



**City of Ontario
Planning Department**
303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420

General Application Packet

Dear Applicant:

This *General Application Packet* contains all applications and filing requirements necessary for applying for land use approvals or development entitlements. In an effort to improve customer service and insure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

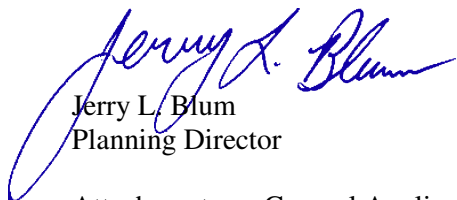
Therefore, the Planning Department staff will only accept complete applications at time of submittal. All items listed on the enclosed *Minimum Filing & Public Notice Requirements Checklist* must be provided before the counter staff can accept your application for filing. Furthermore, effective December 1, 2003, every Development Plan and Tentative Tract or Parcel Map submittal will be reviewed for compliance with the enclosed *Plan Preparation Guidelines & Minimum Plan Contents Checklist* prior to acceptance of your application for filing. Please schedule an appointment with the Planning Department staff to review these minimum requirements prior to submitting your application, as the counter staff does not have the authority to waive these requirements. Failure to schedule this initial review may result in long delays or you may need to return another day. Call the Planning Department at (909) 395-2036 to schedule an appointment.

Due to the additional review time required for Development Plan and Tentative Tract or Parcel Map applications at the time of initial submittal, in order to reduce your waiting time at the Planning Department counter, you are strongly encouraged to schedule an appointment with the Planning Department for the filing of an application. Call the Planning Department at (909) 395-2036 to schedule an appointment.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item on the *Minimum Filing & Public Notice Requirements Checklist* or the *Plan Preparation Guidelines & Minimum Plan Contents Checklist*, please feel free to contact the Planning Department to discuss your questions with us.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions or comments regarding this letter, please contact me at (909) 395-2199.

Respectfully,



Jerry L. Blum
Planning Director

Attachments: General Application
 Environmental Information Form
 Minimum Filing & Public Notice Requirements Checklist
 Plan Preparation Guidelines & Minimum Plan Contents Checklist
 Fee Schedule



**City of Ontario
Planning Department**
303 East "B" Street
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General Application

GENERAL INFORMATION (print or type)

**Property Owner: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

**Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Applicant's Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

(For staff use only)

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Receipt No.: _____

** **Note:** If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

TYPE OF REVIEW REQUESTED (please check all applicable boxes)

- | | | |
|---|---|--|
| <input type="checkbox"/> Administrative Exception | <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Determination of Use | <input type="checkbox"/> Planning Area Plan/Amendment | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Preliminary Plan Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Development/Site Plan | <input type="checkbox"/> Specific Plan/Amendment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Master Plan of Streets/Amendment | <input type="checkbox"/> Planned Residential Development |
| <input type="checkbox"/> Appeal | | |

PROJECT LOCATION

General Location/Address of Project: _____

Assessor's Parcel No(s): _____

GENERAL PLAN, ZONING & LAND USE

Existing General Plan Designation: _____ Proposed General Plan Designation: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Land Use: _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

APPLICANT AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

I, _____, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

Applicant Signature

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

On _____ before me, _____,
(Date) (insert name of Notary Public)

Notary Public, personally appeared _____,
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above

PROPERTY OWNER AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

I, _____, being duly sworn, depose and say that I am the owner of the property in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

Owner Signature

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

On _____ before me, _____,
(Date) (insert name of Notary Public)

Notary Public, personally appeared _____,
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above

MAILING LIST CERTIFICATION (required for public hearings)

I, _____, hereby certify that the mailing list herewith provided pursuant to the Public Notice Requirements for the application, contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of 300-feet from the exterior boundaries of the property legal described above.

Date: _____ Signature: _____

Name (print or type): _____

RESIDENTIAL PROJECT SUMMARY

Site Area: _____ Gross: _____ acres Net: _____ acres

No. of Phases: _____

Dwelling Units (*based upon net acres*):

	<i>No. of Units</i>	<i>Net Density</i>
Single Family Detached		
Single Family Attached, Multi-Family & Condominium Units:		
• Studio		
• One Bedroom		
• Two Bedrooms		
• Three Bedrooms		
• Four or more Bedrooms		
• TOTAL		

Area Distribution (*based upon net area*):

	<i>Acres/Sq. Ft.</i>	<i>% of Net Area</i>
Building Coverage		
Landscape Coverage		
Vehicular Area		
Common Open Space		
Private Open Space (total)		
Private Open Space (per unit)		

Parking:

	<i>Parking Ratio</i>	<i>No. Units</i>	<i>Spaces Req'd</i>	<i>Spaces Provided</i>
Single Family Detached	2.0/Unit			
Single Family Attached, Multi-Family & Condominium Units:				
• Studio	1.5/Unit			
• One bedroom	1.75/Unit			
• Two bedroom	2.0/Unit			
• Three or more bedroom	2.5/Unit			
• Guest Parking	0-50 DU's = 0.25/Unit 50-100 DU's = 0.20/Unit 100+ DU's = 0.17/Unit			
• Recreational Vehicle Parking	3-20 DU's = None Req'd 21-100 DU's = 1/20 Units 100+ DU's = 1/25 Units			
• TOTAL				

HAZARDOUS WASTE & SUBSTANCE AFFIDAVIT

INSTRUCTIONS:

1. This certificate must be completed in conjunction with an application for a development project (development/site plan application) or subdivision (tentative tract map or tentative parcel map application)
2. The applicant shall consult the most current list of identified hazardous waste sites on file in the City of Ontario Planning Department and shall specify whether or not the development project is located on a site included on the list.

