



# Project Application Form City of Canyon Lake

31516 Railroad Canyon Road - Canyon Lake, CA 92587  
Phone: (951) 244-2955 - Fax (951) 246-2022 -  
[www.cityofcanyonlake.com](http://www.cityofcanyonlake.com)

For office use only

Date submitted: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_  
Receipt: \_\_\_\_\_  
Case No. \_\_\_\_\_

### Check if Applicable:

<input type="checkbox"/> Plot Plan	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Final Parcel Map
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Parcel/Tract Map Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Public Use Permit
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Specific Plan: _____ Amendment: _____

### Project Description - Describe in Detail. Add Separate Sheet if Necessary.

#### Site Information

Address/ Location of Project:

Assessor Parcel Number(s):

Site Area (Acres/Sq. Ft.):

Existing Use of Property:

Zone:

General Designation:

#### Contact Information

Applicant Name (print):

Address:

Phone Number:

Fax Number:

Email:

Property Owner (Print):

Address:

*"Applicant, shall indemnify, protect, hold harmless and defend the City (with counsel chosen by City) and any agency or instrumentality thereof, and any of its officers, employees and agents from any and all claims, actions, or proceedings against the City to attack, set aside, void, annul, seek monetary damages resulting from the approval of this [application/Plot Plan/ CUP] and/or the categorical exemption/MND/EIR/determination of exemption. City promptly shall notify the applicant of any claim, action, or proceeding to which this condition is applicable; applicant shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense. The City may require that the applicant execute an indemnification agreement acceptable to the City in both form and content."*

Property owners consent. I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property owner letter is acceptable)

**SITE PLAN CHECKLIST**  
**(For Plot Plans, Conditional Use Permits, Public Use Permits)**

**Site Plan:**

The Site Plan, Floor Plan and Building Elevations shall be professionally prepared in conformance with accepted drafting standards.

- Eight (8) sets of site plans
- Three (3) sets of floor plans
- Three (3) sets of building plan elevations

The Site Plan shall be consistent with Section 18.30c(2) of the Development Code regarding site design and planning.

*The overall development of the land shall be designed for the protection of the public health, safety and general welfare; to conform to the logical development of the land and to be compatible with the present and future logical development of the surrounding property. The plan shall consider the location and need for dedication and improvement of necessary streets and sidewalks, including the avoidance of traffic congestion; and shall take into account topographical and drainage conditions, including the need for dedication and improvements of necessary structures as a part thereof.*

The following information shall be indicated on all site plans (check when completed):

- Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.  
Show appropriate scale and north arrow.
- Date of preparation and/or revisions.
- Precise legal description and Assessor's Parcel Number
- Property lines with dimensions and bearings.
- A vicinity map showing the precise location of the project.
- All easements of record. Identify, label, and dimension all recorded easements which affect the subject property.
- Dimension the width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.
- Dimension and label all existing and proposed buildings and structures from property lines and provide distances between buildings. Size, location and height of existing and proposed buildings and structures, including walls, fences, signs, lighting, trash enclosures and other accessory structures. The boundaries of landscaped areas, outdoor display and storage areas shall also be clearly shown.
- Location of water and sewer lines, utility poles, street lights, and fire hydrants. Locate the proposed fire department connection (FDC) and post indicator valve (PIV) when fire sprinklers are required.
- Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- Provide a tabular summary, which includes the following information:
  1. Adjusted gross and net acreage.
  2. Gross floor area per building and total floor area for all buildings.
  3. Landscape coverage ratio (percentage of lot covered by landscaping).
  4. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable).
  5. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable). Include parking formulas used, and percentage of these areas.

**I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY OF THE PROCESSING OF MY APPLICATION.**



## ***Property Owner's Mailing Labels***

The property owners mailing labels identifies the owners of properties within a 300-foot radius of the external boundaries of a project or property. It must be prepared by a title company, signed by the title company representative, and certified by the applicant. The list shall include the following:

1. One typed set of gummed labels indicating whether he/she is the Owner/Resident (Please do not include the individual's name for privacy purposes), mailing address, and Assessor's Parcel Number (APN) within 300-feet of the subject property. Labels shall be prepared on 8½"x11" sheets of pre-gummed labels in three column format
2. One photocopy of the gummed labels.
3. One label each for the owner/applicant/representative/engineer.
4. A 300-foot property owner radius map identifying all properties within the required radius on an assessor's map page(s).

*Property Owner's Certification:*

\_\_\_\_\_  
(Title Company Representative)

\_\_\_\_\_  
(Date)

I certify under penalty of perjury, that to the best of my knowledge, the attached list contains the names and addresses of all persons to whom all property is assessed, provided by the title company, as they appear on the most current County assessment roll. This list identifies all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s) \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)