



Community Development Department  
14000 City Center Dr., Chino Hills, CA 91709  
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www.chinohills.org

## PLANNED DEVELOPMENT

This application is required when there is a need or desire to develop property where greater flexibility in design is desired to provide a more efficient use of land than would be possible through strict application of land use district regulations. This process is also intended to serve as an alternative site planning process that encourages more creative and imaginative planning of mixed use multi-phased residential, commercial or industrial developments within the framework of a single cohesive development plan.

**APPLICATION FEE:** Refer to the Community Development Fee/Deposit Schedule for application fee amounts. This is an Actual Cost application. The actual cost for a project is determined according to the time spent by personnel on that project and the associated personnel benefits, department overhead, and other costs incurred for that project.

### **ADDITIONAL FEES:**

**Fire District Review Fees:** Fire District review fees will be required prior to application submittal. Please contact the Chino Valley Independent Fire District at (909) 902-5280 for fee applicability and payment (if applicable) prior to submittal.

**Building and Safety Review:** For projects requiring a Geology Report or a Geologic Feasibility Analysis. Refer to the Community Development Fee/Deposit Schedule for application fee amounts. The deposit must be submitted to the Building and Safety Division by a separate check.

### **PLANNED DEVELOPMENT INFORMATION AND PROCEDURES:**

1. The Planning Commission shall review and the City Council shall act upon requests for Preliminary Development Plans (PDP) for Planned Developments. The Planning Commission shall review and act upon all requests for Final Development Plans (FDP) for Planned Developments. The Project Review Committee (PRC) shall review all requests for Planned Developments prior to their review by the Planning Commission or the City Council.
2. Planned Development Plans. A Planned Development may be submitted in the form of a detailed site plan combining the preliminary and final stages into a single process, or the PD may be submitted in several stages depending on the degree of project design or land use commitment desired by the applicant or the City. If it is known that other applications will be required to complete the project, these applications shall be filed on the same day as the application for the Planned Development. The stages of the PD process are as follows:
  - a. Pre-Application Conference acquaints the applicant with the procedural requirements of the Planned Development provisions of the Development Code and allows the applicant to discuss the general acceptability of the plan and its compatibility with applicable policies, issues and development regulations. The Project Review Committee will make a preliminary determination of the projects acceptability and whether or not a PDP shall be required.
  - b. Preliminary Development Plan is an optional stage and functions as a development suitability analysis and a comprehensive plan of the proposed development. This plan identifies and

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quantifies the constraints and opportunities for development. It establishes a list of specific limits, parameters and planning objectives to guide development based upon those constraints and opportunities. The PDP shall include a detailed description of the proposed development and its effects including, but not limited to, a written text, diagrams or maps describing the program for development and the functional arrangement upon the physical characteristics of the site, available public services, the capacity of the existing circulation system and the existing and planned land use of adjacent properties.

- c. Final Development Plan executes the specific development scheme established in the PDP for a Planned Development in the form of a dimensioned site plan showing the location of all structures and lots in sufficient detail to permit recordation and the preparation of construction drawings. The FDP shall comply with all previously approved PDP in accordance with the provisions of the PDP for the project site.
3. Prior to the formal submission of an application for a Planned Development, the applicant shall submit a Pre-Application. Even though there is an additional fee for such a conference, it can be very useful and ultimately save the applicant money in the long run by acquainting the applicant with the procedural requirements of a specific application, and by providing the time to discuss the general acceptability of the project and its compatibility with applicable policies, issues, and development regulations. It also ensures that all necessary information will be submitted at the time the primary application is formally submitted to the department.
4. Once a Pre-Application is submitted, the PRC will meet to discuss the project, identify potential issues, and determine if technical studies will be required with the formal application.
5. The City's Project Manager will summarize any concerns expressed during the PRC review, and issue the applicant an information packet containing copies of Ordinance and Policy, which will regulate the proposed development. The PRC at this point will determine whether the proposed development meets the intent of the Planned Development provisions of the Development Code and whether or not a PDP shall be required.
6. The applicant will prepare a PDP to be submitted at the time of formal filing. The PDP Report is to contain a narrative and maps sufficient in detail to satisfy all the plan requirements on the enclosed outline (see attached checklist). If a land use/zone change is necessary to implement the Planned Development, the appropriate application shall be filed concurrently with the PDP. Also, any other applications that are to be filed in conjunction with the Planned Development shall be filed concurrently with the PDP.
7. The PDP shall be reviewed by staff, and it shall be determined whether or not an Environmental Impact Report (EIR) shall be required for the project. Further processing will await the preparation of the Draft EIR and the determination by staff of the adequacy of the Impact Report.
8. Prior to the scheduled Planning Commission hearing, the PRC will review the PDP and finalize its recommendation to the Planning Commission. At this time, the developer and engineer will be allowed to present any points of contention with the conditions of approval. All unresolved points of contention will be summarized and presented to the Planning Commission.
9. After completion of the PRC process, a public hearing before the Planning Commission is scheduled. The applicant and engineer must be present at this hearing to answer any questions regarding their development.
10. The Planning Commission shall hold a public hearing on the PDP. Upon completion of the public hearing, the PDP shall be brought before the City Council with a recommendation.

