



MEMORANDUM

DATE:	SUBJECT:
August 4, 2022	Planning Flowchart
FROM:	TO:
Park Planning	All Interested Parties

Established July 27, 1972

This document is provided to help understand and expand upon the Valley-Wide Recreation and Park District's planning flowchart. [The pattern we see for a successful project is early communication and coordination](#); therefore, we strongly encourage the development community to meet with us at the earliest stage of the project. As this document explains, there are many steps and starting communication early will streamline the process and aid in developing a project everyone is happy with.

SUMMARY – PLANNING FLOW CHART CHECKLIST

1. \$6000.00 Developer Deposit Submitted
2. EIR Review
3. SP Review
4. DAC (County/Planning Authority Review)
5. TTM/TPM Review
6. Maintenance Exhibit Review
7. RWUE Review
8. LAFCo (if applicable)
9. CFD Annexation
10. Park Agreement
11. Final Map Review
12. Conceptual Plan Review
13. Construction Drawings (Plan Check)
14. Pre-Job Construction
15. 90-Day Maintenance
16. Property, Utility and Maintenance Turnover

1. **Developer Deposit**

Applicant will deposit \$6,000 to Valley-Wide as a beginning developer deposit from which project related expenses are expended including contract services and Valley-Wide administrative time. Contract services include, but are not limited to, review and plan checks, inspections and other project-specific costs listed below in this memo. Subsequent deposits will be required as development occurs.

2. **Environmental Impact Review (EIR)**

Applicant and/or County/Planning Authority notifies Valley-Wide of EIR. The EIR should be the first review for a new development for Valley-Wide. Valley-Wide's review of the EIR should document early on any impacts that proposed development could have on recreational programs and park services.

3. **Specific Plan (SP)**

Applicant and/or County/Planning Authority notifies Valley-Wide of SP. SPs should be developed when there is a larger development (500+) and should be sent to Valley-Wide for review and comment, consistent with County/Planning Authority Ordinance 460. This is when park sizes and locations and overall project theme and concepts should be determined, consistent with Valley-Wide's Master Plan and Standards and Specifications.

4. **Development Advisory Committee DAC (previously called Land Development Committee (LDC))**

DAC is the group of County/Planning Authority departments that review projects and provide comments and conditions of approval, prior to entitlement of any tract. It is recommended for applicants to review their projects with Valley-Wide and receive input to be shared with the DAC. This is the time for Valley-Wide to provide conditions that will be approved through the County/Planning Authority within the entitlement process, prior to Tentative Map Approval.

5. **Tentative Tract Map (TTM) or Tentative Parcel Map (TPM)**

TTM's/TPMs should be forwarded to Valley-Wide for review and comment prior to the DAC (previously called the Land Development Committee LDC). Per Ordinance 460, applicant shall coordinate park location and size with special district prior to TTM submittal. *Valley-Wide needs ample notice from both the applicant and County/Planning Authority Planning Department to be able to review and provide needed conditions. Prior to TTM approval, we require that a Preliminary Maintenance Exhibit (PME) and Preliminary Park Concept (PPC) be submitted for Valley-Wide review and approval, to ensure proper conditions of approval are provided. This may not be required for TPMs. Approval of the PPC is for the purpose of approving the park size, location and shape.* This confirms what Valley-Wide intends to maintain and that the necessary park amenities can be provided, prior to any entitlement of the land. PPC approval is still subject to the review of the final Park Concept Plan (PC), which finalizes the final park layout and specific amenities required. Prior to TTM/TPM approval, Valley-Wide will provide a letter to the County/Planning Authority planner indicating comments and concerns. Comments will be provided to ensure consistency with Valley-Wide's Master Plan and Standards and Specifications. Letter will also confirm if Land Agency Formation Commission (LAFCO) process is required, if project is outside of current District Boundaries. *NOTE: In some cases the County/Planning Authority planner will request landscape concept plan approval prior to TTM/TPM approval.* Once the TTM /TPM is approved by the County/Planning Authority of Riverside Planning Department and conditions of approval have been given, Valley-Wide will meet with applicant to review submittal documents needed to meet the conditions related to Valley-Wide.

