



## CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

# MODIFICATION

## Introduction

This handout summarizes the Modification requirements for previously approved Development Plans and Conditional Use Permits.

## What is the purpose and intent of a Modification Application?

The purpose of a Modification Application is to provide for approval of projects which because of their limited size and scope, have a minor aesthetic, land use or traffic implications and do not create significant impacts on public utilities or services. The review process provides these limited projects a streamlined process that still ensures compliance with all City Standards and ordinances.

## When is a Modification Application required?

A Modification Application is required for proposed changes to previously approved Development Plans or Conditional Use Permits pursuant to Chapters 17.04.010 and 17.05.030.

Modifications include:

- Physical modification of the site.
- Increasing the height of the building by more than 10 feet or one story.
- An increase of more than 10% of the building footprint.
- A substantial change in the architecture of the building or substantial changes to the exterior elevations, including but not limited to the locations of windows and doors.
- A modification in the approved access to the project site.
- The shift of building location that effects the layout and location of the required parking, site access, or substantially changes the conceptual landscape plan.
- A change in the number of primary structures.
- Changes to the approved landscape plant palette.
- Changes in the exterior color or materials.

## How do I apply for a Modification?

Call (951) 694-6400 and ask to speak with the Planner of the Day to schedule a submittal appointment. Staff will meet with you in 1-2 working days to review your application for completeness. If all requirements are met the application will be deemed complete and processed.

## Who approves Modification Applications?

The approval of modifications requires consideration of the original approval body. Modifications that were approved at a Director's Hearing may be approved administratively by the Director of Planning. The Director of Planning may refer any modifications or changes in building design to the Planning Commissions for consideration.

## What are the criteria for approval?

Proposed modifications are subject to the original findings. In addition, modifications may be approved with "Conditions of Approval" which are deemed necessary to protect the public health, safety, general welfare and to assure compliance with the Development Code, Design Guidelines, and other appropriate regulations.

## Where can I review the Temecula General Plan, Subdivision Ordinance, and Development Code?

Visit the Planning Department in person or view the documents online at [TemeculaCA.gov/Planning](http://TemeculaCA.gov/Planning).

## Questions?

Visit us online at [TemeculaCA.gov/Planning](http://TemeculaCA.gov/Planning) or call 951-694-6400 and ask for the "Planner of the Day."



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## SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	PLANNING REVIEW ONLY	MINOR MOD	MAJOR MOD	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to make sure all requirements are fulfilled.
<b># OF COPIES</b>						
		1	1	1	A	Complete/signed application and filing fee
		1	1	1	B	A digital copy of all project files in PDF format or JPEG/PNG format (CD or USB)
		1	1	1	C	Statement of Operations/Justification
		1	1	1	D	Hazardous Waste Site Information Form
		1	1	1	E	Site Plan
		1	1	1	F	Floor Plan/Roof Plan
		1	1	1	G	Conceptual Landscape Plan
		1	1	1	H	Conceptual Grading Plan (consult with Public Works to see if this will be required)
		1	1	1	I	Proposed Building Elevations (Black & White)
		1	1	1	J	Proposed Building Elevations (Color)
		1	1	1	K	Color Photos (8 1/2" x 11")
		1	1	1	L	Material Sample Board
		-	1	1	M	MSHCP Information
		1	1	1	N	Project Specific Water Quality Management Plan (WQMP) requirements
		-	1	1	O	Chemical Classification/Quantification Packet (Consult with Fire)
		-	1	1	P	Preliminary Title Report with all referenced supporting documents
		-	1	1	Q	Preliminary Soils and Geotechnical Report (Consult with Public Works)
		-	1	1	R	Traffic Study/Analysis (Consult with Public Works)
		-	1	1	S	Drainage Study/Analysis (Consult with Public Works)
		-	-	1	T	Developer Disclosure Statement (attached)

### BEFORE SUBMITTING PLEASE REMEMBER

**Fees** are required with a submittal. Call 951-694-6400 and speak with a Planner for a fee estimate. If the scope of your work changes, please be sure to bring an extra check for any additional fees.

Prior to your submittal, please contact a Planner to schedule an **appointment** at 951-694-6400.



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# MODIFICATION

## PUBLIC HEARING SUBMITTAL REQUIREMENTS



The following items will be required **prior to the public hearing** (if applicable). These items are **not required for the initial submittal.**

APPLICANT ✓	STAFF ✓	MAJOR MODIFICATION	MINOR MODIFICATION	SECTION	
		# OF COPIES			
		1	1	X1	Public Hearing Information (see Section X1-X6 at the end of this packet).
		8	-	X2	Spiral Bound Color 11" x 17" reductions of all exhibits
		1	-	X3	Final Color 3D Renderings
		5	5	X4	Full Size Site Plan, Elevations, Floor Plans, Grading Plans, and Landscape Plans Folded to 8 1/2" x 11"
		1	1	X5	Updated Developer Disclosure Statement
		1	1	X6	CD or USB of all project plans and documentation.



