



## Land Use Entitlement Application

- |  |  |
|--|--|
| <input type="checkbox"/> Pre-Application         | <input type="checkbox"/> Setback Adjustment    |
| <input type="checkbox"/> General Plan Amendment  | <input type="checkbox"/> Revised Permit        |
| <input type="checkbox"/> Change of Zone          | <input type="checkbox"/> Extension of Time     |
| <input type="checkbox"/> Development Agreement   | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Specific Plan/Amendment | <input type="checkbox"/> Zoning Verification   |
| <input type="checkbox"/> Code Amendment          | <input type="checkbox"/> Rebuild Letter        |
- 
- |   |  |
|---|--|
| <input type="checkbox"/> Conditional Use Permit               | <input type="checkbox"/> Tentative Tract Map       |
| <input type="checkbox"/> Variance                             | <input type="checkbox"/> Tentative Parcel Map      |
| <input type="checkbox"/> Site Development Permit              | <input type="checkbox"/> Lot Line Adjustment       |
| <input type="checkbox"/> Minor <input type="checkbox"/> Major | <input type="checkbox"/> Parcel Merger             |
| <input type="checkbox"/> Second Unit Permit                   | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Substantial Conformance              |  |

FOR PLANNING USE ONLY	
Date Received	_____
Received By	_____
Master	_____
Application No.	_____
Case No.(s)	_____
	_____
	_____
Receipt No.	_____

**Project Location/Address:** \_\_\_\_\_  
 Assessor's Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_ Present Use of Property/ Existing Improvements: \_\_\_\_\_

**Project Description** (Briefly describe how the land will be used, identify new construction, and any other changes proposed for the site):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other Project Information:**  
 Received a Notice of Violation    Unpermitted Structures    Animals \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

City of Jurupa Valley Planning Department  
8930 Limonite Avenue  
Jurupa Valley, CA 92509  
Phone: (951) 332-6464 Fax: (951) 332-6995  
<http://www.jurupavalley.org>



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### Owners' Affidavit

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STATE OF CALIFORNIA  
SS: (COUNTY OF RIVERSIDE)

I/WE \_\_\_\_\_ BEING DULY SWORN, DEPOSE AND SAY, THAT I/WE AM/ARE THE OWNER(S) OF THE PROPERTY INVOLVED IN THIS APPLICATION, AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN CONTAINED AND THE INFORMATION HEREWITH SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF KNOWLEDGE AND BELIEF.

SIGNATURE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
OWNER OF \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
OWNER OF \_\_\_\_\_

NOTE: This application must be signed by the same persons, and in the same manner as that in which title is held. Before signing, please examine your deed or title insurance policy.

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Applicant's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

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#### Office Use

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Approval body:  Director  PC  CC

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\*The Application form being signed under penalty of perjury does not require notarization



## PLANNING FEE DEPOSIT ACKNOWLEDGEMENT

APPLICANT INFORMATION				
Applicant Name			Authorized representative	
Address			Phone	
City	State	Zip	Email	
BILLING INFORMATION				
Billing Party			Contact Person	
Street address			Phone	Cell phone
City	State	Zip	Email	

**As an authorized representative of the applicant, I hereby consent to and acknowledge by my signature below, that I understand the following:**

The service of processing an application for development of property in the City of Jurupa Valley is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total costs varies according to the project's size and complexity. At the City's sole discretion, a consultant may process the application. Pursuant to the City Council Resolution, the applicant will pay all costs for staff and consultant services of any applicable "in-house" administrative costs. Costs for project specific expenditures, such as postage for mailing public notices, newspaper notices, etc., will be billed "at cost" to deposit.

