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

Discretionary Permits/Actions 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.

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, 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.

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) 395-2419.

Respectfully,

Scott Murphy
Planning Director

Attachments: Discretionary Permits/Actions Application Form
Environmental Information Form
Utility Devices Assessment Form
Greenhouse Gas Emissions; CEQA Thresholds and Screening Tables
Minimum Filing & Public Notice Requirements Checklist
Plan Preparation Guidelines & Minimum Plan Contents Checklist
Fee Schedule

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:

Al C. Boling, City Manager ..... (909) 395-2396 or aboling@ontarioca.gov
Brad Kaylor, Ontario Police Chief..... (909) 395-2710 or bkaylor@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

Discretionary Permits/Actions Application Form

GENERAL INFORMATION (print or type)

**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)

- ☐ Billboard Relocation Agreement
- ☐ Conditional Use Permit
- ☐ Departures from Development Standards:
  - ☐ Administrative Exception
  - ☐ Minor Variance
  - ☐ Variance
- ☐ Development Plan
- ☐ Extension of Legal Nonconforming status
- ☐ Fair Housing and Reasonable Accommodation
- ☐ Historic Preservation
  - ☐ Certificate of Appropriateness
  - ☐ Demolition
- ☐ Specific Plan Minor Amendment
- ☐ Subdivisions
  - ☐ Lot Merger
  - ☐ Reversion to Acreage
  - ☐ Tentative Tract Map
  - ☐ Tentative Parcel Map
- ☐ Time Extension:

_____
File No.

PROJECT LOCATION

General Location or Address of Project: _____

_____

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

_____

POLICY PLAN (GENERAL PLAN), ZONING & LAND USE

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

Existing Zoning Designation(s): _____

Existing Land Use(s): _____

PROJECT DESCRIPTION

Fully describe the proposed project *(attach additional sheets if necessary—please be detailed and specific)*: _____

APPLICANT AFFIDAVIT

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

I, the undersigned, 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.

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: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that 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_____ *Place Seal Above*

PROPERTY OWNER AFFIDAVIT

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

I, the undersigned, 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.

Date:_____ Signature: _____

Name (print or type): _____

NOTARY ACKNOWLEDGMENT

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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_____ *Place Seal Above*

MAILING LIST CERTIFICATION (must be completed for applications requiring a public hearing)

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

I, the undersigned, 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 minimum distance of ☐ 300 feet, ☐ 500 feet, from the exterior boundaries of the property described in this application.

Date:_____ Signature: _____

Name (print or type): _____

NOTARY ACKNOWLEDGMENT

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COUNTY OF _____)
CITY OF _____)

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(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 Seal Above*

COMMERCIAL & INDUSTRIAL PROJECT SUMMARY

Site Area: Gross: _____acres Net: _____acres

Building Area:

Existing Structures: _____sq. ft. New Structures: _____sq. ft.

Existing Floor Area Ratio (FAR): _____ Proposed Floor Area Ratio (FAR): _____

No. of Phases: _____

Landscape Area (excluding required perimeter/setback landscaping): _____sq. ft. _____%

Paved Area: _____sq. ft. _____%

Building Occupancy Classification:

Type of Occupancy: _____

Type of Construction: _____

Roof Material: _____

Floor Area Distribution:

Type of Use	*Area (in sq. ft.)*
TOTAL	

Parking:

Type of Use	*Parking Ratio*	*No. Spaces Required*	*No. Spaces Provided*
TOTALS			

RESIDENTIAL PROJECT SUMMARY

Site Area: Gross: _____acres Net: _____acres

No. of Phases: _____

Dwelling Units *(based upon net acres)*:

	No. of Units	*Net Density*
Single-Family:		
Multiple-Family:		
• Studio		
• One Bedroom		
• Two Bedrooms		
• Three Bedrooms		
• Four or more Bedrooms		
• TOTAL		

Area Distribution *(based upon net area)*:

	Area (in sq. ft.)	*% of Net Area*
Building Coverage		
Landscape Coverage		
Vehicular Area		
Common Open Space		
Private Open Space (total)		
Private Open Space (per unit)		

Parking:

	Parking Ratio	*No. Units*	*Spaces Required*	*Spaces Provided*
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 DUs = 0.25/Unit 50-100 DUs = 0.20/Unit 100+ DUs = 0.17/Unit			
• TOTAL				