11. Once given approval of a PDP by the City Council, the applicant shall submit a FDP, consisting of a map showing final development proposals and tabulations, and any required applications for entitlement.
12. The Planning Commission shall review the FDP and determine its substantial compliance with the previously approved PDP. Should the applicant fail to gain approval of a FDP within the initial conditional approval period, the approval of the PDP shall be withdrawn, unless a request for an extension is initiated and approved prior to the expiration date.

**PRELIMINARY DEVELOPMENT PLAN REPORT:**

The Preliminary Development Plan Report shall include:

1. A table of contents identifying the title and page number of each section of the report.
2. An introduction which shall include:
  - a. Legal description of the project site including assessor parcel number(s) and total acreage.
  - b. Future intentions regarding construction schedules, lot sales, and project ownership.
  - c. The prospective phasing of project construction and, if appropriate, relationship to the phasing of backbone public facilities planned for projects in specific plan areas.
  - d. A tabulation of the proposed development by phase including:
    1. Land Use.
    2. Number of dwelling units by density and type.
    3. Building, open space, parking and road coverage by land use in acres or square footage, as appropriate, and percentage of project area by phase.
    4. Lineal feet of streets and percent of each land use area by phase.
    5. Estimated population including the projected student generation rate.
    6. Site alteration (grading in cubic yards).
    7. Number of commercial employees and estimated number of customers (if applicable).
    8. Number of industrial and office employees (if applicable).
  - e. Include a discussion of the plan concept and relationship to each element of the General Plan, including organization of land uses, protection of natural features, arrangement and function of open spaces, and the approach to pedestrian and vehicular circulation.
3. A land use section describing:
  - a. The relationship of the project to the land use element of the General Plan.
  - b. Standards for lot area, width, depth, coverage and building type, height, separation, and setbacks within each land use and residential building type, as well as flood plains and steep or unstable terrain.

- c. Standards for density and permissible types of construction.
  - d. Standards for specific landscape design (i.e., double frontage landscape treatment, street trees, slope planting guide, open space treatment, maintenance authority, tree and shrub planting list, etc.).
4. A housing section describing:
- a. The relationship of the project to the housing element of the General Plan.
  - b. The proposed price structure, construction schedules, method of financing, housing type and location.
  - c. The relationship of the project efforts to make adequate provision for the housing needs of all economic segments of the Community. Indicate whether or not affordable housing is proposed.
5. A public services and facilities section describing:
- a. The relationship of the project to public services and facilities needs as acknowledged in the General Plan.
  - b. The project's setting in relation to other important natural or manmade features (schools, parks, shopping centers, industries, fire stations, etc.).
  - c. The services and facilities to be provided as part of the project, the agencies providing these services and facilities, and ownership and maintenance responsibility.
  - d. The construction phasing of proposed improvements.
  - e. The approximate cost and methods of financing for construction and continuing maintenance for:
    - 1. Water supply
    - 2. Sewage disposal
    - 3. Solid waste disposal
    - 4. Storm water drainage
    - 5. Local utilities
    - 6. Civic centers
    - 7. Public schools
    - 8. Libraries
    - 9. Police and fire stations
    - 10. Other public buildings
6. A circulation section describing:
- a. The relationship of the circulation pattern to the Circulation Element of the General Plan or any specific plan.
  - b. The proposed right-of-way, improvements, standards, approximate costs, mileage, and type of financing for construction and maintenance of roads, airways, waterways, rail, and/or other public transit systems.
  - c. Impact of the project in terms of the average daily trips generated.