This deposit creates an account to which City staff processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum (20%) balance remains. All charges will be shown on a monthly statement, including a description of services rendered and provided to the applicant. If the amount of staff time required to complete project processing will exceed the available deposit balance, you will be billed for additional deposit funds in advance. If payment is not received in seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Sixty (60) days after the conclusion of project processing, and after full payment of all invoices is received, any remaining deposit amounts will be refunded.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

New Case Deposit Amount				Receipt #	
Minimum Deposit Required	Yes	No		MA #	
Deposit waived/modified				Project Address	
Cash Bond Amount				Case Planner	
Additional Deposit				Date	



## ENTITLEMENT APPLICATION SUBMITTAL REQUIREMENTS

	Entitlement Designation	Completed Application	Project Description & Narrative	Tentative Maps <sup>1</sup>	Site Plan <sup>1</sup>	Landscape Plan <sup>1</sup>	Floor Plans <sup>1</sup>	Color Architectural Elevations <sup>1</sup>	Color Sample and Materials Board	Conceptual Grading Plans	1000 ft Radius Map & Affidavit	Ownership Mailing Labels & Envelopes <sup>2</sup>	Complete Set of Photographs	Preliminary Title Report <sup>3</sup> & Grant Deed	Digital Files <sup>4</sup> : All Plans and Documents <sup>5</sup>
<b>PLANNING RECEIVED</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ZONING APPLICATIONS</b>															
Pre Applications	PAR	1	1	1*	1*	1*	1*	-	-	1*	-	-	1*	1	1
General Plan Amendment	GPA	1	1	-	-	-	-	-	-	-	1	1	1	1	1
Change of Zone	CZ	1	1	-	-	-	-	-	-	-	1	1	1	1	1
Specific Plan/Amendment	SP/SPA	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Zoning Code Amendment	ZCA	1	1	-	-	-	-	-	-	-	1	1	-	-	-
Conditional Use Permit	CUP	1	1	-	1	1	1	1	1	1	1	1	1	1	1
Variance	VAR	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Site Development Permit (major)	SDP	1	1	-	1	1	1	1	1	1	1	1	1	1	1
Site Development Permit (minor)	SDP	1	1	-	1	-	1	1	1	-	1*	1*	1	1	1
Substantial Conformance	-	1	1	-	1	-	1	1	1	1	1*	1*	1	1	1
Revised Permit	R	1	1	-	1	1	1	1	1	-	1	1	1	1	1
Extension of Time	EOT	1	1	-	1	1	1	-	-	-	1	1	1	1	1
Professional Services	PROS	1	1	-	1*	1*	1*	-	-	-	-	-	-	-	1
Zoning Verification/Rebuild Letter	PROS	1	1	-	1	-	-	-	-	-	-	-	-	-	-
R-4 Development Plan		1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>SUBDIVISION APPLICATION</b>															
Tentative Tract Map <sup>6</sup>	TTM	1	1	1	-	1	-	-	-	1	1	1	1	1	1
Tentative Parcel Map <sup>6</sup>	TPM	1	1	1	-	1	-	-	-	1	1	1	1	1	1
Lot Line Adjustment/Parcel Merger <sup>6</sup>	LLA/PM	1	1	1	1	-	1	-	-	1	-	-	1	1	1

\* Planning Department Staff will indicate if this item is applicable

<sup>1</sup> **All plans are to be folded**, smaller than 8 ½" x 14" with title block visible

<sup>2</sup> One (1) set of ownership mailing **labels AND postage** must be pre-applied to standard sized, peel and seal envelopes

<sup>3</sup> Preliminary Title Report should be no older than six (6) months

<sup>4</sup> Exhibits/Plans are required to be in PDF format and in both sizes: 11" x 17" and 8 ½" x 11"

<sup>5</sup> Digital files of entire submittal is required either on a CD or USB

<sup>6</sup> Per Ordinance Number 460 (Subdivision Regulations and Filing Instructions)

**CITY OF JURUPA VALLEY  
DEVELOPMENT PLAN SUBMITTAL CHECKLIST**

This checklist provides a comprehensive guide for preparing and submitting development plans in compliance with Jurupa Valley’s municipal code, including zoning, parking, landscaping, and grading.