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# MODIFICATION

**SECTION A** **APPLICATION**

**PROJECT INFORMATION**

Type of Application

Minor Modification (Planning Review Only)  Minor Modification  Major Modification

Project Title

Project Description/Use

**ADDITIONAL PROJECT INFORMATION**

Street Address(es) (& Suite Numbers)

Assessor's Parcel No(s) Lot(s) Parcels

Legal Description (Tract, Lot No.)

General Location

Gross Acreage Net Acreage

Zoning General Plan Related Cases

Visit [TemeculaCA.gov/MSHCP](http://TemeculaCA.gov/MSHCP) to determine the answers to the following questions:

Is the projected located within a MSCHP criteria cell?  Yes  No

Is the projected located within possible Burrowing Owl habitat?  Yes  No

Please attach a copy of the above report to this application (Section M)

**FOR STAFF USE**

PLANNING APP. NO.	DATE STAMP	REC'D BY



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# MODIFICATION

## APPLICANT/REPRESENTATIVE/OWNER INFORMATION

First Name	Middle Initial	Last
------------	----------------	------

Street Address

City	State	Zip	Phone
------	-------	-----	-------

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

First Name	Middle Initial	Last
------------	----------------	------

Street Address

City	State	Zip	Phone
------	-------	-----	-------

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's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature →	Date
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### NOTE

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.

**SECTION B****DIGITAL COPY**

Provide a digital copy (PDF) of all project files. All PDF files must follow the digital requirements found in our Digital Submittal Requirements (CD3) which can be downloaded at [TemeculaCA.gov/CD3](http://TemeculaCA.gov/CD3).

**SECTION C****STATEMENT OF OPERATIONS/JUSTIFICATION**

\*This section of the application is not required for individual homeowners\*

Provide a written Statement of Operations/Justification outlining your proposed business operations. The Statement of Operations/Justification shall include:

- Title the Statement of Operations, "Section C: Statement of Operations/Justification"
- Include a date on the Statement of Operations/Justification
- A detailed description of the proposed business operations
- Hours and days of operation
- Number of employees
- Proposed private security (if required)
- Estimated number of customers
- Total number of parking spaces
- Indicate if food will be served
- Indicate if alcohol will be served
- Indicate if live entertainment or amplified sound will be provided
  
- Please answer the following questions (please be thorough in your answers):
  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 D****HAZARDOUS WASTE INFORMATION**

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 – REGIONAL WATER QUALITY CONTROL BOARD HAZARDOUS WASTE SITES**

Determine if your project is within a one-mile radius of a hazardous waste site.

1. Visit [geotracker.waterboards.ca.gov](http://geotracker.waterboards.ca.gov)
2. Enter your project address
3. Enter a buffer (radius) of 5,280 feet (one mile)
4. Print the map and attach it.
5. **Is the project within a one-mile radius of an identified hazardous waste site? Yes  No**

**REGIONAL WATER QUALITY CONTROL BOARD HAZARDOUS WASTE SITES****PART B – PUBLIC WELL PROXIMITY**

Determine if your project is within a one-mile radius of a public well site.

1. Visit <http://geotracker.waterboards.ca.gov/qama>
2. Enter your project address
3. Enter a buffer (radius) of 5,280 feet (one mile)
4. Print the map and attach it.
5. **Is the project within a one-mile radius of an identified public well? Yes  No**

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 \_\_\_\_\_

### PLAN PREPARATIONS & 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 C). For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

*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
- 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 dimensions of all trash enclosure(s) (interior and exterior dimensions)
- 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
- Date Site Plan prepared
- Data table formatted in the following order:

- |  |             |       |
|--|-------------|-------|
| <input type="checkbox"/> Assessor's Parcel Number  |             |       |
| <input type="checkbox"/> Street Address (if available)   |             |       |
| <input type="checkbox"/> Legal description of the property. (i.e. Tract / Parcel Map and Lot(s)/parcel(s)) |             |       |
| <input type="checkbox"/> Zoning designation  |             |       |
| <input type="checkbox"/> General Plan designation  |             |       |
| <input type="checkbox"/> Existing land use/proposed land use   |             |       |
| <input type="checkbox"/> Total Gross Area:   | square feet | acres |