- d. Methods for the protection of scenic highways and scenic highway corridors.
  - e. For Carbon Canyon Road and Soquel Canyon Road and any other roads within the project area proposed as scenic routes, indicate the scenic corridor and how it will be protected.
  - f. Proposed improvements to encourage or facilitate transit systems such as bus turnouts and shelters and park and ride lots.
  - g. Locations where the Restricted Local Streets as illustrated in the General Plan are proposed.
7. A Conservation, Open Space, Grading and Landform Alteration section describing:
- a. The relationship of the project to the goals, policies and implementation of the General Plan Conservation and Open Space Element. This includes a description of the present condition of the land in relation to four general categories of open space recognized in the Open Space Element and how these categories are reflected in the Development Plan design maps. These categories are:
    - 1. Preservation of natural resources
    - 2. Production of natural resources
    - 3. Outdoor recreation
    - 4. Public health and safety
  - b. Positive measures for the conservation, development and utilizations of
    - 1. Underground water
    - 2. Surface waters
    - 3. Vegetation and soils
    - 4. Fish resources
    - 5. Wildlife resources
    - 6. Forests
    - 7. Rivers, creeks and streams
    - 8. Other natural resources
  - c. Measures for the following:
    - 1. The protection of watershed areas
    - 2. Flood control procedures
    - 3. Prevention and control of water pollution
    - 4. The regulation of land use in stream channels which may have a significant effect on fish, wildlife and other natural resources
    - 5. The prevention, control and correction of soil erosion caused by subdivision roads or any other sources
  - d. Slope-open space relationship noting total open space and natural open space requirements by slope category, the number of acres and location of open space and natural open space proposed in the project.
  - e. Types and location of open space and natural open space areas, ownership and maintenance responsibility.

8. A drainage section indicating how the storm flows will be intercepted, conducted through the site and discharged without damage to downstream properties.
9. A seismic/public safety section describing:
  - a. The relationship to goals, policies of the General Plan or any specific plan.
  - b. Seismic and safety hazards affecting the site.
  - c. Safety features for protection of the project from fires, floods, and geologic hazards, including evacuation routes, peak load water supply requirement, minimum road widths, clearances around structures, and geologic hazard mapping in areas of known geologic hazards.
10. A noise section describing:
  - a. Existing or proposed noise generators on or near the site, such as highways, freeways, rail lines, airports, raceways and off road vehicle tracks, etc.
  - b. Standards for the protection of present and future site occupants from noise disturbances associated with such features.
11. An appendix to include:
  - a. Names, addresses, phone numbers of owner, developer, professional consultants, and names and addresses of property owners prescribed by the Certified Surrounding Property Owners List Declaration.
  - b. Any supporting technical reports prepared for the project.

#### **PRELIMINARY DEVELOPMENT PLAN MAP PACKAGE:**

The Preliminary Development Plan Map Package shall include:

1. A small scale vicinity map showing the relationship of the project site to regional, natural and man-made features and facilities near the site and jurisdictional boundaries.
2. A base map showing the site and surrounding area within 500' including the location of:
  - a. Natural contours and drainage features at 5' contours.
  - b. Mature trees as defined by the General Plan and the Landscape and Lighting Manual.
  - c. Existing structures, improvements, excavations, easements or roadways.
3. An information map or maps identifying:
  - a. Pertinent conservation, open space, seismic, public safety, noise and scenic highway features as described in the text.
  - b. Slope categories in percentages (0-9%, 10-14%, 15-19%, 20-29%, 30-39% and 40% and over). A slope map is to be prepared by a registered Civil Engineer. See Specific Plan slope/open space requirements.