STATE OF CALIFORNIA)
 COUNTY OF SAN BERNARDINO) ss
 CITY OF ONTARIO)

I, the undersigned applicant, owner or officer of the property(ies) for which this development project application is made, being duly sworn, depose and say that pursuant to State of California Government Code § 65962.5(e), I have consulted the list of identified hazardous waste sites on file in the City of Ontario Planning Department and certify that the property ☐ is; ☐ is not located on a property identified on said list.

 Signature of Applicant, Owner or Officer

 Print Name of Applicant, Owner, or Officer

List the Assessor's Parcel Numbers of the project property: _____

STATE OF CALIFORNIA)
 COUNTY OF SAN BERNARDINO) ss
 CITY OF ONTARIO)

On _____ before me, _____,
 (Date) (insert name of Notary Public)

Notary Public, personally appeared _____,
 Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above

HAZARDOUS WASTE & SUBSTANCE IDENTIFIED SITE LIST

LUFT Sites (Leaking Underground Fuel Tank)

<u>APN</u>	<u>Location</u>	<u>Facility/Owner</u>
1049-344-06	N/E Ontario International Airport	Aircraft Service International Group (ASIG)
1011-182-18	903 S. Euclid	E-Z Serve #100799
	634 S. Palmetto Avenue	Lee & S Tires

SLIC Sites (Spills, Leaks, Industrial Clean-up)

<u>APN</u>	<u>Location</u>	<u>Facility/Owner</u>
1049-213-01	724 S. Bon View Avenue	Alger Manufacturing Company, Inc.
1049-071-05	234 E. Main Street	General Electric – Flatiron
0113-491-28	2151 E. Philadelphia Avenue	Kar King Dismantling Facility

List updated 12/21/2011. The most current sites may be located at www.geotracker.swrcb.ca.gov

GOVERNMENT CODE SECTION 65932.5

**List of Hazardous Waste and Substance Sites;
Submission to California Environmental Protection Agency
Hazardous Materials Data Management Program**

- (A) The Department of Toxic Substances shall compile and update as appropriate, but at least annually, and shall submit to the California Environmental Protection Agency (Cal/EPA), Hazardous Materials Data Management Program, a list of all of the following:
- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.
 - (2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.
 - (3) All information received by the Department of Toxic Substances Control Pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.
 - (4) All sites listed pursuant to Section of the Health and Safety Code.
 - (5) All sites included in the Abandoned Site Assessment Program.
 - (6) A list of all public drinking water which contain detectable levels or organic contaminants and which are subject to water analysis pursuant to Section 4026.2 or 4026.3 of the Health and Safety Code.
- (B) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the California Environmental Protection Agency, a list of all of the following:
- (1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.
 - (2) All solid waste disposal facilities from which there is a migration hazardous waste and for which California Regional Water Quality Control Board has notified the State Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code.
 - (3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, which concern the discharge of wastes, which are hazardous materials.
- (C) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Administrative Code, shall compile as appropriate, but at least annually, and shall submit to the California Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Waste Management Board shall compile the local lists into a statewide list, which shall be submitted to the California Environmental Protection Agency and shall be available to any person who requests the information.
- (D) The California Environmental Protection Agency shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located.
- (E) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located in a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.
- (F) This section shall become operative on July 1, 1987.



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Environmental Information Form

GENERAL REQUIREMENTS (print or type)

Property Owner: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Applicant's Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

(For staff use only)

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Receipt No.: _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

PROJECT LOCATION

General Location/Address of Project: _____

Assessor's Parcel No(s): _____

PROJECT INFORMATION

Current General Plan Designation: _____

Present Zoning: _____

Present use of site: _____

Does this proposal involve a zone change: ☐ Yes ☐ No

If yes, what is the proposed zoning: _____

Does this proposal involve a variance, conditional use permit or zone change: ☐ Yes ☐ No

If yes, indicate type and nature of request: _____

Will the project require certification, authorization or issuance of a permit by any public agency other than the City of Ontario? ☐ Yes ☐ No

If yes, please indicate what agencies: _____

Site size: _____ sq. ft. _____ acres

Number of stories of construction: _____

Type of construction: _____

Amount of off-street parking provided: _____

Proposed scheduling: _____

Associated projects: _____

Anticipated incremental development: _____

For residential developments:

Number of units: _____

Unit sizes: _____

Anticipated sales prices or rents: _____

Household size anticipated: _____

For commercial developments:

Market/service area: ☐ Neighborhood ☐ City ☐ Regional

Square footage: _____

For industrial developments:

Use: ☐ Warehouse/Distribution ☐ Manufacturing ☐ Multi-tenant ☐ Other: _____

Square footage: _____

Estimated employees per shift: _____

For institutional developments:

Use/function: _____

Estimated employees per shift: _____

Estimated number of occupants: _____

Anticipated community benefits of project: _____

SCHOOL INFORMATION

School District(s) serving site: _____

High School serving Site: _____

Junior High/Middle School serving site: _____

Elementary School serving site: _____

PROJECT IMPACTS (attach additional sheets to respond to any "yes" answers)

		<u>Yes</u>	<u>No</u>
1.	Will the project result in a substantial alteration of any hill or to ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will the project result in a change in scenic views or vistas from existing residential areas or public lands?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will the project result in a change in pattern, scale or character of the general area of the project?	<input type="checkbox"/>	<input type="checkbox"/>

		<u>Yes</u>	<u>No</u>
4.	Will the project result in significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the project result in a significant change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the project result in a site on filled land or on a slope of 10% percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the project have any relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL SETTING

Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.

Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard, etc.)

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Name (print or type): _____ Phone: _____

Address: _____

Email: _____



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Minimum Filing & Public Notice Requirements Checklist

MINIMUM FILING REQUIREMENTS

Administrative Exception: The minimum requirements for filing an Administrative Exception application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ A complete description of the proposed administrative exception, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and answers to the following questions (not applicable to off-street parking deviations):
 - ☐ How will the strict, literal interpretation of the Development Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Development Code?
 - ☐ How will the strict interpretation of the Development Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?
 - ☐ Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?
 - ☐ Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?
 - ☐ What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?
- ☐ For requests to reduce the off-street parking requirements, answers to the following questions shall be included with the project description:
 - ☐ Will the present or anticipated future traffic volumes generated by the use or uses in the vicinity reasonably require compliance with the development standard in order to maintain adequate off-street parking and circulation?
 - ☐ Will approval of the administrative exception result in parking or loading on public streets in such a manner as to interfere with the free flow of traffic on the streets?
 - ☐ Will approval of the administrative exception create a safety hazard or other condition inconsistent with the objectives of the Development Code?
 - ☐ Will approval of the administrative exception create a safety hazard or other condition inconsistent with the provision of this chapter?
- ☐ Fifteen (15) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a site utilization plan, site plan and floor plan(s). Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ Pictures of the site and surrounding area.

- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Conditional Use Permit: The minimum requirements for filing a Conditional Use Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc.
- ☐ Completed *Environmental Information Form*.
- ☐ Fifteen (15) complete sets of plans, including a site utilization plan, site plan and floor plan(s). Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) complete set of required plans reduced to 8½"X11".
- ☐ One (1) CD containing property ownership list in Word or Excel format, along with site photos, plans, maps and exhibits. Reduce all images to 8.5" x 11" (this reduces size of file). (See **Graphic Submittal Requirements**)
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (See **Public Notice Requirements Section on page 16**)
- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Determination of Use: The minimum requirements for filing a Determination of Use application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ The project description shall include a complete description of the proposed use, including, but not limited to, services proposed, hours of operation, number of employees, number of seats provided, number of students, etc., as applicable. The description should also include the similarities between the proposed use and other uses permitted or conditionally permitted within the same zoning district.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Development Code Amendment: The minimum requirements for filing a Development Code Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ The project description shall include a complete description of the proposed amendment.

- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Development Plan: The minimum requirements for filing a Development Plan application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees
- ☐ Completed *Environmental Information Form*.
- ☐ Fifteen (15) complete sets of plans (twenty (20) sets for Wireless Communications Facilities) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a site utilization plan, site plan, floor plan(s), roof plan, exterior elevations, signage plan, building perspectives, conceptual grading and site drainage plan, and conceptual landscape plan. Each set shall be stapled together as a single package and folded to 8½"X11"
- ☐ One (1) complete set of required plans reduced to 8½" X 11".
- ☐ One (1) complete set of plans, reduced to 11" X 17".
- ☐ One (1) set of 24" x 36" colored plans, to include illustrative site plan, signage plan, landscape plan and building elevations, and any necessary cross-sections or perspectives. Plans shall be mounted on foam boards.
- ☐ One (1) set of colored plans, reduced to 8½"X11".
- ☐ One (1) CD containing property ownership list in Word or Excel format, along with site photos, color elevations, signage, perspectives and color landscape plans. Reduce all images to 8.5" x 11" (this reduces size of file). (**Please see Graphic Submittal Requirements**).
- ☐ One (1) color and materials samples mounted on an 11" X 17" board. Larger samples may be required.
- ☐ Pictures of the site and surrounding area.
- ☐ Utility Devices Assessment Form (form attached)
- ☐ If the proposed structure(s) is over 3 stories tall and is within 2 miles of the Airport, verification of compliance with FAA will be required prior to hearing.
- ☐ For projects within the California Commerce Center Specific Plan, one (1) set of plans stamped by the California Commerce Center approving agent.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Development Agreement: The minimum requirements for filing a Development Agreement application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (**See Public Notice Requirements Section**)
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

General Plan Amendment: The minimum requirements for filing a General Plan Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ A complete description of the general plan amendment, including the reason for the request.
- ☐ A zone change application (if applicable).
- ☐ Twenty (20) bound copies of the draft document(s).
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (**See Public Notice Requirements Section**)
- ☐ One (1) CD containing the property ownership list in Word or Excel format and the draft general plan amendment. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS Arcview system.
- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Planning Area Plan/Amendment: The minimum requirements for filing a Planning Area Plan/Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ Twenty (20) bound copies of the draft specific plan.
- ☐ One (1) CD containing the property ownership list in Word or Excel format and the draft document(s). The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS Arcview system.
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (**See Public Notice Requirements Section**)
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Specific Plan/Amendment/ Planned Unit Development (PUD): The minimum requirements for filing a Specific Plan/Amendment and PUD application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ Twenty (20) copies bound of the draft document(s).
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (**See Public Notice Requirements Section**)
- ☐ One (1) CD containing the property ownership list in Word or Excel format and the draft document(s). The City of Ontario

uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS Arcview system.

