

CITY OF

303 EAST B STREET, CIVIC CENTER ONTARIO



ONTARIO

CALIFORNIA 91764-4105

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CITY MANAGER

SHEILA MAUTZ
CITY CLERK

JAMES R. MILHISER
TREASURER

RE: LEGISLATIVE ACTION APPLICATION 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 *Legislative Action Application Form* and the *Minimum Filing Requirements* 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 *Legislative Action Application Form* or the *Minimum Filing Requirements*, 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

Legislative Action Application Form

GENERAL INFORMATION

**Property Owner: _____

Address: _____

Phone: _____ Email: _____

**Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

(For staff use only)

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Cash Check (# _____)

Credit Card

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"/> Airport Land Use Compatibility Plan (ALUCP) Amendment | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Development Agreement Amendment | <input type="checkbox"/> Planned Unit Development Amendment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Development Code Amendment | | |

PROJECT LOCATION

General Location/Address of Project: _____

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

LAND USE AND ZONING DESIGNATIONS

Existing Policy Plan (General Plan) Designation(s): _____

Proposed Policy Plan (General Plan) Designation(s): _____

Existing Zoning Designation(s): _____

Proposed Zoning Designation(s): _____

Existing Land Use(s): _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

Multiple horizontal lines for text entry.

HOUSING ELEMENT AVAILABLE LAND INVENTORY CERTIFICATION

Instructions:

- 1. This statement must be completed in conjunction with all development project applications.
2. The applicant shall consult the most current list of properties shown on the Housing Element Available Land Inventory (see Table A-3: Available Land by Planning Area), and shall specify whether or not the proposed project is located on a site included on the list. The current list can be found on the Planning Department's "Applications" web page at http://www.ontarioca.gov/planning/applications.

I, the undersigned, hereby state that I am the [] applicant, [] owner, [] officer, of the property(ies) for which this development project application is submitted, and do hereby state that I have consulted the list of Available Land Inventory sites on file in the City of Ontario Planning Department, and further state that the property [] is, [] is not, located on a property identified on said list.

If the project is listed on the Available Land Inventory, the proposed project [] does, [] does not, meet the minimum number of units specified in the Available Land Inventory.

Date: _____ Signature: _____

Name (print or type): _____

HAZARDOUS WASTE/SUBSTANCE CERTIFICATION

Instructions:

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include 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 former 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 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=Ontario>.

I, the undersigned, hereby state that I am the applicant, owner, officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site is, is not, identified on said lists.

Date: _____ Signature: _____

Name (print or type): _____

APPLICANT AFFIDAVIT

I, the undersigned, do hereby certify and state that I am the applicant in the foregoing application, and that I have read and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

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): _____

NOTARY ACKNOWLEDGMENT

Note: The notary public completing this certificate is verifying only the identity of the individual signing the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

STATE OF CALIFORNIA)
COUNTY OF _____)
CITY OF _____)

On _____ before me, _____,
Date 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 _____

(Seal)

PROPERTY OWNER AFFIDAVIT

I, the undersigned, do hereby certify and state that I am the owner of the property in the foregoing application, that I have read and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Name (print or type): _____

NOTARY ACKNOWLEDGMENT

Note: The notary public completing this certificate is verifying only the identity of the individual signing the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

STATE OF CALIFORNIA)

COUNTY OF _____)

CITY OF _____)

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 _____

(Seal)



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

Environmental Information Form

GENERAL REQUIREMENTS

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). (attach additional sheets if necessary): _____

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: _____

Environmental Information Form

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>Questions</u>	<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"/>
(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.)

ENVIRONMENTAL INFORMATION CERTIFICATION

I, the undersigned, hereby certify that the statements and information provided in this Environmental Information Form, and in any attached exhibits, present the data and information required for this 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.

Date: _____ Signature: _____

Name (print or type): _____



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

Legislative Action Application; Minimum Filing Requirements

MINIMUM FILING REQUIREMENTS

Airport Land Use Compatibility Plan (ALUCP) Amendment: The minimum requirements for filing an ALUCP Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the proposed ALUCP Amendment.
- 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 *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- 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 *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- 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.

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 *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the proposed General Plan Amendment, including the reason for the request.
- A zone change application (if applicable).
- Twenty (20) bound copies of the draft document.
- One (1) CD or USB flash drive containing all submitted plans and exhibits, and required site photos in PDF format. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.
- Photographs of the project site and surrounding area.