<input type="checkbox"/>	Total Net Area:	square feet	acres
<input type="checkbox"/>	Total Building Area:	square feet	FAR
<input type="checkbox"/>	Lot coverage:	<u>Square Feet</u>	<u>Percentage</u>
<input type="checkbox"/>	o Building area	s.f.	%
<input type="checkbox"/>	o Parking area	s.f.	%
<input type="checkbox"/>	o Landscaping area	s.f.	%
<input type="checkbox"/>	o Hardscape	s.f.	%
<input type="checkbox"/>	Parking:	<u>Spaces Required</u>	<u>Spaces Provided</u>
<input type="checkbox"/>	o Ratio/square foot of use(s)	spaces	spaces
<input type="checkbox"/>	o Number of disabled spaces	spaces	spaces
<input type="checkbox"/>	o Total Parking	spaces	spaces
<input type="checkbox"/>	Floor Area Ratio(s)		
<input type="checkbox"/>	Occupancy classification (per Uniform Building Code)		
<input type="checkbox"/>	Type of construction (per Uniform Building Code)		
<input type="checkbox"/>	Indicate if building has fire sprinklers and/or alarm		
<input type="checkbox"/>	Number of stories		
<input type="checkbox"/>	Height of building (as measured from the pre-existing grade, finished grade or floor protection elevation, whichever is lowest to highest point on roof)		

<b>SECTION F</b>	<b>FLOOR PLAN/ROOF PLAN</b>
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*Scale: The scale used on the floor plans/roof 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, dimension and identify:
  - Restrooms
  - Exits
  - Doors
  - Hallways
  - Corridors
  - Elevators
  - Patio
  - Stairs
  - Fire sprinkler riser room
  - Fire alarm control panel
  - Location of Knox Box
  - Location of Fire Department connection
  - Location of rooftop equipment
  - Line of sight diagram for all rooftop equipment

<b>SECTION G</b>	<b>CONCEPTUAL LANDSCAPE PLAN</b>
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Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

**COLOR**

- Provide ONE copy of conceptual landscape plans that include all of the listed requirements found under the black and white conceptual plans.

**BLACK & WHITE**

- Provide the correct number of copies as determined by the submittal checklist (found on page 2)
- 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.
- Describe the type of irrigation system to be implemented (generally).
- For initial submittals, add to bottom right hand corner of title blocks the APN, PAXX-XXXX (this will be replaced with the actual number on subsequent submittals), date printed and submittal # (vertical view).

<b>SECTION H</b>	<b>GRADING PLAN</b>
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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

<b>SECTION I/J</b>	<b>PROPOSED ELEVATIONS (B/W &amp; COLOR)</b>
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**BLACK & WHITE (I)**

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 line-of-sight diagram is recommended and may be required)
- 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

**COLOR (J)**

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 L) 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 to the planting materials indicated on the landscape plan.

<b>SECTION K</b>	<b>COLOR PHOTOS</b>
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Provide 8 1/2" x 11" color photos from the interior of the site looking north, south, east, and west with the directions labeled on each photo. Additionally, provide photos of the project site from all off site directions.

<b>SECTION L</b>	<b>MATERIAL SAMPLE BOARD</b>
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Material sample boards shall provide a comprehensive sample of all materials for a proposed project. Materials should include, but are not limited, to paint, stucco, fabric, textures, roofing, metals, stones, and glass/windows.

Requirements:

- Material sample boards shall be no larger than 24" H x 36" W x 4" D
- Boards shall be made of sturdy cardboard or foam (wood boards are not permitted)
- Manufacturer paint samples shall be a minimum of size of 6" x 5"
- All samples shall contain the manufacturer's name and model/identification number as well as a manufactures specification sheet
- Material samples (including tile, metal, stone, etc...) shall be large enough to accurately represent the proposed material. For example, if a multi-color roof tile is proposed the roof tile shall incorporate all variations of the color(s) on the sample.
- All materials shall be labeled with a letter and/or number that accurately corresponds with labels on elevations.
- Materials shall be securely fastened to the material sample board in a manner that allows the boards to be moved for various presentations
- A clear digital photo of the material sample board shall be provided with the submittal.

<b>SECTION M</b>	<b>MSHCP INFO</b>
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Visit [TemeculaCA.gov/MSHCP](http://TemeculaCA.gov/MSHCP). On that page, click on the report generator. Use the property's Assessors' Parcel Number (APN) to generate a report. Attached a copy of that report to this application.

<b>SECTION N</b>	<b>WQMP</b>
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State and regional water quality permits require the completion of applicable water quality documents. **At minimum, projects will be required to provide Appendix A.1** which can be downloaded and filled-out at the following URL:

- [TemeculaCA.gov/WQMPA1](http://TemeculaCA.gov/WQMPA1)

**Additional forms may be required based on the answers and steps outlined in the above form.** Please contact our Public Works team at 951-694-6400 for assistance or visit [TemeculaCA.gov/WQMP](http://TemeculaCA.gov/WQMP) for more information.

**SECTION O****CHEMICAL CLASSIFICATION/QUANTIFICATION PACKET**

Provide a chemical classification/quantification packet. Consult with the Temecula Fire Department to see if this requirement is applicable to your project. Phone: 951-694-6405 Website: [TemeculaCA.gov/232](http://TemeculaCA.gov/232)

**SECTION P****PRELIMINARY TITLE**

Provide a preliminary title report with all referenced and supporting documents (two copies). Applicants can obtain preliminary title reports from real estate professionals or title companies.