6. Maintenance Exhibit (ME)

Applicant submits a Maintenance Exhibit (ME) that depicts all of the areas requested to be maintained by Valley-Wide, which includes parks, right-of-way and parkways, basins and open space areas. *If a PME is already approved, this step will go faster.* The ME is typically a single page document of the entire tract that serves multiple purposes. Below are the core functions of an ME:

- Indicates amount of Dwelling Units (DU's)
- Indicates park, landscape and hardscape quantities proposed to be maintained by Valley-Wide and/or other entities.
- Is used to determine LMD/CFD amounts.
- Is used for EMWD and County/Planning Authority of Riverside to determine if the project will require further coordination with Valley-Wide.
- Is used to prepare construction drawings to meet standards of maintaining entity. All construction drawings with improvements to be maintained by Valley-Wide must comply with improvements as shown on the approved ME.
- Is used to review and approve final maps for easements/fee title properties.

Project engineering review must be done prior to ME approval, to confirm accuracy of ME, including but not limited to the review of:

- Mass grading, rough grading, and precise grading
- Storm drains
- Street improvement
- Wall and fence plans

If project engineering is not complete, Preliminary Maintenance Exhibit (PME) approval can be given. CFD budgets or Annexation(s) cannot be completed with PME approval.

Refer to 9. Annexation for additional ME requirements.

7. Recycled Water Use Exhibit (RWUE)

This exhibit can be submitted after ME approval or concurrently with 2nd ME submittal. This indicates the location of all the recycled water meters and is ultimately approved by EMWD. If the project is on potable water, then this step is unnecessary.

8. Local Agency Formation Commission (LAFCO)

If the project is within Valley-Wide's service territory, and not part of a prior annexation, the applicant must go through a LAFCO annexation prior to a Valley-Wide CFD process. Valley-Wide will prepare a Plan of Services Letter for the applicant at their request. Once the LAFCO annexation has been approved, Valley-Wide can proceed with the CFD annexation. If the property is already in Valley-Wide's jurisdiction, then this step is unnecessary. LAFCO proceedings can occur directly after TTM/TPM approval if desired by the applicant.

9. Annexation (ANX) CFD/LMD AND/OR WATER QUALITY CFD (WQCFD)

After ME approval, maintenance quantities are forwarded to the District's assessment engineer for creation of CFD and a WQCFD for permanent maintenance funding. Prior to creation of CFD budgets, project engineered plans must be submitted and reviewed to confirm compliance with ME and Valley-Wide's Standards and Specifications. As a condition of the annexation and Valley-Wide's acceptance to maintain improvements, applicant agrees to fully comply with improvements as shown on the Valley-Wide approved ME and Valley-Wide's Standards and Specifications.

The applicant has the sole responsibility to ensure all subsequent construction engineering and architectural plans related to improvements to be maintained by Valley-Wide, are submitted, reviewed and approved by Valley-Wide to confirm compliance with Valley-Wide Recreation and Park District Standards and Specifications. Approvals for any plan or document from other agencies with improvements or standards that are not in compliance with approved ME and Valley-Wide Recreation and Park District Standards and Specifications, are subject to revisions to be in compliance with our said standards, as a condition of our acceptance of maintenance.

Any improvements installed without Valley-Wide approval are subject to removal, modification or revision, to be in compliance with our said standards, as a condition of our acceptance to maintain improvements. Completion of CFD does not stipulate Valley-Wide to maintain improvements when improvements are out of compliance with said standards. Upon completion of the CFD and WQCFD formations, Valley-Wide will send a letter to the planner to clear this condition. This process takes approximately four months. If the project is not in Valley-Wide's jurisdiction, the applicant must go through a LAFCO annexation prior to a Valley-Wide CFD process (Please refer to number 8 above).

10. Park Agreement (PA)

Quimby Agreements (QA) are conditioned by the County/Planning Authority to be executed prior to map recordation. Valley-Wide requires a Park Agreement (PA) with the developer that will satisfy the QA condition. In accordance with Ordinance 460, Valley-Wide's Master Plan and subsequent Conditions of Approval (COA), Valley-Wide will determine if the project is to provide a park or pay in-lieu fees to Valley-Wide. Valley-Wide will then prepare a PA that will indicate which is applicable. PA will include the conditions of the QA and improved park obligations, consistent with COA, Ordinance 460 and Valley-Wide's Master Plan. Once the PA is fully executed, Valley-Wide will send a letter to the County/Planning Authority to recommend for this condition to be satisfied.