**Conceptual Site Plan Requirements**

A conceptual site plan is required to develop and redevelop a project site. In such cases, the site plan should include the following information, if it is applicable.

Requirement	Description
Suggested Scale	1"=10'
Project Information	Project title, address, APN, applicant, preparer details, scale, and legend.
Property Boundaries	Property lines, easements, rights-of-way, and setbacks per zoning code.
Existing Structures	Existing buildings, fences, walls, and structures to remain or be removed.
Existing Utilities	Existing water, sewer, gas, electrical, and telecommunication lines.
Proposed Buildings	Building footprints, elevations, setbacks, and intended use.
Proposed Parking	Parking layout, including ADA spaces, drive aisles, and calculations.
Pedestrian Pathways	Sidewalks, crosswalks, and pedestrian connectivity.
Driveways and Access	Driveways, ingress/egress points, and circulation plan.
Fire Lanes and Emergency Access	Emergency vehicle access, fire lanes, and fire hydrant locations.
Drainage and Stormwater	Drainage patterns, stormwater retention/detention basins.
Grading	Contours, cut and fill areas, and elevation changes.
Utility Connections	Water, sewer, storm drain, and utility easement locations.
Zoning Compliance	Zoning designation, land use classification, and code compliance.
Lot Coverage and FAR	Maximum lot coverage percentage and floor area ratio calculations.
Environmental Considerations	Floodplain zones, protected habitats, or noise mitigation features.
Historic or Cultural Resources	Historic landmarks, cultural resource reports, or preservation efforts.
Sustainability Features	Solar panels, EV charging stations, and LEED or green building features.
Specific Plan Area	State if the project falls within a specific plan area.
High Fire Severity Zone	Indicate if it is within a high fire hazard area.
MSHCP Compliance	Specify Multiple Species Habitat Conservation Plan location.
Airport Land Use Commission Zone	Identify if it is within an ALUC zone.
Total Required Parking Spaces	Calculate required parking per Sec. 9.240.120.
Driveway Widths & Turning Radii	Compliance with circulation standards. For waste management, fire, trucks.
Loading & Unloading Areas	Include designated loading spaces.
Bicycle Parking Spaces	Show racks and compliance with bicycle parking standards.

**Conceptual Floor Plans**

Conceptual Floor Plans are required when proposing a new building or redevelopment an existing building. In such cases, floor plans should include the following information, if it is applicable.

Requirement	Description
Suggested Scale	¼"=1'
Overall Building Layout	Show all floor levels with dimensions.
Room Labels	Indicate the use for each space (e.g., kitchen, bedroom, storage).
Door & Window Locations	Include all entry/exit points with swing directions.
Floor Area Calculation	Provide square footage for each unit and total building.
Accessibility Features	Identify ADA-compliant paths, ramps, and doors.
Plumbing & Mechanical Fixtures	Include water heaters, HVAC units, and restrooms.
Laundry Facilities	Indicate washer/dryer hookups or shared facilities.
Utility & Storage Areas	Show designated storage spaces and closets.
Ceiling Heights	Provide height for each floor and special areas.
Common Areas (If Multi-Family)	Identify shared spaces such as lobbies and hallways.
Private Open Space (If Multi-Family)	Show patios, balconies, or yards for each unit.
Parking Integration	Indicate any direct garage/carport connections.
Elevator & Stair Locations	Show vertical circulation paths in multi-story buildings.

## Conceptual Elevations

Conceptual elevations are required when proposing a new building or redesigning an existing building. In such cases, elevations should include the following information, if it is applicable.

