

**PLANNED AREA DEVELOPMENT  
AND SUBDIVISION  
CONCEPTUAL SITE PLAN  
SUBMITTAL PACKET**



**Fort Mojave Indian Tribe  
500 Merriman Street  
Needles, California 92363**



# Planned Area Development (P.A.D.) and Subdivision Conceptual Site Plan Pre-development Meeting

Application Information and Checklist

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## **1. Pre-development Meeting Process**

Based upon the size, scope and use of the proposed development, the Tribal planner shall determine the appropriate Tribal Departments to attend the Pre-Development Meeting, in order, to efficiently convey information between the applicant and department staff. Typically, Tribal Staff attending the meeting represent the Planning, Building and Safety, Engineering, Fire, Public Works and Utilities Departments.

The Pre-development meeting is an informal meeting "...to ensure that the applicant is aware of the procedures and substantive requirements of the Tribe and to "head off" any problems which may be identified as early in the process as possible. The conference is intended to provide a structure in which to assist the applicant and prevent future misunderstandings. The review should be used to discuss the proposals, views, and concerns of the applicant, and to determine whether any of the application requirements should be waived or whether additional information will be required.

Prior to a scheduled Pre-development meeting, staff will review the application. During the scheduled meeting, staff will advise the applicant of relevant Tribal code requirements; land uses and constraints; as well as on and off-site factors that may affect the subject property; pertinent Architectural, Landscape and Engineering Design Guidelines and Standards as they apply to the proposed development; and, procedural requirements, information and timelines. No formal action is taken at a Pre-Development meeting; however, it is highly advisable the applicant address staff's concerns when formulating their development plans for formal P.A.D. Site Plan consideration.

## **2. Schedule**

Pre-development meetings will be scheduled by the Tribal Planner.

Completed applications must be submitted by 11:00 am on third Wednesday of the month. Upon application submittal, the Tribal planner will review the application and set the schedule for the Pre-development meeting. Depending on the complexity of the application, the schedule for Inter-department Staff meetings may be 1, 3, or 5 weeks from submittal. Applicants should report to the Tribal Office prior to their scheduled meeting time for meeting room location.

## **3. Applicability**

A Pre-development Review Meeting is mandatory for the following:

DRB Site Plan Review is required for, but not limited to:

- 3.1. All commercial, retail, & industrial developments
- 3.2. hotel/resort/casino
- 3.3. Multi-family Residential
- 3.4. Subdivisions
- 3.5. All Tribal Entity Development
- 3.6. All Tribal Department Development

Pre-development review meetings are also strongly encouraged in all other cases where the applicant may be unclear about Tribal code and compliance.

## **4. For Further Information**

For further information regarding the application and submission requirements, please contact:

Tribal Planner  
Ft. Mojave Indian Tribe  
500 Merriman Avenue  
Needles, California 92363

760-629-4591, extension 127  
760-629-5767 fax

**Applicant Staff**

**5. Submission Requirements**

All applications for Pre-development meetings must be accompanied by:

- 5.1. Completed Application (attached)
- 5.2. Administrative Fee: **\$500.00**  
**(Cashier's Check or Money Order payable to Ft. Mojave Indian Tribe)**
- 5.3. Completed Property Lessee Authorization form.
- 5.4. One (1) copy of current lease agreement, and amendments/extensions(if any).
- 5.3. Ten (10) copies of complete concept site plan drawings (24 inches by 36 inches)
- 5.4. One (1) copy of a Preliminary Environmental Protection Plan.
- 5.5. One (1) copy of the Descriptive Narrative of the project.
- 5.6. One (1) copy of Environmental Impact Statement/Environmental Assessment.

All plans submitted with the application must be folded to approximately 9 by 12 inches in size for filing and routing.

**6. Concept Plan: 10 copies (24x36)**

The concept plan does not have to be prepared by a professional architect or engineer, however, it must be drawn to a regular engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, 1 inch = 30 feet, etc.)and plotted on a sheet no larger than 24 by 36 inches in size. The concept plan must include the following basic information about the proposed development.