- ☐ 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.
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (See **Public Notice Requirements Section**)
- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Tentative Subdivision (Tract/Parcel) Map: The minimum requirements for filing a Tentative Subdivision (Tract/Parcel) Map application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees (*Note: If the Planning and/or Engineering Departments determine that a review by the San Bernardino County Flood Control District is necessary, the applicant shall submit an additional check to the Planning Department in the amount of \$520, made payable to San Bernardino County Flood Control District.*)
- ☐ Completed *Environmental Information Form*.
- ☐ Three (3) copies of the Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- ☐ Fifteen (15) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a **site utilization plan**. Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) copy of the tentative map and **site utilization plan** reduced to 8½"X11".
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (See **Public Notice Requirements Section**)
- ☐ One (1) CD containing property ownership list in Word or Excel format), along with site photos, maps and exhibits. Reduce all images to 8.5" x 11" (this reduces size of file). (**See Graphic Submittal Requirements**).
- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Time Extension: The minimum requirements for filing a Time Extension application are listed below. An application that does not include the following information will not be accepted for processing:

- ☐ Completed *General Application* (Only pages 2 and 3, excluding sections for the Legal Description and Mailing List Certification.) and filing fees.

Variance: The minimum requirements for filing a Variance application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ A complete description of the proposed variance, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and answers to the following questions:
 - ☐ How will the strict, literal interpretation of the Development Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Development Code?
 - ☐ How will the strict interpretation of the Development Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?
 - ☐ Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?
 - ☐ Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?
 - ☐ What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?
- ☐ Fifteen (15) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a site utilization plan, site plan and floor plan(s). Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) CD containing the property ownership list in Word or Excel format and plans, exhibits and site photos in JPEG format. Reduce all images to 8.5" x 11" (this reduces size of file). (**See Graphic Submittal Requirements**).
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (See **Public Notice Requirements Section**)
- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Zone Change: The minimum requirements for filing a Zone Change application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Completed *General Application* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ A complete description of the zone change, including the reason for the request.
- ☐ Five (5) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a site utilization plan and site plan. Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) CD containing property ownership list in Word or Excel format, along with site photos, maps and exhibits in JPEG format. Reduce all images to 8.5" x 11" (this reduces size of file). (**See Graphic Submittal Requirements**).
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. (See **Public Notice Requirements Section**)

- ☐ Pictures of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification. If the application is going to Planning Commission and City Council **two sets** are required. If the project is within **500 feet** from residential property, a 500' radius will be required.

- ☐ **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 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, 172 W. Third, Third Floor, San Bernardino, CA. 92415. (www.sbcounty.gov/assessor)* Include the name and address of the property owner, applicant, and representative of the mailing list. **A copy of the ownership mailing labels shall be submitted on CD. The City of Ontario uses Microsoft Word, Excel and Access.**
- ☐ **Mailing Envelopes:** Set of stamped (pre-paid postage) business-size envelopes, with the name and address of each person on the mailing list. List shall include project(s) property owner, applicant(s) and project representative(s). **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). The 300' radius boundary shall be clearly shown on map.

GRAPHIC SUBMITTAL REQUIREMENTS

I) PROVIDE A CD WITH THE FOLLOWING:

A) Color Landscape Plan

- 1) Turn off the following layers of drawing program:
 - (a) Topographical lines.
 - (b) Small dimension lines.
 - (c) Utility lines.
 - (d) Utility poles.
- 2) Plan should be oriented with North pointing to top of page.
- 3) Crop to Plan only, no borders, company titles, logos, etc.
- 4) Show building footprints in color with bold outline.
- 5) Show existing buildings, if applicable, in different color.

B) Color Elevations/Color Perspectives/Color Signs

- 1) Crop to elevations/perspectives only.
- 2) Provide direction on elevation/perspective (north, east, south, and west).
- 3) Turn off all small unreadable text.
- 4) Turn off material indicators.

C) Other plans sometimes required by Project Planner

- 1) Floor Plans
- 2) Cross-Sections

II) FORMAT (JPG or TIF)

- 1) Reduce physical size of drawings. Example: 36" x 48" to 8.5" x 11"
- 2) Resolution should be large enough to clearly read text.
- 3) Make sure you use **RGB**, not **CMYK** color mode before exporting to **TIF** or **JPG**. Do not export as **jpeg**.

B) POWER POINT

- 1) Graphics listed and described in Section I should be reduced in physical size before inserting them into Power Point. Do not reduce size by cropping in Power Point.
- 2) Visible text on all slides should be large enough to be read on a screen in a sizeable room (Font: 20 point or larger).

Note:

NO PDF's or CADD FILES will be accepted. If you have any questions regarding the graphic submittal requirements, please contact the Planning Department at (909) 395-2036.