Requirement	Description
Suggested Scale	1/4"=1'
North, South, East & West Elevations	Provide views of all building facades.
Scale & Dimensions	Indicate scale and height dimensions.
Building Height	Show maximum building height from grade to peak.
Roof Design	Indicate slope, materials, and architectural elements.
Exterior Materials & Colors	Label and describe all exterior materials and finishes.
Window & Door Placement	Include all windows, doors, and entry points.
Architectural Features	Show decorative elements such as cornices, columns, awnings.
Mechanical Equipment Screening	Indicate rooftop and ground-mounted equipment screening.
Lighting Fixtures	Identify exterior lighting and security lighting locations.
Signage Locations (If Applicable)	Show proposed wall or monument sign locations.
ADA Compliance	Entrances and elevations comply with accessibility requirements.
Fencing & Walls	Show decorative walls, fencing, and required screening.
Ground-Level Interaction	Include ground floor details

## Conceptual Landscaping Plan

A landscaping plan, landscape grading plan, irrigation plan, and shading plan shall be required for all site development permits, conditional use permits, public use permits, surface mining permits, subdivisions, and any other permits deemed necessary by the Community Development Director. Generally, landscaping plans are required for major development projects, including the redevelopment of a site or the development of vacant or undeveloped parcels.

Requirement	Description
Preliminary Landscape Plan	Include detailed preliminary landscape plans showing all project areas (hardscape & softscape) with required trees and shrubs. Plans must conform to the City of Jurupa Valley Standards for Landscape Development and City Ordinance 2015-17 Water Efficient Landscape requirements.
Planting Legend	Provide a planting legend with botanical names, common names, sizes, quantities, and WUCOLS ratings for all proposed trees, shrubs, and groundcovers.
Existing Tree Inventory	Inventory existing trees on-site with a 4" caliper or more extensive, indicating caliper, height, and condition. Preserve healthy trees where practical. Replace removed trees at a 2:1 ratio with 48" box-sized trees. Provide an exhibit showing preserved and replacement trees.
Entrance Landscaping	Provide enhanced landscape areas at the project entrance, including 36" or 48" box trees.
Screening & Street Trees	Landscape screening and street trees must be provided. A planting area of at least 5' wide, exclusive of curb, is required.
Street Tree Details	The plans should include street trees, with species identified by botanical and common names, quantities, and sizes. The plans should also indicate tree locations on the project site.
Public ROW Landscaping Plan	Submit a separate plan set for off-site landscape plans within the public ROW for Engineering Department review. Ensure compliance with City of Jurupa Valley Submittal Guidelines and Engineering Department standards.
Erosion Control	Landscape erosion control planting, mulch, and permanent irrigation for all 3' or taller manufactured slopes.
Anti-Graffiti Measures	Anti-graffiti wall coating: Install self-clinging vines (e.g., Boston Ivy, Creeping Fig) at approximately 15' on center on all street-facing walls.
Street Tree Per Lot	Provide one 36" box street tree per residential lot frontage, plus additional trees for corner lots. Street trees must have a 3" minimum caliper.
Front Yard Landscaping	Yard landscape plans excluding turfgrass. Include two front yard trees (one 24" box size minimum, one 15-gallon size minimum) plus 10 five-gallon shrubs per 100 SF.
Driveway & Walkway Details	Indicate paved driveway, front door walkway, and side yard gate access on the landscape plans.
Mulch Requirements	Provide a 3" thick layer of mulch for all shrub areas and a 1 1/2" thick mulch layer for ground cover from rooted cuttings.
Location of Landscaped Areas	Indicate all required planting areas, including setbacks.
Street Trees Spacing	Show street trees at 30-ft intervals along street frontages.
Drought-Tolerant Landscaping	Ensure compliance with low-water-use plants and irrigation systems.
Shading Plan for Parking	Provide tree canopy coverage for parking areas (30-50% within 15 years).
Irrigation Plan	Include water-efficient irrigation systems and compliance details.
Private Open Space	Show patios, balconies, or ground-level yards for residential units.
Common Open Space	Indicate shared recreation areas and required amenities.