- 6.1. Parcel boundaries and dimensions (existing and proposed)
- 6.2. Contour lines at two-foot intervals (existing and approximate finished grade)
- 6.3. Building footprints (existing and proposed).
- 6.4. Dimension all building foot prints.
- 6.5. Dimensions from building foot prints to all nearby buildings, property-lines, setbacks and streets.
- 6.6. Dedicated rights-of-way and street names (existing and proposed with approximate grade calculation)
- 6.7. Drives and parking lots layout including ADA spaces (existing and proposed);
- 6.8. Pedestrian facilities/sidewalks (existing and proposed)
- 6.9. Utilities (water and sewer) (existing and proposed)
- 6.10. Drainage systems on the site (existing and proposed)
- 6.11. Open space or parks (existing and proposed)
- 6.12. Development name
- 6.13. Site address
- 6.14. Lot number
- 6.15. Scale, north arrow, date prepared, and legend
- 6.16. Site acreage
- 6.17. Location of fire hydrants/fire department connections
- 6.18. Retention Areas/Basins
- 6.19. Potable water source

**7. Preliminary Environmental Protection Plan: 1 copy**

A preliminary environmental protection plan shows the general location of natural resources on the site before and after the proposed development of the Planned Area Development and Subdivision Ordinance. Its intent is to identify and locate resources so they can be taken into account during site planning. For the purposes of the preliminary environmental protection plan, can be estimated from aerial photography of the site, and slope resources can be estimated from aerial topography.

Resources that must be estimated, but not limited to, are listed below:

- 7.1. Rural and urban floodplain
- 7.2. Potential Endangered Species sites
- 7.3. Potential Cultural/Archeological preservation sites
- 7.4. Wetlands
- 7.5. Building and road footprints must be shown in relation to resources
- 7.6. River Banks/Dikes
- 7.7. Drainage Washes/Gullies/Ravines





## Planned Area Development (P.A.D.) and Subdivision Conceptual Site Plan Pre-development Meeting

Application Information and Checklist

**Note to applicants:** Pre-development meetings are scheduled by the Tribal Planner. Applications are due by 11:00 am on Wednesday. You must provide a complete application form, along with the required number of plans and information as indicated on the checklist attached to this application. **The administrative fee is \$500**. Cashiers checks or money orders to be made out to "Ft. Mojave Indian Tribe". **Incomplete submittals will not be scheduled.**

<b>Site address:</b>		Lot number:		
Existing use:			Size of site:	
Surrounding uses: (Res, Com, Ind)	North:	South:	East:	West:

<b>Project name:</b>		<b>Proposed use:</b>		
Is this a residential project?		If yes, number of residential units:		Bedrooms per unit:
Yes	No			
Is this a non-residential project?		If yes, number of buildings:		Total building size (square feet):
Yes	No			
Will the project be phased?		If yes, number of phases:		Years to complete:
Yes	No			

<b>Project Developer:</b>		Phone:	Fax:
Address:		City, state, ZIP:	

<b>Project Architect:</b>		Phone:	Fax:
Address:		City, state, ZIP:	

<b>Project Engineer:</b>		Phone:	Fax:
Address:		City, state, ZIP:	

<b>Project Representative:</b>		Phone:	Fax:
Address:		City, state, ZIP:	
Email address:		Cell phone:	

<b>Applicant signature:</b>	<b>Date:</b>
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## Property Lessee Authorization

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### COMPLETE THIS FORM IF THE APPLICANT IS NOT THE LESSEE

Date: \_\_\_\_\_

I hereby authorize: \_\_\_\_\_,

address: \_\_\_\_\_, to

file this application and to act on my behalf in regard to this request.

Property Lessee's Signature: \_\_\_\_\_

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

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### Department Use Only

Tracking Number: \_\_\_\_\_

Title of Project: \_\_\_\_\_