



**CITY OF WILDOMAR**  
**Planning Department**  
23873 Clinton Keith Road, Suite #110  
Wildomar, CA 92595  
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Project Deposit  
Account Number**

## **General Plan Initiation Process (GPIP)**

**(To facilitate a preliminary review of a General Plan Amendment)**

### **PROJECT INFORMATION**

Project Address/Location:

Assessor Parcel Number(s):

Description and Purpose of the Project:

Current Site Land Use:

**Existing** General Plan Land Use Designation:

**Proposed** General Plan Land Use Designation:

### **APPLICANT CONTACT INFORMATION**

Name:

Mailing Address:

Telephone:                    Fax:                    Email:

I hereby authorize this application and certify that all filing requirements have been satisfied for my application.

Signature of Applicant:                    Date:

**APPLICANT'S REPRESENTATIVE CONTACT INFORMATION**

Name:		
Mailing Address:		
Telephone:	Fax:	Email:
All communications concerning this request should be directed to the:		<input type="checkbox"/> Applicant <input type="checkbox"/> Representative

**PROPERTY OWNER INFORMATION AND PERMISSION**

Name:		
Mailing Address:		
Telephone:	Fax:	Email:
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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (If more properties or owners are involved please provide additional sheets.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
<input type="checkbox"/> Check here if additional Property Owner Certifications are attached to this application.		

**MINIMUM REQUIREMENTS CHECKLIST**

- Completed and Signed Application Form with Fee as outlined in the City's Fee Schedule.
- One (1) electronic (Pdf) set of detailed land use plan exhibits. The package must include a preliminary site plan layout for the proposed land use if possible).
- Detailed project description (Pdf and Word document) of the proposed land use change and what type of development project would be proposed with the amendment, and applicant justification for the land use change.
- As the GPIP requires review by the Planning Commission and City Council at a public meeting, it is city policy to notify surrounding residents within a 600-foot radius of the site boundaries. Please refer to the notification package requirements below (page 5).



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## **ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

I acknowledge and certify that this project application is being submitted and processed as a "fixed fee" application in accordance with City Council action approved on November 8, 2023. I also acknowledge that this fixed fee is based on three (3) Plan Reviews and Approval. For each additional plan review above three (3), an extra fee equal to 25% of the original fixed fee amount for each application type will be due before moving forward, and failure to pay the extra fee will result in the City pausing all work on the project review until the fee is paid. I further acknowledge that if this application requires additional legal review by the city attorney beyond the typical review time stipulated in the fixed fee for each application, an additional charge of \$4,969.64 for each 10 additional hours will apply. I lastly acknowledge, upon notification from the City, that if the proposed project becomes inactive for a period of six (6) months, the project will be automatically deemed closed out and withdrawn by the City, and that a new development application and fixed fee (at the time of re-initiation) will be required to restart the project.

## **ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the applicant of any Action brought and request that applicant defend the City. It is expressly agreed that applicant may select legal counsel providing the applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, applicant agrees to post adequate

security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with applicant in the defense of any Action.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Billing Address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail Contact Information: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **GPIP PUBLIC MEETING NOTICING REQUIREMENTS**

As the GPIP requires review by the Planning Commission and City Council at a public meeting, it is city policy to notify surrounding residents within a 600-foot radius of the site boundaries. For purposes of this requirement, multiple properties owned by a single entity shall count as one property. The notification package must be prepared and signed by a professional Title company, and certified by the property owner or project applicant (see next page). The package shall include the following:

1. Two (2) sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the Applicant (it is recommended that "Forever" stamps be used in case of future USPS increases). Each envelope must include the property owner's name and mailing address (including the APN). Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department.
2. Two (2) sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the Applicant (it is recommended that you use "Forever" stamps in case of future USPS increases) with the name and address of Project Applicant/Property Owner, Project Representative, and any other contact persons (deemed appropriate by the Applicant). If the project site is located adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning Department shall also be provided. Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department.
3. One (1) copy of the property owner listing sheet and project applicant information from above in a three column format.
4. A 600-foot radius property owner map identifying all properties within the required radius on an assessor's map page(s).
5. One (1) copy of an exhibit/map (appropriately sized) showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance of 600 feet overlaying all of the properties within that boundary area.
6. A completed Notification Package Certification Form (see next page), signed by a professional Title company who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.



## NOTIFICATION PACKAGE CERTIFICATION FORM

I, \_\_\_\_\_, certify that on \_\_\_\_\_,  
Print Name of Preparer Date

the attached property owner's list was prepared by:

\_\_\_\_\_ for the following project, \_\_\_\_\_  
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Wildomar Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Title/Registration: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Planning Case No. (if known when prepared): \_\_\_\_\_