- c. If available, existing and projected noise contours for 70, 65, 60, 50 and 45 decibels Ldn (dBa).
- d. Grading plan graphically depicting:
  - 1. Finished grades with preliminary elevations, top and toe of graded slopes, and relationship to adjacent properties.
  - 2. Amount and location of cut and fill areas by phases, and where there are imbalances, an indication of proposed borrow or dump sites.
  - 3. Slope heights of all cuts and fills highlighting slopes that equal or exceed 30 feet.
  - 4. Elevation and cross-sectional views, along prominent ridgelines and other environmentally sensitive areas to show how development will blend with the natural terrain.
  - 5. Location of trees to be retained and removed.
- 4. A proposed land use plan showing the location of:
  - a. Proposed land uses including residential densities (per gross acre), commercial and industrial uses, natural and improved open spaces, fuel modification areas, churches, public buildings, agriculture, recreation facilities, etc.
  - b. Proposed streets, highways, or freeways, their proposed widths and names and relationship to existing and planned circulation systems in the surrounding areas.
  - c. Proposed drainage easements and structures, widths and typical sections.
  - d. Proposed hiking and horseback riding trails, bicycle paths and pedestrian paths, their proposed width and type of improvement and relationship to existing and planned trail and path systems in the surrounding area.
  - e. Proposed transit related improvements such as bus turnouts, bus shelters and park and ride lots.
  - f. Parking facilities, including the number of spaces provided.
  - g. Proposed lot lines for areas where detached single-family homes are planned and conceptual building layout including access, circulation, parking, and recreation facilities for multiple family areas as well as for other land use areas.
  - h. Development phases.
- 5. (Optional) a blue-line aerial photograph of the project area with the proposed road system superimposed on it.

Maps 2-4 must be drawn on a minimum of 18"x24" paper and must be of a uniform scale sufficient to clearly identify Preliminary Development Plan features included on the site and within five hundred (500) feet of the property line. Maps should fold into the report or be attached in some manner.

- 6. An environmental constraints map showing, where applicable, ecologically sensitive areas, significant vegetation, public safety hazards, prominent ridgelines and knolls, and environmental amenities, such as scenic highway corridors, archaeological resources or agricultural preserves.

**FINAL DEVELOPMENT PLAN MAP PACKAGE:**

**Residential area projects:**

When multiple family housing projects are part of a Planned Development, the Site Plan Review Plot Plan can be used as the base map for the addition of the required information. The Plan title must be replaced with the Final Development Plan Map title. The Final Development Plan Map shall show the following; if applicable (all items apply for Multiple Family Housing Projects):

1. Detailed, fully dimensioned plot plans showing all proposed buildings, drives, parking areas, recreation facilities landscaped area, lot dimensions, street widths, setbacks, slopes and their heights, and public and private streets.
2. Pedestrian walkways, hiking trails, bicycle paths as shown in a specific plan, and bridle trails to be constructed.
3. Parking bays to be constructed along the private road system.
4. Tabulations of the locations of the following:
  - a. Open space area
  - b. Paved area
  - c. Streets
  - d. Unit size and percentage of lot coverage
  - e. Number of units
  - f. Acres
  - g. Proposed density
5. Preliminary grading plans showing existing topography and proposed finished grading on site and its relationship to surrounding areas, including elevations, drainage patterns, etc.
6. Plans for any and all signs. No freestanding signs will be permitted except for monument signs, temporary on-site sales signs, and directional signs.
7. Elevations of proposed structures.
8. Data on size and number of units, number of open and enclosed parking spaces, storage areas, and amount and type of recreational facilities provided.
9. Conceptual landscape plan showing proposed treatment of perimeters of project, all open space areas, park areas and recreational facilities.
10. Those street curbs where parking in not permitted.
11. Plans showing all proposed walls and fences and designating their dimensions, construction materials and elevations (any proposed use of berming shall be designated also).
12. Plans showing entry treatments for all major entry-ways into the project.
13. Plans showing a pedestrian circulation system which provides an interconnected system throughout the development to open space areas and provides access to parks, schools, and commercial areas; adjustments in lot configuration adjacent to open space areas will be permitted to provide that access.
14. Detailed development plans for all improved open space, including proposed parks.

