



**City of Ontario  
Planning Department**  
303 East "B" Street  
Ontario, CA 91764  
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## *Checklist for Specific Plan/Amendments*

### **WHAT IS A SPECIFIC PLAN?**

A Specific Plan is prepared in order to develop a coordinated, comprehensive project that will provide for the systematic implementation of the General Plan. The development standards and regulations contained in the Specific Plan replace and supplement the standards contained in the Development Code. Any matters not addressed in the Specific Plan will be governed by other applicable regulations and standards of the City.

### **SPECIFIC PLAN POLICY**

New Specific Plans shall incorporate land use designations, permitted uses, and development standards which correspond to those in Specific Plans which have been previously approved by the City. The corresponding Specific Plan shall be determined by the Planning Department. The Planning Department may also modify or expand upon those standards, permitted uses, and land use designations based on special site characteristics or changes in City policies.

### **NEW MODEL COLONY (NMC):**

The content and organization of specific plans proposed within the New Model Colony (NMC) shall follow the Model Format of Specific Plans. The Model Format addresses State mandated provisions and other subjects necessary for proper implementation of the NMC General Plan. Proposed land use designations for projects proposed in the New Model Colony shall follow the list of land use designations (Exhibit "A") contained in the Model Format of Specific Plans.

### **PREPARATION OF THE PLAN**

The applicant shall submit the name of consultant selected to prepare the specific plan/specific plan amendment for review and approval by the Planning Department. The applicant may select a consultant from the City's consultant list or may propose a consultant not on the list upon submittal of the firm's qualifications to perform the work. However, in either case, the Planning Department will meet with the proposed consultant to discuss the project and the specific plan format prior to accepting the consultant for the job.

### **FILING REQUIREMENTS**

#### **1. Initial Submittal:**

- a. Uniform Application, including Summary Development Table.
- b. Notice of Intent (Environmental Assessment).
- c. Twenty (20) copy of the draft specific plan.
- d. One copy of the plan on computer disk (CD-ROM). The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS Arcview system.
- e. Public hearing information, as determined by the Planning Department, to include the following:
  - Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 2314 S. Mountain Avenue, Ontario, California 91764,*

*phone: 909-458-1300*). Include the name and address of the property owner, applicant, and representative of the mailing list.

- Mailing Envelopes: Two (2) sets of stamped (pre-paid postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Ontario, Planning Department, 303 East "B" Street, Ontario, CA 91764.
  - Radius Map: A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
  - f. Two (2) sets of self-addressed, stamped (\$3.00 postage) manila envelopes for each applicant and/or representative to receive information about the application.
  - g. Filing Fees.
- 2. New Model Colony (NMC) Specific Plan Policy Matrix:** For projects within the New Model Colony (NMC), the Specific Plan Policy Matrix shall be completed and filed with the Specific Plan application. The Policy Matrix outlines policies from the NMC General Plan, intended to achieve the "vision" for the

NMC. The policy matrix will assist in determining the adequacy of the proposed Specific Plan in meeting the policies of the NMC General Plan.

***PLAN PREPARATION GUIDELINES (Plans not conforming to these guidelines will not be accepted for processing For projects within the New Model Colony (NMC), the contents of a specific plan shall follow the format provided in the “Model Format of Specific Plans” booklet.)***

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1. All specific plans shall be submitted on uniform sheets of 8-1/2” x 11”. Larger sheets may be submitted for clarification with prior approval from the Planning Department.
2. All plans shall be clear and legible.
3. All maps within the area plan shall include a north arrow, preferably oriented towards the top or left of the sheet, and a legend identifying any symbols.

***CONTENTS OF PLAN PACKAGE (the items listed below are considered a minimum—additional information may be necessary during the review process for clarification)***

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**1. Planning Concepts:**

- a. Main goals and objectives the Specific Plan is trying to achieve.
- b. Visual image the Specific Plan is trying to create – the type and character of development. Include general architectural and landscape descriptions. (Chapter 6 will discuss materials and textures).
- c. Community and regional perspective: Location and integration.

**2. General Notes:** Applicable to the entire specific plan.

**3. Summary of Existing Conditions:** Exhibit map depicting existing land uses, existing utilities and infrastructure facilities (if any), and existing trees over six (6) feet in height.

**4. Component Plans:**

- a. Land use plan showing planning units, type of land uses permitted in each unit. The land use plan should include area (in net acres) for each planning area and should include maximum number of dwelling units (residential) or maximum square footage (commercial, industrial or other land uses).
- b. Land use phasing plan depicting the phases in which the specific plan area will be developed.
- c. Circulation plan showing the concept of vehicular, bicycle, and pedestrian access and circulation through the specific plan area. All public and private streets

should be shown. Standards for vehicular access and driveway locations should be provided.

**d. Street sections:**

- Curb-to-curb.
- Right-of-way (public streets).
- Sidewalk and recreational trails.

**5. Infrastructure plan including the phasing of facilities and depicting:**

- a. Proposed storm drain system, showing the proposed sizes, linkages with community/regional facilities.
- b. Proposed water system, showing proposed sizes and linkages with Master Water Plan.
- c. Proposed sewer system, showing proposed sizes and linkages with Master Sewer Plan.
- d. Statement about the ability of existing utility companies to serve the area (electricity, gas, telephone, etc.).

**6. Community facilities plan depicting the facilities to be provided within the Specific Plan area:**

- a. Schools.
- b. Libraries.
- c. Parks.
- d. Churches.
- e. Fire/police stations.
- f. Solid waste disposal.
- g. Open space/recreation.
- h. Transit and other public transportation facilities.

**7. Conceptual Landscape Plan:** Depicting area to be landscaped; street trees for each street; and plant palette indicating acceptable landscape materials within each planning unit.

**8. Grading Plan:** Indicating generalized concept of cut and fill throughout the Specific Plan area and indication of any slope areas to be created in excess of ten (10) feet in height or steeper than 2:1.

**9. Development Standards:**

- a. Permitted uses.
- b. Minimum lot size for any new lots to be created within the Specific Plan.
- c. Minimum lot width.
- d. Minimum lot depth.
- e. Maximum building coverage for planning unit.
- f. Minimum building setbacks and distance between buildings.

- g. Maximum building heights.
- h. Off-street parking standards.
- i. Sign requirements.
- j. Fencing/screening details.
- k. Lighting details.

**10. Architectural Motif/Design Concepts:**

- a. Overall architectural theme(s) should be established. These themes should be reflected in all architectural elevations, sign approvals, and hardscape/landscape plans.
- b. A review procedure should be established.

**11. Energy Efficiency Measures:** Design features for energy conservation (i.e. energy efficiency measures including Subdivision design to achieve solar orientation, landscape treatment, street design, lighting, equipment type, etc.).

**12. Approval Process:**

- a. Required levels of review (e.g. concept, site plan, planning area plan, etc.).
- b. Required contents of submittals for review.
- c. Required approvals (e.g. Development Advisory Board, Planning Commission, City Council, etc.).

**13. Amendment Process:**

- a. Minor alignments of roads or readjustments within planning units may be approved by the Planning Commission.
- b. Major amendments shall be processed in accordance with State law.

**14. Additional Information:** Any of the following items may be required based on further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinances:

- a. Master Plan.
- b. Preliminary Title Report.
- c. Biological Assessment.
- d. Soils Report.
- e. Parking Study.
- f. Drainage Report.
- g. Traffic Study.
- h. Arborist Report (trees).
- i. Noise Study.
- j. Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.