11. Final Map (FM)

FM's are the final approval of a tract subdivision and should not be approved until at least all of the above required conditions are met. The County/Planning Authority will submit to Valley-Wide for its review the final map(s). Valley-Wide will compare the lots to the approved ME and request easements and/or fee title where appropriate. Typically the County/Planning Authority of Riverside will not allow any building permit (except for model homes) to be issued until the FM has been approved and recorded. Depending on the complexity of the tract, this process takes approximately 2-4 weeks for the first plan check. Each subsequent plan check takes less time for review. Once approved by Valley-Wide, an electronically signed copy will be sent to the County/Planning Authority for further processing. If the developer desires signed mylars, then Valley-Wide will sign those as well. Improvements to be maintained outside of County right-of-way must be shown on the final map as an easement or fee dedication to Valley-Wide for maintenance purposes.

12. Conceptual Plan Review

This step is primarily for projects that will have a park located in the subdivision. Valley-Wide reviews the plans for consistency with our Standards and Specifications including the location of all required amenities. Valley-Wide will also review the plans for landscaped areas to ensure consistency with the approve ME. These are not construction drawings and any approval will not constitute a developer to begin construction.

13. Construction Drawing Review

Valley-Wide is using BlueBeam software for all plan checks. The developer will submit plans digitally to Valley-Wide for review. In most cases, a typical plan check takes approximately 4-6 weeks for the first submittal and 2-4 weeks for all subsequent reviews. Please allow more time for large, complex projects. Once the plans are approved, Valley-Wide digitally signs the plans and sends them to the County/Planning Authority for further processing. Please note that Valley-Wide needs to review all plans including but not limited to landscaping, rough grade, precise grade, wall and fence, basins, and street improvements. It is Valley-Wide's preference that these plans are submitted as soon as possible to help expedite other reviews on your project. If bond copies are required, then they can be sent after final approval. If the project is served by Recycled Water, EMWD approval is required prior to Valley-Wide signature.

14. Construction Phase

Pre-Job Construction: After the plans have been signed by all the agencies, a pre-job construction meeting is held. To schedule the pre-job meeting call contact Valley-Wide for further notification requirements.

Inspection: Contractor's representative is responsible for contacting Valley-Wide for inspections during the duration of the construction phase. Valley-Wide, or its representatives, will provide inspection for compliance with Valley-Wide standards. This includes California Building Code compliance for ADA. Additionally, developer's representatives will need to coordinate with other agencies for their respective inspections (i.e., Building and Safety).

15. 90-Day Maintenance Period

After the park construction and/or landscape installation are complete, the landscaped area(s) enters the 90-day maintenance period. During that time, it is the responsibility of the developer to make sure all plants are thriving and all irrigation/meters/backflows devices/timers are in working order. Any replacement is the responsibility of the developer. It is also the developer's responsibility to schedule inspections every 30-days to review any outstanding issues from previous inspections. Please be advised that after the 90-day maintenance period has ended and the area is not complete for turnover, it will remain in the 90-day maintenance period until such time Valley-Wide deems it complete.

16. Utility, Maintenance and Property Turnover

Once the 90-day maintenance period has ended and it is confirmed that sufficient special financing district revenue is available, Valley-Wide can assume maintenance. In order for that to occur, the developer is to provide all the necessary items listed in the 90-day maintenance letters that are sent to the applicant and/or contractor after each requested field inspection while in the maintenance period. Additionally, for all properties that are to be deeded over to Valley-Wide in fee title or as an easement, a notarized deed will need to be submitted to us. All property transfers and easements shall go to Valley-Wide's Board of Directors at its monthly meeting for final approval prior to acceptance. Applicant is responsible for all costs and processes to record deeds and easements.

If any additional information is desired, please feel free to call us at (951) 654-1505 or visit our website with development related information at www.GoRecreation.org

Attached: Planning Flowchart dated 10/11/18