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

Planned Unit Development (PUD) and Amendments: The minimum requirements for filing a PUD application, or an amendment to a previously approved PUD, are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- Twenty (20) copies bound of the draft document.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- One (1) CD or USB flash drive containing all submitted plans and exhibits, and required site photos in PDF format. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.
- Photographs of the project site and surrounding area.
- Completed *Greenhouse Gas Emissions CEQA Thresholds and Screening Tables*.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

Specific Plan (SP) and Amendments (SPA): The minimum requirements for filing a SP or SPA application are listed below. An application that does not include the following plans and information will not be accepted for processing:

1. Initial Submittal Information.

- Completed *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- Twenty (20) copies bound of the draft document.
- One (1) CD or USB flash drive containing all submitted plans and exhibits, and required site photos in PDF format. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.
- Photographs of the project site and surrounding area.
- Completed *Greenhouse Gas Emissions CEQA Thresholds and Screening Tables*.
- A Specific Plan Policy Matrix shall be completed and filed with all new Specific Plans and Specific Plan Amendments. The Policy Matrix outlines policies from the Policy Plan (General Plan) component of The Ontario Plan, which are intended to achieve the "vision" for the City. The policy matrix will assist in determining the adequacy of a proposed Specific Plan in meeting the policies of The Ontario Plan.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

2. Plan Preparation Guidelines. (*Note: Specific plans not conforming to these guidelines will not be accepted for processing. All new specific plans shall follow the format specified in the City’s “Model Format of Specific Plans” booklet.*)

- 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.
- All plans shall be clear and legible.
- 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.

3. Contents of Plan Package. (*Note: The items listed below are considered a minimum. Additional information may be necessary during the review process for clarification.*)

A. Planning Concepts.

1. Main goals and objectives the Specific Plan is trying to achieve.
2. 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).
3. Community and regional perspective: Location and integration.

B. General Notes. Applicable to the entire specific plan.

C. 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.

D. Component Plans.

1. 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).
2. Land use phasing plan depicting the phases in which the specific plan area will be developed.
3. 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.

4. Street sections:

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

E. Infrastructure plan including the phasing of facilities and depicting.

1. Proposed storm drain system, showing the proposed sizes, linkages with community/regional facilities.
2. Proposed water system, showing proposed sizes and linkages with Master Water Plan.
3. Proposed sewer system, showing proposed sizes and linkages with Master Sewer Plan.

4. Statement about the ability of existing utility companies to serve the area (electricity, gas, telephone, etc.).

F. Community facilities plan depicting the facilities to be provided within the Specific Plan area.

1. Schools.
2. Libraries.
3. Parks.
4. Churches.
5. Fire/police stations.
6. Solid waste disposal.
7. Open space/recreation.
8. Transit and other public transportation facilities.

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

H. 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 10 feet in height or steeper than 2:1.

I. Development Standards.

1. Permitted uses.
2. Minimum lot size for any new lots to be created within the Specific Plan.
3. Minimum lot width.
4. Minimum lot depth.
5. Maximum building coverage for planning unit.
6. Minimum building setbacks and distance between buildings.
7. Maximum building heights.
8. Off-street parking standards.
9. Sign requirements.
10. Fencing/screening details.
11. Lighting details.

J. Architectural Motif/Design Concepts.

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

K. 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.).

L. Approval Process.

1. Required levels of review (e.g. concept, site plan, planning area plan, etc.).
2. Required contents of submittals for review.

3. Required approvals (e.g. Development Advisory Board, Planning Commission, City Council, etc.).

M. Amendment Process.

1. Minor alignments of roads or readjustments within planning units may be approved by the Planning Commission.

2. Major amendments shall be processed in accordance with State law.

N. 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:

1. Master Plan.
2. Preliminary Title Report.
3. Biological Assessment.
4. Soils Report.
5. Parking Study.
6. Drainage Report.
7. Traffic Study.
8. Arborist Report (trees).
9. Noise Study.

10. 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 *Application Form* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the zone change, including the reason for the request.
- One (1) CD or USB flash drive containing all submitted plans and exhibits, and required site photos in PDF format. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.
- Photographs of the project site and surrounding area.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

GRAPHIC SUBMITTAL REQUIREMENTS

- All graphic files shall be provided in a JPEG, TIFF or PDF format. No CAD files will be accepted in lieu of the required file format. If you have any questions regarding the graphic submittal requirements, please contact the Planning Department at (909) 395-2036.
- Reduce physical size of drawings. Example: 36" x 48" reduced to 11" x 17".
- Resolution should be large enough to allow text to be clearly read.
- Make sure you use RGB color mode before exporting to JPEG or TIFF. Do not use CMYK color mode.