15. Plans showing the proposed screening treatment for the rear of all double frontage lots, water tank and the treatment of all transition areas.
16. An adequate setback from the top of all steep slopes, having a minimum distance as recommended in the geology report prepared for the project and soils engineer report, whichever is greater.
17. Open space areas to be deeded to the City and to the Homeowners Association shall be so designated.
18. Proposed zero lot line homes shall be so designated on this plan.
19. The plan shall also show how the chosen optional development standards for each phase are being met. All plant screening, fencing, entrance statements, lighting area, recreational area, bicycle and equestrian trails, and locational design standards of the project shall be shown and implemented in the Final Development Plan. Bike, equestrian, and pedestrian trails shall be side by side, where appropriate.
20. All improvements intended to qualify for bonus incentives as described in the Preliminary Development Plan shall be shown in detail.
21. Proposed private and public streets shall be so designated on the Final Development Plan.

**Commercial area projects:**

When the project is in a commercial area, a detailed Site Plan Review shall be submitted and approved, prior to issuance of building permits and shall include the information designated below:

1. A detailed completely dimensioned site plan of the proposed commercial site, including elevations, proposed grading and drainage, landscaping, block walls, drives, loading areas, refuse receptacles and parking areas.
2. Preliminary grading plans showing existing topography and proposed finished grading on site and its relationship to surrounding areas, including elevations, drainage patterns, etc.
3. Elevations of proposed structures.
4. Data on size and number of buildings, number of parking spaces and storage areas.
5. Bus turnouts and bus shelters shall be shown.
6. Conceptual landscape plan showing proposed treatment of perimeters of project, including any proposed pedestrian circulation links with adjacent residential neighborhoods.
7. Plans shall include a designation of types of uses proposed in all commercial structures, and shall show circulation links with adjacent residential neighborhoods.
8. The commercial loading areas shall be enclosed or fully screened for noise and visual effects from the adjacent residential properties; screening shall be accomplished through the use of a combination of the following: structure walls, berms, and landscaping.

**SUBMITTAL CHECKLIST:**

ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

## **PRE-APPLICATION REQUIREMENTS CHECKLIST:**

Prior to the formal submission of a Planned Development (PD) Application, the applicant shall meet with the Project Review Committee and provide the following:

- One (1) copy** of a completed Land Use Application Questionnaire. **All owners** must sign the Property Owners Authorization Application Certificate.
- One (1) signed and dated copy** of the "Trust Deposit Account Procedures/ Agreement" Form.
- One (1) signed and dated copy** of the "Hazardous Waste Site Certification".
- Fifteen (15) copies** of an Existing Land Use Map showing the project boundary and surrounding property within 500' including:
  - a. Natural contours at not more than 5' intervals from a USGS or similar legible topographic map.
  - b. Existing land uses including structures, roads, excavations, major overhead or underground utilities, or other improvements.
  - c. Significant open space features such as exceptionally prominent or prominent ridgelines, prominent knolls, view windows, scenic corridors, drainage ways, and tree stands.
- Fifteen (15) copies** of the Proposed Land Use Plan (sketch plans or schematic diagrams are acceptable) delineating:
  - a. Use – residential densities, housing types, schools, parks, natural open space, industrial, commercial, etc.
  - b. Circulation – streets, highways, trails, paths. Note where Restricted Local Street Standard will be used.
  - c. Approved and/or existing projects on adjacent properties.
  - d. Drainage – lined channels, improved unlined channels, unimproved drainage courses.
- Preliminary Drainage Study**: for project site prepared by a registered Civil Engineer in accordance with City regulations and standard engineering practice.
- Slope Map**: prepared by a registered Civil Engineer if planned project is on a slope of 15% or greater. Include calculations of minimum open space and natural open space requirements. The topographic map specified above may be used for this purpose.
- Environmental Constraint Map**: showing, where applicable, ecologically sensitive areas, significant vegetation, public safety hazards, prominent ridgelines and knolls, and environmental amenities such as scenic highway corridors, archaeological resources or agricultural preserves.
- One (1) copy** of the receipt of payment of the Fire District Review Fee or letter stating such fee is not applicable. Please contact the Chino Valley Independent Fire District located at 14011 City Center Drive, Chino Hills, CA 91709 for fee applicability or payment instructions, or call the district at (909) 902-5280.
- Fifteen (15) copies** of the Pre-Application Project Review Conference Report addressing:

