

CITY OF

303 EAST B STREET, CIVIC CENTER ONTARIO



ONTARIO

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JAMES R. MILHISER
TREASURER

RE: DEVELOPMENT CODE/SPECIFIC PLAN INTERPRETATIONS AND LAND USE DETERMINATIONS APPLICATIONS PACKET

Dear Applicant:

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.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items listed on the enclosed *Development Code/Specific Plan Interpretations and Land Use Determinations, and Housing Element Land Inventory Amendments Application Form*, must be provided before the Planning Department counter staff can accept your application for filing. Please review these minimum requirements prior to submitting your application, as counter staff do not have the authority to waive these requirements.

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 *Development Code/Specific Plan Interpretations and Land Use Determinations, and Housing Element Land Inventory Amendments Application Form*, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,



Cathy Wahlstrom
Planning Director

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:

Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
Derek Williams, Police Chief..... (909) 395-2710 or dwilliams@ontarioca.gov
Ethics Line.....(800) 500-0333



City of Ontario
 Planning Department
 303 East B Street
 Ontario, California 91764
 Phone: 909.395.2036
 Fax: 909.395.2420

**Development Code/Specific Plan
 Interpretations and Land Use Determinations
 Application Form**

GENERAL INFORMATION (PRINT OR TYPE)

**Property Owner: _____

Address: _____

Phone: _____ Email: _____

**Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

** *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*

For staff use only

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Cash Check (# _____)

Credit Card

Receipt No.: _____

TYPE OF REVIEW REQUESTED

Development Code or Specific Plan Interpretation

Land Use Determination

Housing Element Land Inventory Amendment

PROJECT LOCATION (if applicable)

General Location or Address of Project: _____

Assessor's Parcel No(s). (attach additional sheets if necessary): _____

DEVELOPMENT CODE INTERPRETATION

For a DEVELOPMENT CODE or SPECIFIC PLAN INTERPRETATION, describe in detail, the requested provision(s) to be interpreted, including the applicable Development Code or Specific Plan section numbers, and the expected outcome (attach additional sheets as necessary):

APPLICANT CERTIFICATION

I, the undersigned, certify 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, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: _____ Signature: _____

Name (print or type): _____