



FILING FEE: \$2,563.20

CITY OF RIALTO PLANNING DIVISION

APPLICATION FOR AN ADULT USE DEVELOPMENT PERMIT

LEGAL OWNER INFORMATION: I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this applicant. I further waive the right of a decision of the project by the city within the prescribed time limits as set forth in State Law and the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by Section 18.105 of the Municipal Code, are filed with the Planning Division.

Date: _____ Name (Print): _____

Email: _____ Signature: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Daytime Telephone No. () _____

Address of Property (if none, general location): _____

ASSESSORS PARCEL NUMBER(S): _____

Application will not be accepted without valid tax assessors parcel number(s)

COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY: Attach on separate sheet(s) a copy of the most recent Grant Deed. If your request is not for the entire property described on the Grant Deed, provide a metes and bounds description. Also attach a plat map of the property.

APPLICANT: (if other than legal owner)

REPRESENTATIVE: (if other than applicant)

Printed Name: _____ Printed Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Email: _____ Email: _____

DESCRIPTION OF PROPOSED DEVELOPMENT: (Please attach twelve (12) folded copies of detailed plot plan and elevations) _____

CITY USE ONLY:

PROJECT NO. _____ **HEARING DATE:** _____ **E.A.R.#** _____ **DFG FEE:** _____

FILING FEE: _____ **DATE RECEIVED:** _____ **APPLICATION DEEMED COMPLETE:** _____

GENERAL INFORMATION: The general information provided below is intended to provide an overview of the review process for the proposed use. In all cases, the applicant(s) should consult with staff prior to filing in order to obtain an overall understanding of the entitlement process, including requirements for site plans and elevations and the timeframe for review. Consistent with State and local laws, the Division will process applications as expeditiously as possible. Please note that staff is available to provide guidance through all steps of the review process.

FILING FEES: The filing fee to process an adult use development permit is used to recover costs to prepare planning reports for Planning Commission review and publication costs for public hearings. The processing of an adult use development permit is a discretionary project under the California Environmental Quality Act (CEQA) and is subject to environmental assessment review and applicable filing fees.

CITY PLANNING PROCESS: To determine the applicability of CEQA, the applicant must submit an environmental information form in conjunction with the adult oriented use application. Information obtained from this form will be used by the Planning Division to prepare an Initial Study to assess potential adverse environmental impacts. The City's Development Review Committee (DRC) will review the Initial Study to determine if an Environmental Impact Report (EIR) must be prepared or if a Negative Declaration may be issued. If an Environmental Impact Report is required, the application can not be considered by the Planning Commission until the EIR is certified by the City Council. In all instances, mitigation measures deemed appropriate to reduce or eliminate adverse environmental impacts as determined through the environmental assessment process will be incorporated into the conditions of approval of the project.

Upon completion of the environmental review process, the proposed adult use development permit will be scheduled for a public hearing before the City Planning Commission. The Planning Commission will review the submitted application, staff recommendation and accept public testimony. Upon close of the public hearing, the Commission may approve, approve with modifications or deny the proposed use. Based on the complexity of the application, more than one meeting of the Planning Commission may be necessary.

APPEAL PROCESS: Any person or entity can appeal the determination of the Planning Commission to the City Council. Appeals must be submitted to the City Clerk together with the appropriate filing fee within fifteen (15) days from the decision of the Commission. The City Council will conduct a public hearing on this appeal.

SPECIFIC INFORMATION: To reduce potential delays in processing, prior to the filing of an application for an adult use development permit, applicants should carefully review the siting criteria for an adult oriented use as noted in Section 18.105.120, et. seq. of the Municipal Code.



City of Rialto

California

Dear Applicant:

The State Zoning Law requires the City to notify all persons named on the latest equalized assessment roll as owning property within three hundred (300) feet of any property which is the subject of a proposed Subdivision, Parcel Map, Zone Change, General Plan Amendment, Building Moving Permit, Specific Plan Review, or Amendment, Pre-zoning of Annexations, Public Hearing Variance, or an Adult Use permit. As a part of the application, the City requires the applicant to indicate the names and mailing addresses (typed) of the surrounding property owners, including the property's APN on label forms. This information shall be obtained from the latest San Bernardino County equalized assessment roll and utilizing the most recent assessor's maps(s). Some title companies also provide this service for your convenience.

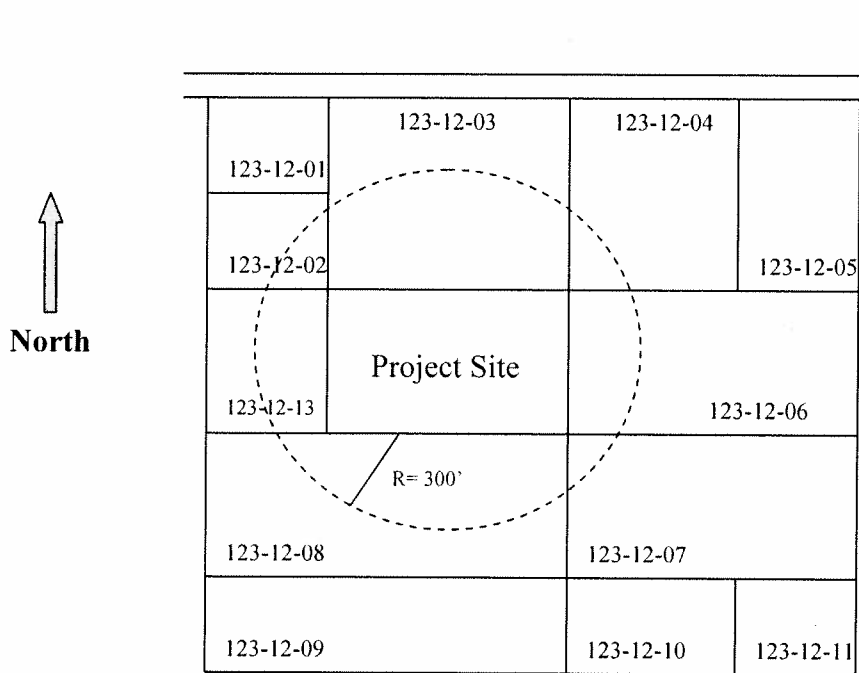
To provide a means of verification, the applicant is also required to submit a property ownership map indicating those properties within a three hundred (300) foot radius of the proposed site boundaries with the Assessor's Parcel Number identified on each property. A copy of the Assessor's Map Book Page(s) may be used for this purpose. A sample property ownership map is attached to serve as a guide in the preparation of the required map.

In order to process your proposal, the completed label forms and property ownership map must be submitted with the required application form, filing fee, and plans.

The Planning Commission normally meets the second and last Wednesday of each month. In order to process a proposed filing requiring a public hearing, the completed application, property ownership label forms and property ownership map must be submitted to the Planning Division. The application will be processed in accordance with State and local requirements and the public hearing will be scheduled at the earliest available Planning Commission meeting.

If you have any questions or need assistance providing the required information, please do not hesitate to contact the Planning Division at (909) 820-2535.

Sample of property ownership map – Showing properties within a three hundred (300) foot radius of the project site



John & Jane Smith
 1234 North Apple Street
 Anytown, CA 90000
 123-012-06-0-000



Sample of **Typed** property ownership labels
 Please note that Assessor's Parcel Number is also required on the labels!