**City of Ontario
Planning Department**
303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420

Plan Preparation Guidelines & Minimum Plan Contents Checklist

PLAN PREPARATION GUIDELINES

Plans not conforming to the following guidelines will not be accepted for processing:

- ☐ All plans shall be drawn on uniform sheets that are 24" X 36".
- ☐ Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- ☐ All plans/maps shall be clearly labeled with sheet title, project name and project location.
- ☐ A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- ☐ All plans shall be folded to 8½"X11".
- ☐ All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Utilization Map: The site utilization map shall be drawn at a scale no smaller than 1"=100' and shall show the location of the site and the relationship of the proposed project to existing surrounding uses. Aerial photographs may be used if features are properly labeled. The map shall indicate the proposed project site plan and all of the following items within a 300-foot radius of the project site:

- ☐ North arrow oriented towards the top of the sheet.
- ☐ All parcel lines.
- ☐ Streets (right-of-way, frontage street improvements, utility lines and drainage facilities).
- ☐ Location and use of all structures and features.
- ☐ Adjacent access and circulation.
- ☐ Existing zoning and land use.

Site Plan: The site plan shall be drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled, and shall include the following minimum information:

- ☐ Name and address of developer, owner of record, and person who prepared the plan.
- ☐ Date of preparation and/or revisions.
- ☐ Precise legal description. Submit preliminary title report within last 30 days.
- ☐ North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- ☐ Property lines and dimensions.
- ☐ Plan needs to call out/illustrate paths of travel.
- ☐ A vicinity map showing the precise location of the project.
- ☐ Nearest cross streets on all sides of the project site, with approximate distances from the site.

- ☐ Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- ☐ Dimensions and nature of all easements.
- ☐ Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, mains, conceptual water and sewer laterals from main to property line, utility poles, fire hydrants, street lights, and street trees.
- ☐ Location of existing and proposed buildings and structures (with finished grades).
- ☐ On-site drainage pattern by showing drainage arrows with % slope.
- ☐ Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- ☐ Site Plan shall include a note that reads "Site Plan shall meet all Engineering & NPDES requirements".
- ☐ Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- ☐ Handicap parking spaces.
- ☐ Loading zones.
- ☐ Location, height, and composition of walls and fences (existing and proposed).
- ☐ Location of refuse areas, including wall and fence heights and materials.
- ☐ Location of any outdoor storage areas.
- ☐ Setback distances, yards, and building separations.
- ☐ Landscape areas (shaded).
- ☐ Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed.
- ☐ A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
 4. Lot coverage ratio (percentage of site covered by buildings or structures);
 5. Floor area ratio (total floor area divided by the site area)
 6. Landscape coverage ratio (percentage of lot covered by landscaping);
 7. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and

8. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).

- ☐ If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan: Floor plans shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects and 1/8"=1'-0" for residential projects, and shall include the following minimum information:

- ☐ Interior layout and dimensions of all levels.
- ☐ Finished floor elevation of ground floors.

Exterior Elevations: Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects, and 1/8"=1'-0" for residential projects. The building elevations shall include the following minimum information:

- ☐ Illustrative elevations of all sides of all buildings and structures.
- ☐ All building materials labeled on each sheet of the elevations.
- ☐ Proposed building colors labeled on each sheet of the elevations.
- ☐ Heights of all structures.
- ☐ Conceptual sign locations, sizes and type.
- ☐ Elevations of all walls and fences.
- ☐ Cross sections and enlargements of architectural elements or details, as needed.
- ☐ Screening treatment for HVAC units (include a cross section if necessary).
- ☐ Provide building floor plan section that corresponds with elevation below each of the elevations to illustrate articulation.

Signage Plan: Building elevations and individual elevations shall be of sufficient size to show sign details and, generally, shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects, and 1/8"=1'-0" for residential projects. The sign plan shall include the following minimum information:

- ☐ Illustrative elevations of all sides of all buildings showing all the proposed signs including address numbers with dimensions.
- ☐ Sign plan must call out dimension, backgrounds, lighting, materials and font type(s) allowed.
- ☐ Any monument signs, freeway signs, directional signs and address numbers must all be shown and called out on plans. Elevations and details must be provided for each.

Conceptual Grading/Drainage & NPDES Compliance Plan: The conceptual grading/drainage and NPDES compliance plan shall be drawn to an engineering scale no smaller than 1"=30', with the scale clearly labeled, and shall include the following minimum information:

Note: Questions regarding preparation of the Conceptual Grading/Drainage and NPDES Compliance Plan and NPDES compliance methods should be directed to Steve Wilson, Engineering Department, at (909) 395-2389.

(Revised: 12/22/2011)

- ☐ Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.

- ☐ Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screend.

- ☐ The maximum contour intervals shall conform to the following:

<i>Slope:</i>	Less than 2%	2% to 9%	Over 9%
<i>Interval:</i>	2 feet	5 feet	10 feet

- ☐ Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.

- ☐ Minimum site design Best Management Practices (BMP's) necessary to address water quality concerns. Show the types, size/dimensions, and location of all proposed BMP's. In addition, the following list of BMP's is only suggestive, and in no way shall site design concepts be limited to the following:

- 1) Provide a variety of storm water retention and treatment structures into landscaped areas so that these areas serve as a functional part of the overall site drainage plan. Structures may include vegetated swales, natural drainage channels, retention basins, infiltration trenches and drywells for reception of roof runoff and pavement runoff and excess irrigation water, prior to overflow into storm drain inlets. All designs must take into account the need to prevent the development of vector breeding areas.
- 2) Design the parking lot so that site drainage sheet flows through curbopenings or zero-faced mow strip curbs into landscaped swales, prior to overflow into storm drain inlets.
- 3) Incorporate swales landscaped buffer areas between sidewalks and streets.
- 4) Utilize pervious interlocking concrete pavers in constructed walkways, trail, patios, and pervious concrete pavement in overflow parking lots, and customer and employee parking stalls.
- 5) Maximize canopy interception and water conservation by planting native or drought tolerant trees and large shrubs in landscaped areas.
- 6) Utilize City of Ontario approved stormwater treatment devices for reduction of sediment, litter, parking lot oils, and other pollutants of concern in all stormwater runoff that is directly connected from pavement surfaces to storm drain inlets.