Requirement	Description
Stormwater Management	Indicate bio-retention swales, permeable pavement, and drainage solutions.
Screening & Buffers	Show landscaping for screening walls, fences, and adjacent uses.
Fencing & Walls	Indicate locations and materials for perimeter fencing.
Public Sidewalk Landscaping	Ensure required landscaping between sidewalks and the curb.
Retaining Walls & Terraces	Show elevation changes and plantings for slope stabilization.
Hardscape Elements	Include walkways, plazas, decorative pavers, and seating areas.
Lighting Plan	Show exterior lighting locations and compliance with city standards.
Trash Enclosure Screening	Indicate landscaping to screen refuse enclosures.

### Conceptual Wall and Fence Plans

Conceptual Wall and Fence Plans are required when proposing walls and fences for a redevelopment or development project. If sufficient information is provided, these plans may be included as part of a Site Plan. However, a separate exhibit may be submitted to offer a more detailed and focused diagram of the proposed walls and fences.

Requirement	Description
Locations	Fence/Wall Location
Detail	Height & Materials,
Type	Type of Fence/Wall
Color and Finishes	Color & Finish
Posts Pilaster	Post and Pilaster Spacing
Gates and Opening	Gates & Openings

### Tentative and Parcel Map Requirements

The following information for proposed subdivision maps.

Requirement	Description
Applicant and Owner Contact Information	Includes name, address, telephone, and email of applicant, landowner(s), and map preparer.
Assessor's Parcel Number(s) and Property Address	Identification numbers and address if applicable.
Map Scale	Use Engineer's Scale for maps, Architect's Scale for specific exhibits.
North Arrow	Standard north arrow orientation.
Date of Map Preparation	Include the date the map or exhibit was prepared.
Title of Map and Issued Map Number	Clearly label map type, issued number, and improvement schedule.
Adjoining Subdivision Map Book and Page Numbers	Provide book and page numbers of adjacent recorded subdivisions.
Legal Description of Property	Detailed legal description of the property.
Property Dimensions and Acreage	Provide overall property dimensions and total net and gross acreage.
Vicinity Map with Access Roads	Show two access roads and major highways.
Exhibit Amendment Block	Block to track amendments during review.
Subdivision Boundary Line	Clearly demarcate the subdivision boundary.
Proposed Lot Lines and Dimensions	Show proposed lot lines with dimensions.
Net and Gross Lot Sizes	Indicate net and gross lot sizes for all parcels.
Adjoining Property Lines	Show adjoining property lines.
Subdivision Map Coverage Statement	Indicate if map includes the entire land divider's property.
Existing and Proposed Zoning Classification	List zoning and land use designation for the property and surrounding areas.
Specific Plan Details (if applicable)	Provide specific plan number, name, planning area, and land use designation.
Utility Purveyors and Service Availability	List providers for water, sewer, gas, electricity, telecom; include service availability details.
Public Utility Easements and Underground Utilities	Indicate existing and proposed utility easements, poles, and underground utilities.
Adjacent and Proposed Street Details	Label adjacent street names, widths, grades, and private streets.
Recorded Easements	Show all easements recorded by map or instrument number.
Legal Access Rights-of-Way	Identify streets, alleys, or rights-of-way providing legal access.
CFD Inclusion	Indicate if within a service area, recreation district, or subject to Quimby fees.
Typical Street Improvement Cross-Section	Provide a typical street improvement cross-section.
Dedicated Land or Rights-of-Way	Label land or rights-of-way for public or other uses.