**SECTION Q****PRELIMINARY SOILS AND GEOTECHNICAL REPORT**

Please provide a Soils and Geotechnical Report. Consult with the Temecula Public Works Department to see if this is applicable to your project. Phone: 951-694-6411 Website: [TemeculaCA.gov/374](http://TemeculaCA.gov/374)

**SECTION R****TRAFFIC STUDY**

Consult with the Temecula Public Works Department to see if this is applicable to your project. If required, please provide all minimum submittal requirements as determined by Public Works. Phone: 951-694-6411 Website: [TemeculaCA.gov/374](http://TemeculaCA.gov/374)

**SECTION S****DRAINAGE ANALYSIS**

Consult with the Temecula Public Works Department to see if this is applicable to your project. If required, please provide all minimum submittal requirements as determined by Public Works. Phone: 951-694-6405 Website: [TemeculaCA.gov/374](http://TemeculaCA.gov/374)

**SECTION T****DEVELOPER DISCLOSURE STATEMENT**

Provide a completed Developer Disclosure Statement. The Developer Disclosure Statement can be found on the next three pages.

**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: \_\_\_\_\_
2. Cross street: \_\_\_\_\_
3. Date this Disclosure Statement is completed: \_\_\_\_\_
4. 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

5. 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

6. 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

7. 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

## SECTION X1-X6

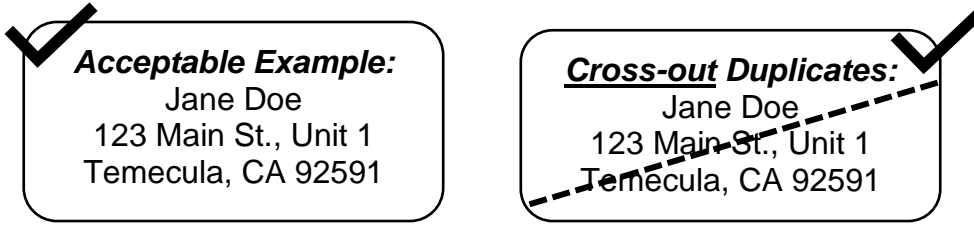
## PUBLIC NOTICING REQUIREMENTS

This Section is **required prior to the public hearing** but is **not required for the initial submittal**. Information for this section may be obtained by requesting a "Radius Package" from a title insurance company.

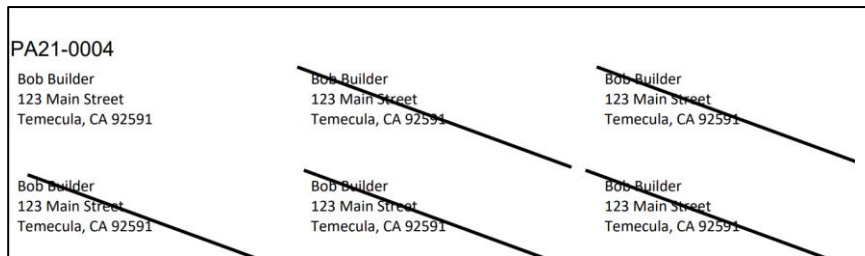
The following items will be required **prior to scheduling the application for public hearing** and must be provided by the applicant:

1. **TWO** identical gummed label sets (**30 labels per sheet**). The labels must:
  - a. Indicate all the nearest property owners' names, mailing address (including unit numbers) that are within a minimum of a 600-foot radius of the exterior boundaries of the project (including all exterior boundaries of all parcels if a project includes multiple parcels). This list must be ascertained from the last equalized assessment roll.
  - b. **Duplicate property owners must be crossed out.**

SAMPLE LABELS:



- c. A minimum of **30 individual/different property owners** must be included after all duplicates are removed (even if a 600-foot radius is utilized)
- d. Include the Planning Application number on the header of the label sets (example below)



2. **TWO** photocopies of the above label sets.
3. **The TWO** identical gummed label sets & photocopies must be placed in separate 9 1/2" x 12 1/2" manila envelopes. The envelopes shall include the below information on the front:

*Example Envelope:*

PA21-1001  
Noticing Labels  
Set 1 of 2

4. **TWO** gummed labels with the mailing address for the property owner, applicant, engineer, and other representatives. Do not include duplicates if the owner, applicant, etc., are the same. These must be **placed in a letter-sized envelope that is stapled outside** of one of the large manila envelopes mentioned in step 3.
5. 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).
6. A copy of the assessor's parcel map showing 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. If the names are not legible due to the size of the map/lots, a separate spreadsheet may be provided.



# 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)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Application No.