- ☐ Show contours and spot elevations.

- ☐ Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).

- ☐ Provide cross sections at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditons) between off-site structures

and those on-site. Sections should extend through building pads and streets.

- ☐ Location and dimensions of proposed pervious or landscaped areas after building and paving.
- ☐ Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
- ☐ Proposed infiltration structures (e.g., grassy swales, filter strips, rock trenches, dry wells, porous pavement, etc.) to comply with the City's NPDES Permit requirements.
- ☐ Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
- ☐ Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
- ☐ Drainage and flood control facilities (type, size, etc.).
- ☐ Location and dimension of easements, property lines and rights-of-way.
- ☐ Natural areas to be preserved (undisturbed; no grading to take place).
- ☐ Retaining walls (top and footing elevations).
- ☐ Shade pavement and slopes greater than 3:1.

Conceptual Landscape Plan: The conceptual landscape plan shall be drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled, and shall include the following minimum information:

- ☐ Conceptual location of trees and landscape planter areas (minimum 5' wide) and a plant legend which identifies trees, shrubs and groundcover. Indicate the intended function of plants (e.g. accent trees, street trees, canopy shade trees, screening hedge, etc.).
- ☐ Water elements and public art.
- ☐ Plan needs to call out/illustrate paths of travel.
- ☐ Proposed site utilities such as lights, transformers, power poles, backflow devices, etc.
- ☐ Existing tree locations identifying genus, species, and trunk caliper.
- ☐ Turf areas and edge restraint identified. Warm season turf is allowed only in recreational areas and single family home projects.
- ☐ Berming and/or mounded areas, swales and/or basins indicating height, width and depth.
- ☐ Plazas, sidewalks, and other hardscape elements, such as special paving materials and rockscape.
- ☐ Walls and fences, and their materials and height.
- ☐ Location and design of community amenities and a legend which identifies such things as:
- ☐ Common or public open space/recreation areas.
- ☐ Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
- ☐ Primary and secondary project entry points and their treatments.

Tentative Subdivision Map: The subdivision map shall be drawn to an engineering scale of 1"=50'. Other scales may be used with prior approval by the City Engineer or his representative. The map shall include the following minimum information:

- ☐ Name, address and phone number of the applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- ☐ Date of preparation and/or revisions.
- ☐ Precise legal description.
- ☐ North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- ☐ A vicinity map showing the precise location of the project.
- ☐ A tabular summary, including the following information:
 1. Gross and net acreage;
 2. Proposed density (for residential subdivisions);
 3. Minimum and average lot area;
 4. Minimum lot dimensions (width and depth) for interior and corner lots; and
 5. Assessor's parcel numbers.
- ☐ Nearest cross streets on all sides of the project site, with approximate distances from the site.
- ☐ Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- ☐ Property lines and dimensions.
- ☐ Each lot/parcel shall be numbered. Common lots shall be lettered.
- ☐ The area/size of each lot/parcel shall be noted.
- ☐ Names of all public streets and their right-of-way width.
- ☐ Location and identity of all existing easements, with names of holder and recording information, and location and purpose of all proposed easements.
- ☐ Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- ☐ Dimensions and bearings, with precision compatible with data from which map was prepared, of boundary, proposed centerlines of street easements and dedications.
- ☐ Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- ☐ Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- ☐ Typical cross sections of all existing and proposed streets, alleys and easements, including railroads.
- ☐ Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-feet past the map boundary.

- ☐ Location, size, and approximate grades of proposed sewer and storm drains.
- ☐ Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- ☐ Location and description of all existing structures within the subdivision boundary.
- ☐ Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- ☐ Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- ☐ If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front," will require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.
- ☐ If a parcel map waiver is requested or if the subdivider desires to submit a map not based on a field survey, the tentative map shall show information from which it can be determined that sufficient survey information exists on filed maps to locate and retrace exterior boundaries of the map and that at least one boundary line is a line between two (2) existing monuments of record.

Conditional Use Permit: The site plan shall be drawn to an engineering or architectural scale, with the scale clearly labeled, and shall include the following minimum information:

- ☐ Name and address of applicant, owner of record, and person who prepared the plan.
- ☐ Date of preparation and/or revisions.
- ☐ North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- ☐ Property lines and dimensions.
- ☐ Plan needs to call out/illustrate paths of travel.
- ☐ A vicinity map showing the precise location of the project.
- ☐ Nearest cross streets on all sides of the project site, with approximate distances from the site.
- ☐ Location of existing and proposed buildings and structures.
- ☐ Improvements on adjacent properties within 100 feet, of the subject site .
- ☐ Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- ☐ Handicap parking spaces.
- ☐ Loading zones.
- ☐ Location, height, and composition of walls and fences (existing and proposed).
- ☐ Location of refuse areas, including wall and fence heights and materials.
- ☐ Location of any outdoor storage areas.