Requirement	Description
Existing Wells Location	Mark existing well locations within 200 feet.
Existing Property Topography	Include contour lines extending 300 feet for vacant land; 5 ft intervals preferred.
Preliminary Grading Details	Show cut/fill slopes, drainage facilities, grading volume, and import/export routes.
Septic Sewage Disposal Details	Include required details for subsurface septic systems.
Geologic Hazards and Special Studies Zone	Indicate if the land is subject to liquefaction, flooding, or geological hazards.
FEMA Floodplains and Floodways	Provide FEMA floodplain and floodway zone details.
Drainage Plan	Include required drainage plan details.
Open Channel Curve Radii	Specify centerline radii for open channels.
Number of Dwelling Units or Lots	Show numbered dwelling units, mobile home spaces, or lots.
Common and Recreational Areas	Label and describe recreational and open space areas.
Existing Structure Locations and Details	Provide details of existing structures, their permits, and if they remain or will be removed.
Proposed Structure Locations and Details	Indicate proposed structures' location, height, and dimensions.
Setbacks and Paved Area Dimensions	Provide setbacks and dimensions for all structures and paved areas.

### Conceptual Grading & Drainage Compliance (If Conducting Site Grading)

Conceptual Grading and Drainage plans are required when grading is proposed on a development site or for hillside development. Generally, they are necessary if the project involves moving more than 500 cubic yards of earth material or is within 100 feet of an environmentally sensitive area.

Requirement	Description
Vicinity Map	Show major roads and landmarks near the project site.
Existing & Proposed Contour Lines	Show grading changes with pre- and post-development contours.
Cut & Fill Volumes	Provide calculations for grading operations.
Slope Stability Analysis	Required for slopes exceeding 20 feet in height.
Erosion Control Plan	Include temporary and permanent erosion control measures.
Drainage Plan	Show stormwater management features and discharge points.
Interceptor & Terrace Drains	Required for slopes exceeding 30 feet.
Stormwater Treatment Areas	Include bio-retention basins, permeable pavement, and swales.
Stormwater Runoff Over Steep Slopes	Ensure compliance with the max 5:1 ratio.
Retaining Walls	Provide locations, heights, and structural details.
Energy Dissipators	Required where concentrated runoff exits the site.
Floodplain Considerations	Indicate compliance with FEMA flood zone regulations.
Soil Compaction & Grading Limits	Ensure compliance with site-specific geotechnical recommendations.
Construction Staging & Phasing	Outline site preparation and grading sequence.
Dust Control Measures	Comply with Air Quality Management District (AQMD) standards.
Drainage Easements	Identify any required easements and their dimensions.

### Right of Way Improvements (If Required)

Right of Way improvements are required for development and redevelopment projects that are located adjacent to areas that do not include right of way facilities such as sidewalks, curb, gutter, driveway approaches etc. Right of way designs are required to comply with Riverside County Standards.

Requirement	Description
Right-of-Way Dedication	Indicate any required dedication of public right-of-way.
Sidewalk Installation	Sidewalks meet city standards for width, ADA compliance, and materials.
Curb & Gutter	Include design details for curb and gutter per city standards.
Driveway Approach	Provide driveway approaches with appropriate widths and slopes.
ADA Compliance	Ensure all right-of-way improvements comply with accessibility standards.
Street Trees & Off-Site Landscaping	Show street tree placement and landscaping per city regulations. This is separate from onsite landscaping plans.
Street Lighting	Provide details for street lighting installations (if required).
Utility Relocation	Identify any utilities requiring relocation due to improvements.
Stormwater Drainage	Include curb drainage inlets, storm drains, and water flow direction.
Easements	Identify any necessary easements for improvements.

## Documents and Reports Required

These documents are required for development and redevelopment projects.

Requirement	Description
Property Title Report	Title Reports should be no older than 3 months and should include hyperlinks to referenced documents.
Preliminary WQMP	Using the Santa Ana Watershed Region Template and Guidelines. For significant redevelopment adding or replacing 5,000 square feet of impervious surface and new developments creating 10,000 square feet or more. This applies to commercial, industrial, residential subdivisions, mixed-use, and certain public projects. Automotive repair shops, restaurants over 5,000 square feet, hillside developments over 5,000 square feet with erosive soils or steep slopes, and developments of 2,500 square feet near Environmentally Sensitive Areas. Parking lots, gas stations, and other projects with significant water quality impacts also require a WQMP. <a href="https://www.jurupavalley.org/DocumentCenter/View/3245/Oder-No-R8-2010-0033">https://www.jurupavalley.org/DocumentCenter/View/3245/Oder-No-R8-2010-0033</a>
Preliminary Hydrology/ Drainage	Prepare for review of Geotechnical and Geological Reports
Will Serve Letters	Jurupa Community Services District or Rubidoux Community Services District for both water and sewer services

