



For Official Use Only

Project Number: _____

Date Received: _____

Received By: _____

Case Planner: _____

CITY OF MENIFEE

Community Development Department

LAND USE APPLICATION SUBMITTAL REQUIREMENTS

THE LAND USE AND DEVELOPMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

- One (1) completed and signed application form.
- One (1) copy of the current legal description for each property involved as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
- If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
- Twenty (20) copies of a Site Plan. The exhibit must also include the information described in the applicable application type column of the Land Use and Development Matrix. All exhibits must be folded no larger than 8½" x 14."
- If any buildings or structures exist and are to remain, or are proposed, a minimum of six (6) copies of building floor plans (Exhibit "C"), elevations (Exhibit "B") and a materials board (Exhibit "M") are required. All exhibits must be folded no larger than 8½" x 14."
- One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- Two 8½" x 11" photocopies of a U. S. Geological Survey Quadrangle Map delineating the Site boundaries (Note: each photocopy must not have been enlarged or reduced, have a North arrow, scale, quadrangle name, and Section/Township/Range location of the site.)
- \$60.00 check made out to the Eastern Information Center for cultural resource information review when no Archeological report has been submitted with the application.
- A minimum of three (3) ground-level photographs (color prints) clearly showing the whole project site. Include a location map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.

- A current Title Report
- A copy of the Grant Deed
- Digital images of the aerial photograph, Exhibit A (Site Plan), Exhibit B (Building Elevations) & Exhibit C (Building Floor Plans), the U.S.G.S. Map, and photographs of the site in a format acceptable to the Planning Division (e.g. TIFF, GIF, JPEG, PDF)
- If determined by the completed WQMP Checklist for either the Santa Ana River or Santa Margarita River region to be required, two (2) completed copies of the Project Specific Preliminary WQMP.
- Soils Report.
- Hazardous Waste Disclosure Statement.
- Other information that may include biological surveys, acoustical analysis, environmental site assessment, cultural resource assessment, traffic study or other items.
- Deposit-based fee.