- ☐ Setback distances, yards, and building separations.
- ☐ Landscape areas (shaded).
- ☐ A tabular summary, including the following information:
 1. Gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;
 3. Total floor areas for each room.
 4. Lot coverage ratio (percentage of site covered by buildings or structures);
 5. Floor area ratio (total floor area divided by the site area)
 6. Proposed Hours of Operation.
 7. Number of Employees (full/part-time).
 8. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).

ADDITIONAL SUBMITTAL REQUIREMENTS

Wireless Communications Facilities: The following information shall be provided with any application for approval of a wireless communications facility:

- ☐ A master plan showing the location of all existing and proposed antennas within the City of Ontario, which are in use, or are proposed for use, by the service provider.
- ☐ Co-location information (to be submitted with all applications):
 - ☐ Evidence that co-locating on an existing site is not feasible;
 - ☐ Copy of lease agreement or affidavit signed by owner and applicant as evidence that lease is non-exclusive; and
 - ☐ Evidence that the submitted design will not preclude the co-location of additional users.
- ☐ Specific information about proposed facility, including type (i.e. cellular, PCS, paging, etc.), broadcast frequency, height, maximum capacity, and coverage area.
- ☐ One (1) copy of the service provider's FCC license agreement.
- ☐ Verification of compliance with FAA requirements. FAA determination must be submitted prior to DAB/Planning Commission action on the application.

Additional Plans and Information: Any of the following items may be required, based on further review of the application:

- ☐ A **Preliminary Title Report** may be required for those projects where the legal establishment of the project site cannot be determined.
- ☐ A **Biological Assessment** will be required for those projects that may result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat.
- ☐ An **Air Quality Study** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook.
- ☐ A **Parking Study** will be required for those projects proposing a reduction in parking based upon shared parking or low demand.
- ☐ A **Preliminary Drainage/Hydrology Study** will be required for those projects that would result in a substantial increase in storm

water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.

☐ An **Acoustical Analysis/Noise Study** will be required for those projects that would result in the exposure of persons to, or generation of, noise levels in excess of standards established in the general plan or noise ordinance, or applicable standards of other agencies.

☐ A **Traffic Study** may be required if:

1. The project adds 100 or more new two-way peak hour trips to an intersection. Projects could include, but are not limited to, the development of 100 or more single-family residential dwelling units, 160 or more multi-family residential dwelling units, 27,000 or more square feet of shopping center space, 125,000 or more square feet of industrial space or 70,000 or more square feet of office space.
2. The preparation of a traffic study is warranted due to the size and nature of the project, or to address specific circulation, parking and/or neighborhood issues.
3. On phased projects to determine the construction timelines for required on and off site street and traffic improvements

☐ A **Traffic Impact Analysis (TIA)** will be required when the trip generation for a project or group of projects is forecast to equal or exceed the County of San Bernardino Congestion Management Program (CMP) thresholds (250 two-way peak hour trips for residential and non-retail land uses or 1,000 two-way peak hour trips for retail land uses or a weighted average for mixed-use developments), based upon trip generation rates published in the Institute of Transportation Engineers Trip Generation Manual or other CMP-approved data source. The CMP is available on-line at www.sanbag.ca.gov.

A CMP-TIA could be required if the following listed thresholds are met or exceeded:

Single-Family Residential.....	250 DUs
Multi-Family Residential.....	400 DUs
Hotel.....	400 Rooms
Hospital	270,000 SF
Light/Heavy Industrial and Industrial Park.....	250,000 SF
Manufacturing	335,000 SF
Warehouse	490,000 SF
Shopping Center	250,000 SF

Specialty Retail Center.....	385,000 SF
Business Park	170,000 SF
Office Park	140,000 SF
General Office Building	160,000 SF

The above thresholds provide initial guidance in determining whether or not a CMP is required. Because the list does not cover all possible land use proposals, the final determination will be made based upon a trip generation analysis prepared by the applicant and submitted to the City of Ontario. CMP-TIAs will not be required for projects within previously approved specific plan or general plan areas, provided that the plan has an approved CMP-TIA and the proposed land use(s) have not changed.

☐ An **Arborist Report** may be required for those projects that would result in the removal of existing trees with a trunk 4 or more inches in diameter. The report shall assess the health and viability of the trees and suggest appropriate mitigation for their removal.

☐ Any **Other Plans or Information** that the Planning Director deems necessary to facilitate processing of the application.

DECLARATION

I hereby certify that the plans and information provided present all of the data and information required by this Checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Date: _____

Signature: _____

Name (print of type): _____

For Staff Use Only

Reviewed by:

Engineering Department: _____ Date: _____

Planning Department: _____ Date: _____

Determination:

☐ **The required plans and/or information have been provided.** The application constitutes a complete application package and is accepted for submittal.

☐ **The required plans and/or information have not been provided.** The application does not constitute a complete application package and is not accepted for submittal.

UTILITY DEVICES ASSESSMENT FORM

City of Ontario • Engineering Department
303 E. "B" Street, Ontario, California 91764 • (909) 395-2025

The under-grounding of utility devices shall be performed in conjunction with the development or improvement of any property, or any construction thereon, at the property owner's or developers sole expense. The owner or developer shall arrange for the placement of all utility devices underground with the appropriate utility or communications company, including the processing of any application, payment of any fees or expenses, with the submission and approval of any plans.