## Density Bonus Materials (If Proposing Density Bonus)

The following documents and information are required for projects requesting density bonuses as part of their development proposal:

Requirement	Description
Project Title & Description	Provide a brief description of the project.
Density Bonus Request	Specify the requested percentage increase in density.
Affordable Housing Plan	Identify the number of affordable units and their affordability levels (very low, low, or moderate income).
Waivers Request	List all development standards (e.g., height, setback, open space) that require a waiver.
Concessions/Incentives Request	Specify the requested concessions or incentives (e.g., parking reductions, increased lot coverage).
Preliminary Site Plan	Include a conceptual site plan showing the proposed layout with the requested density bonus applied.
Floor Plans & Unit Mix	Provide floor plans showing unit sizes and affordable unit locations.
Building Elevations	Show proposed building heights, massing, and architectural details.
Parking Compliance	Indicate parking reductions requested per Gov. Code § 65915(p).
Public Benefits Summary	Outline benefits provided to the community by the project.

## Supportive Housing Materials (If Proposing Supportive Housing Projects)

The following documents and information are required for projects requesting a review under supportive housing requirements.

Requirement	Description
Zoning & Land Use Consistency	Confirm zoning allows supportive housing or qualifies for by-right approval.
Site Plan	Showing the building layout, access points, and open space.
Floor Plans & Unit Breakdown	Include unit sizes, common areas, and total number of units.
Affordability Restrictions	Confirm that all units will be affordable for a minimum of 55 years.
Target Population	Identify population to be served (homeless, disabled, extremely low-income individuals).
On-Site Supportive Services Plan	Detail the supportive services, including funding sources and service providers.
Proximity to Transit	Indicate compliance with proximity requirements to public transit (if applicable).
Parking Compliance	Provide parking calculations based on state standards for supportive housing.
Service Coordination Agreement	Include information about agreements with social service providers for long-term service provision.
Tenant Selection Plan	Describe leasing procedures and priority populations for housing.
Management & Operations Plan	Outline how the development will be managed, including security and maintenance.
Funding Sources	List expected funding sources (LIHTC, HOME, Project-Based Vouchers, etc.).

City of Jurupa Valley Planning Department  
 8930 Limonite Avenue  
 Jurupa Valley, CA 92509  
 Phone: (951) 332-6464 Fax: (951) 332-6995  
<http://www.jurupavalley.org>



**Architectural Renderings:**

The architectural rendering must include the street elevations. An architectural rendering is required for all new commercial and industrial structures. An architectural rendering is also required for all residential projects where a new unit(s) will be visible from a street.

**SAMPLE RADIUS MAP / PUBLIC NOTICING INFORMATION**

Submit a radius map indicating all properties within a 1,000-foot radius of the proposed project property boundaries. Please include natural boundaries (i.e. blocks and corridors). See example below.



**SAMPLE PROPERTY OWNERS LIST / MAILING LABELS**

One (1) set of mailing ownership labels AND postage must be pre-applied to standard sized, peel and seal envelopes

161-001-019 (1) Bill Jones and Bob Wiles et al. 11333 East Street Jurupa Valley, CA 92509	...	...
161-001-020 (2) Robert Public 11373 West Street	...	...

## **CITY OF JURUPA VALLEY**

### **DISPUTE RESOLUTION PROCESS FOR DEVELOPMENT PROJECTS**

The Staff of the City of Jurupa Valley is dedicated to provide excellent customer service for all of its residents, contractors and developers. If you are not satisfied or are experiencing problems with the level of service that you received relating to development projects, please feel free to contact Keith Clarke Building Official/ Director, Tom Merrell, Planning Director, or Steve Loriso, Public Works Director, all at 951.332.6464. The following is an outline of the dispute resolution procedures for each department.