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- a. The proposed density and percentage of density bonus being requested (if any) and any density transfers desired.
- b. How the proposed project is to provide a greater excellence of design than could be achieved through the use of conventional residential development design standards, in order to justify the granting of any special development “bonuses”.
- c. The number of phases proposed in the project with estimated beginning and completion dates (if known).
- d. Any unique features of the project or project site.
- e. The degree of site alteration anticipated.
- f. The general availability and adequacy of public utilities and services and location in relation to the project site.
- g. Any special development standards that are to be implemented.
- h. If affordable housing is proposed, include data relative to proposed price structure/payment schedule, method of financing, housing type and location.
- i. Future intentions regarding ownership. Is the project lot sales only, will it be constructed by the applicant or will all or parts of it be developed by others?
- j. Minimum required acres of improved parkland or statement indicating how in lieu fees will be paid.
- k. The relationship of the proposed project to the backbone infrastructure plan including:
  1. Any backbone system improvements necessary to serve the project, such as water, sewer, reclamation, road, drainage, school and fire protection facilities.
  2. Project construction phasing in comparison with the backbone system phasing priority.
- l. Statement indicating whether, in the applicant’s opinion, the project:
  1. Is a residential project.
  2. Is consistent with the General Plan.
  3. Any special studies, (geology, biota, paleontology, etc.) are required.

**Note:** All other applications to be filed in conjunction with the Planned Development must be filed on the same day as this application is filed.

**PRELIMINARY DEVELOPMENT REQUIREMENTS:**

- One (1) copy** of a completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
- Fifteen (15) copies** of the Preliminary Development Plan Report (thirty additional if “Land Project,” as required by the State Office of Inter-Governmental Management).

- Fifteen (15) copies** of the Preliminary Development Plan Map Package (thirty additional if “Land Project,” as required by the State Office on Inter-Governmental Management).
- One (1) copy** of the United States Geological Survey Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant’s name. (U.S.G.S. map may be purchased at a local blueprint company.) A Legible photocopy of this map is acceptable.
- One (1) copy** of the proposed Property Owners Authorization Application Certification. (Property owner information may be obtained from Assessor’s Parcel Books in the County Assessor’s Office).\*Form may be found in the Land Use Application Questionnaire.

**Certified Surrounding Property Owners List Declaration and labels:**

- One (1) copy** of the signed Certified Surrounding Property Owners List Declaration. (Property owner information may be obtained from Assessor’s Parcel Books in the County Assessor’s Office).\*Form may be found in the Land Use Application Questionnaire.
- Two (2) sets** and **one (1) Xerox copy** of labels listing names and addresses of surrounding property owners.
- One (1) copy** each of letters indicating the availability of gas, telephone and electric power.
- One (1) copy** of the Pre-application Project Review Conference Minutes, signed by the applicant.

**Additional material as requested at the Pre-Application Conference.**

- One (1) copy** of the Preliminary Title Report for the property (obtained from a Title Company), no more than sixty (60) days old.
- Three (3) copies** of the Geologic Report for any property in an Alquist-Priolo special study area or a Geologic Hazard Overlay Districts.
- One (1) copy** of the receipt of payment of the Fire District Review Fee or letter stating such fee is not applicable.
- Three (3) copies** of Special Studies relating to site biota or archaeological resources as determined during the Pre-Application Project Review Conference to be necessary.
- Three (3) copies** of the Preliminary Soils and Geology Report.

**Note:** All soils, geology, and other special studies shall be reviewed and approved by the City before the application may be deemed complete.

**Note:** All other applications to be filed in conjunction with this Planned Development must be filed on the same day as this application is filed.

**FINAL DEVELOPMENT PLAN REQUIREMENTS:**

The Final Development plan shall be filed concurrently with all applications for Subdivisions within any proposed or approved Planned Development. A Conditional Use Permit for a single lot site design shall act as a Final Development Plan.

- One (1) copy** of the Land Use Application Questionnaire.
- Fifteen (15) copies** of the Final Development Plan Report, if required by the project conditions of approval.
- Fifteen (15) copies** of the Final Development Plan Map.
- One (1) copy** of the receipt of payment of the Fire District Review Fee or letter stating such fees are not applicable.