MILE RADIUS OF A PUBLIC WELL SITE, which could potentially be affected by a hazardous waste generator, refer to the following list of State identified Public Well Sites. Identify the listed site by placing a check in the box provided and sign and date this form on the last page.

Is the project within a one-mile radius of an identified public well? Yes ☐ No ☐

DHS3 PUBLIC WELL SITES SERVING MORE THAN 200 CONNECTIONS

- ☐ Rancho Cal WD (#102), SW 1/4, SE 1/4, Sec. 2, T8S, R3W
- ☐ Rancho Cal WD (#114, 113), SE 1/4, NE 1/4, Sec. 25, T7S, R2W

I (we) certify that I (we) have investigated and completed this hazardous waste site form, and that my (our) answers are true and correct to the best of my (our) knowledge.

Owner/Representative _____ Date _____

SECTION O. PUBLIC HEARING REQUIREMENTS

The following information may be obtained by requesting a "Radius Package" from a title insurance company.

The following items will be required prior to scheduling the application for public hearing:

1. **TWO** identical packages to be inserted in separate 9 1/2" x 12 1/2" manila envelopes. These envelopes shall indicate the case number and the word "labels," and shall contain the following:
 - a. One typed set of gummed labels (**30 labels per sheet**) indicating all the property owners' names and the mailing addresses that are within a 600-foot radius of the exterior of the proposed tract boundaries (this list shall be ascertained from the last equalized assessment roll). The Planning Application Number shall be located on all label sheets.

***A minimum of the 30 nearest individual property owners (persons owning multiple properties shall only be counted once) shall be provided. Applicant is responsible for crossing out all duplicate labels.**
 - b. A photocopy of the aforementioned labels.
 - c. One label for the representative/engineer.
 - d. One label for the owner.
2. Four typed sets of gummed labels of the owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where representative and owner, etc., are the same. These should be inserted in a letter-sized envelope and stapled to the outside of one of the large manila envelopes mentioned in item 1 above.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list (see certification form attached).
4. On a copy of your assessors parcel map show all the parcels within the noticing radius. On the map, print the names of all property owners within the noticing radius as they are listed on the gummed labels.

PROPERTY OWNERS CERTIFICATION

I, _____, certify that on _____
(Print Name) (Month-day-year)

the attached property owners list was prepared by

_____ Pursuant to application

requirements furnished by the City of Temecula Planning Department. Said list is a complete and true compilation of owner of the subject property and all other property owners within **600 feet (or the 30 nearest individual property owners, whichever creates the greatest number of public notices (persons owning multiple properties shall only be counted once))** of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may result in processing delays or be grounds for rejection or denial of the application.

NAME: _____

TITLE/REGISTRATION: _____

ADDRESS: _____

PHONE: _____ (Daytime phone no.)

SIGNATURE: _____

DATE: _____ CASE NO.: _____

RECYCLING AND WASTE REDUCTION AT LARGE VENUES OR LARGE EVENTS IN THE CITY OF TEMECULA



Effective July 1, 2005 California Assembly Bill 2176 (AB2176) went into effect which requires recycling programs to be developed and implemented at large venues and events and then reported, upon the request of the City.

WHAT EVENTS ARE SUBJECT TO AB 2176?

1. An event which services an average of more than 2,000 individuals (including employees and volunteers) per day of operation.
- AND**
2. Charges an admission or is sponsored by the City of Temecula.

FOR EXAMPLE: *If a non-profit organization runs a free event with over 2,000 participants daily and the City has provided financial support this would qualify as a large even under AB 2176. AB 2176 specifically includes golf courses, parks, parking lots, sporting events, street systems and open area markets when being used for an event.*

IF YOUR VENUE OR EVENT QUALIFIES AS A LARGE VENUE OR LARGE EVENT, WHAT DO YOU NEED TO DO?

1. Venue operators and Event planners will need to contact Barbara Smith, in Community Services Department for the City of Temecula at (951) 694-6480 or at Barbara.smith@cityoftemecula.org.
2. Venue operators and event planners shall contact and work with Dolores Sanchez Badillo, of CR&R, Inc (800) 755-8112 to develop a recycling plan. Dolores can also be reached at dbadillo@crmail.com.
 - a. Plan recycling programs.
 - b. Establish goals.
 - c. Prepare timeline to implement programs for the planning stages, during and after the event.
3. Venue operators and Event planners will prepare a recycling report, within 30 days after the event, that includes the following information:
 - d. Name, location and brief description of the venue/event.
 - e. Brief description of the types of wastes generated.
 - f. Types and estimated amounts of materials disposed by weight.
 - g. Types and estimated amounts of material diverted by weight.
 - h. Information on existing waste reduction, reuse and recycling programs.

WASTE IS A FORM OF INEFFICIENCY

CITY OF TEMECULA
DEVELOPMENT APPLICATION
DEVELOPER DISCLOSURE STATEMENT

This portion of the Application must be fully completed and signed by the Applicant. If not fully completed and signed, the Application will be deemed incomplete. Additionally, this portion of the Application must be fully completed and signed by the Applicant and filed with the Planning Department again not less than five nor more than ten days prior to the hearing before the Planning Commission and not less than five nor more than ten days prior to the hearing before the City Council, if any.

1. Address of subject property: _____
Cross street: _____
2. Date this Disclosure Statement is completed: _____
3. Name of Applicant: _____

A. If Applicant is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Applicant is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Applicant is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation

- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

4. Name of each Owner of the subject property: _____

A. If Owner is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Owner is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Owner is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

5. If the subject property is in escrow to be conveyed to another party or is the subject of a purchase and sale agreement, state the name of each person in escrow to purchase the subject property or a party to the purchase and sale agreement ("Party in Escrow"): _____
-

A. If the Party in Escrow is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Party in Escrow is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Party in Escrow is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

6. For any deeds of trust or other liens on the property (other than real property tax liens) please state the following:

A. Name of beneficiary of the deed of trust or lien

B. Date of the deed of trust or lien.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on the date and location set forth below

Name:
Title:
Date of signing:
Location of Signing: (☐) Temecula or (☐) Other