#### **Planning and Zoning Applications**

All disputes relating between an applicant and City relating to the approval, conditional approval or disapproval of applications for land use permits or approvals pursuant to Title 7, Subdivisions, and Title 9, Planning and Zoning, of the Jurupa Valley Municipal Code shall be resolved through the applicable approval procedures and appeal processes set forth in Title 7 and Title 9.

All disputes between an applicant and City relating to the application and calculation of the Transportation Uniform Mitigation Fee, Development Impact Fee, Multispecies Habitat Conservation Fee, and Major Thoroughfare and Bridge and Construction Fee, imposed by Chapters 3.70, 3.75, 3.80 and 7.35 of the Jurupa Valley Municipal Code for a project shall be resolved through the approval procedures and appeal procedures for the approval, conditional approval or disapproval of the project pursuant to Title 7, Subdivision, and Title 9, Planning and Zoning, of the Jurupa Valley Municipal Code.

#### **Public Works Inspections**

All disputes between an applicant and the City relating to the application and calculation of user fees and application fees for land use projects imposed by Chapter 3.65, Consolidated Fees for Land Use and Related Functions, and implementing City Council resolutions, for the Public Works Department shall be resolved through the procedures set forth in Section 3.65.020 of the Jurupa Valley Municipal Code.

All disputes between an applicant and the City relating to the application and calculation of all other fees imposed by the Public Works Department, including inspection fees for public works improvements relating to land use projects and subdivisions, shall be resolved through the following procedures:

1. The applicant and City Engineer shall meet and confer in good faith for the purpose of resolving the dispute.

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2. The City Engineer shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
3. Within ten (10) business days following the mailing of the City Engineer's decision, the applicant may request to meet and confer with the City Manager about the dispute.
4. The applicant and City Manager shall meet and confer in good faith for the purpose of resolving the dispute.
5. The City Manager shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
6. Within thirty (30) days of the mailing of the City Manager's decision, the applicant may appeal that decision to the City Council pursuant to Section 2.05.050 of the Jurupa Valley Municipal Code.

### **Building Department**

Except as provided below, appeals of orders, decisions or determinations made by the Building Official or Fire Marshal pursuant to the construction and fire codes as adopted by Chapter 8.01, General Provisions, Administration and Enforcement, 8.05, Adoption of Construction Codes, and 8.10, Adoption of Fire Code, of the Jurupa Municipal Code, and any amendments thereto or successor ordinances providing for the adoption of new versions of the construction codes and fire codes, shall be resolved pursuant to the provisions of Chapter 2.40 of the Jurupa Valley Municipal Code.

All disputes relating to the application and calculation of user fees and application fees for land use projects imposed by Chapter 3.65, Consolidated Fees for Land Use and Related Functions, and implementing City Council resolutions, for the Building Department shall be resolved through the procedures set forth in Section 3.65.020 of the Jurupa Valley Municipal Code.

All disputes relating to the application and calculation of all other fees imposed by the Building Department, including building inspection fees, shall be resolved through the following procedures:

1. The applicant and Building Official shall meet and confer in good faith for the purpose of resolving the dispute.
2. The Building Official shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
3. Within ten (10) business days following the mailing of the Building Official's decision, the applicant may request to meet and confer with the City Manager about the dispute.

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4. The applicant and City Manager shall meet and confer in good faith for the purpose of resolving the dispute.
5. The City Manager shall issue his or her final decision on the dispute in writing at such as he or she deems appropriate or with five (5) business days following a written request from the applicant.
6. Within thirty (30) days of the mailing of the City Manager's decision, the applicant may appeal that decision to the City Council pursuant to Section 2.05.050 of the Jurupa Valley Municipal Code.