Project Location: _____ Assessor's Parcel Number: _____

Project Description: _____

Project Number: _____

Utility Devices Currently Serving and/or Located on the Property:

☐ SCE (electrical service) ☐ Verizon (telephone service) ☐ Cable Television

Utility Devices Required to Serve the Property as Proposed for Development:

☐ SCE (electrical service) ☐ Verizon (telephone service) ☐ Cable Television

Utility Devices to be Placed Underground and Cost of Undergrounding:

☐ SCE (electrical service) ☐ Verizon (telephone service) ☐ Cable Television

Cost*: \$ _____ Cost*: \$ _____ Cost*: \$ _____

Limits of Undergrounding*: _____

**May be determined at a later time*

APPLICANT'S AFFIDAVIT

I hereby certify that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief.

Preparer's Signature: _____ Date: _____

Name (print or type): _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email : _____



**City of Ontario
Planning Department**

303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420

Fee Schedule

(Adopted: September 1, 2004)

Agricultural Preserve Cancellation	\$5,242.00
Appeal—Homeowner	\$125.00
Appeal—Other	\$752.00
CC&R Review	\$1,744.00
Conditional Use Permit—Homeowner	\$1,663.00
Conditional Use Permit—Nonprofit	\$1,869.00
Conditional Use Permit—Other	\$2,869.00
Conditional Use Permit—Modification	\$994
Conditional Use Permit—w/ Development Plan	\$1,088.00
Conditional Use Permit Time Extension	\$517.00
Determination of Use	\$695.00
Development Agreement	T&M (\$10,000)
Development Code Amendment	T&M (\$2,000)
Development Plan Review—5 acres or more	\$10,864.00
Development Plan Review—Less than 5 acres	\$5,611.00
Development Plan Revision	\$2,134.00
Development Plan Time Extension	\$490.00
Environmental Assessment/Negative Declaration	\$1,127.00
Environmental Impact Report	T&M (\$7,500)
Fiscal Impact Report—Minor	\$929.00
Fiscal Impact Report—Specific Plan	\$1,493.00
General Plan Amendment	T&M (Text-\$5,000/Map-\$7,500)
Historic Preservation—COA-Nonresidential	\$1,163.00
Historic Preservation—COA-Residential	\$200.00
Historic Preservation—COEH-Nonresidential	\$935.00
Historic Preservation—COEH-Residential	\$250.00
Historical Preservation-Removal from Eligibility List	No Fee
Historical Preservation-Waiver	No Fee
Historical Preservation-Landmark Designation	No Fee
Historical Preservation-Plaque	(Cost Of Plaque)
Inspection—Construction (3 inspections)	\$278.00
Inspection—Field	\$83.00
Large Family Daycare	\$489.00
Lodging House Permit	\$115.00
Massage Permits	\$517.00
Master Plan of Streets Amendment	\$3,748.00
Nonresidential Mills Act	\$546.00
Plan Check—5 or more acres	\$2,326.00
Plan Check—less than 5 acres	\$1,301.00
Planned Res. Dev.—Above average base density	\$4,454.00
Planned Res. Dev.—Average base density	\$3,298.00
Planned Unit Development (PUD)	T&M (\$10,000)

Planning Area Plan	T&M (\$5,000)
Planning Director Review	\$265.00
Preliminary Plan Review	\$1,356.00
Public Hearing—City Council	\$280.00
Public Hearing—Development Advisory Board	\$265.00
Public Hearing—Planning Commission	\$450.00
Public Hearing—Zoning Administrator-Homeowner	\$70.00
Public Hearing—Zoning Administrator-Other	\$477.00
Residential Mills Act	\$200.00
Sign Permit	\$174.00
Sign Program	\$1,225.00
Specific Plan	T&M (\$10,000)
Specific Plan Amendment	T&M (\$7,500)
Temporary Sign Permit	\$20.00
Temporary Use Permit	\$342.00
Tentative Parcel Map	\$3,544.00
Tentative Parcel Map Modification	\$1,531.00
Tentative Tract Map	\$5,026.00 + \$65 lot/unit
Tentative Tract Map Modification	\$1,378.00
Tentative Tract/Parcel Map Time Extension	\$777.00
Variance—Administrative Exception	\$549.00
Variance—Homeowner	\$289.00
Variance—Other	\$941.00
Zone Change—5 acres or more	\$4,903.00
Zone Change—Less than 5 acres	\$3,334.00
Zoning Administrator Review—Homeowner	\$187.00
Zoning Administrator Review—Other	\$517.00
Zoning/Land Use Verification Letter	\$77.00

Fees for the filing of the Notice of Determination or Notice of Exemption with the Clerk of the Board of San Bernardino County shall be submitted to the Planning Department. All checks shall be made payable to the "Clerk of the Board." The fees are as follows:

- Notice of Exemption Filing Fee
- Notice of Determination Filing Fee
- Filing of a Negative/Mitigated Declaration
- Filing of an Environmental Impact Report (EIR)

NOTE:

T&M—MEANS FEES WILL BE CHARGED ON A TIME AND MATERIALS BASIS. AN INITIAL DEPOSIT WILL BE COLLECTED AT THE TIME OF APPLICATION SUBMITTAL. ANY UNUSED DEPOSIT AMOUNT WILL BE RETURNED TO THE APPLICANT FOLLOWING FINAL ACTION ON THE APPLICATION.

ATTENTION

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Chris Hughes, City Manager (909) 395-2396

Eric Hopley, Ontario Police Chief (909) 395-2717

Ethics Line (800) 500-0333