HAZARDOUS WASTE & SUBSTANCE AFFIDAVIT

Instructions:

1. *This Hazardous Waste and Substance Affidavit must be completed in conjunction with an application requesting a discretionary permit or action that will affect a specific property.*
2. *Consult the current list of hazardous waste sites identified on the State of California, Water Resources Control Board website: http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=Ontario, and specify on the Hazardous Waste & Substance Affidavit, below, whether or not the project site is identified on the Geo Tracker map.*

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

I, the undersigned applicant, owner or officer of the property(ies) for which this application is made, being duly sworn, depose and say that pursuant to State of California Government Code Section 65962.5(e), I have consulted the list of identified hazardous waste sites on file with the State of California Water Resources Control Board, and certify that the property(ies) ☐ is/are, ☐ is not/are not, identified on such list.

Date:_____ Signature: _____

Name (print or type): _____

NOTARY ACKNOWLEDGMENT

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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_____ *Place Seal Above*

CALIFORNIA 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 be become operative on July 1, 1987.

HOUSING ELEMENT AVAILABLE LAND INVENTORY AFFIDAVIT

Instructions:

1. *This certificate must be completed in conjunction with all 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.*

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

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, I have consulted the list of Available Land Inventory 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.

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): _____

NOTARY ACKNOWLEDGMENT

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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_____ *Place Seal Above*

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 (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). (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: _____

(20160502)

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)

	Questions	***Yes***	***No***
(1)	Will the project result in a substantial alteration of any hill or to ground contours?	☐	☐
(2)	Will the project result in a change in scenic views or vistas from existing residential areas or public lands?	☐	☐
(3)	Will the project result in a change in pattern, scale or character of the general area of the project?	☐	☐
(4)	Will the project result in significant amounts of solid waste or litter?	☐	☐
(5)	Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	☐	☐
(6)	Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns?	☐	☐
(7)	Will the project result in a significant change in existing noise or vibration levels in the vicinity?	☐	☐
(8)	Will the project result in a site on filled land or on a slope of 10% percent or more?	☐	☐
(9)	Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?	☐	☐
(10)	Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	☐	☐
(11)	Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	☐	☐
(12)	Does the project have any relationship to a larger project or series of projects?	☐	☐

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 PREPARER AFFIDAVIT

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

I, the undersigned, owner, or officer of the property(ies) for which this application is made, being duly sworn, depose and say 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.

Date:_____ Signature: _____

Name (print or type): _____

NOTARY ACKNOWLEDGMENT

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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_____ *Place Seal Above*

City of Ontario
Engineering Department
303 East B Street
Ontario, California 91764
Phone: 909.395.2025
Fax: 909.395.2121

Utility Devices Assessment Form

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 applicant's sole expense. The property owner or applicant 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.

GENERAL INFORMATION (print or type)

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 AFFIDAVIT

I, the undersigned ☐ property owner, ☐ applicant, 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: _____

(20160502)

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

Discretionary Permits/Actions Application Minimum Filing & Public Notice Requirements Checklist

BILLBOARD RELOCATION AGREEMENT:

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

- ☐ Completed *General Application Form* and filing fees.
- ☐ Completed *Environmental Information Form*.
- ☐ Provide a complete description of the proposed agreement.
- ☐ 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 *Application Form* 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*.
- ☐ Fourteen (14) complete sets of plans, including a site utilization plan, site plan, floor plan(s) and elevations *(if exterior changes are proposed)*. (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.
- ☐ Photographs of the site (interior & exterior) and surrounding area.
- ☐ One (1) CD or flash drive containing the *Public Notice Requirements,* all submitted plans and exhibits, and required site photographs. All plans, exhibits and photographs shall be in JPEG or TIFF format (see *Graphic Submittal Requirements*).
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

DEPARTURES FROM DEVELOPMENT STANDARDS

The minimum requirements for filing a request for approval of certain departures from Development Code standards are listed below. An application that does not include the following plans and information will not be accepted for processing:

(a) ***Administrative Exceptions*****—**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 *Application Form* 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 provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

  1) The approval of the Administrative Exception is necessary to the production of a comprehensive development, incorporating an enhanced environment and architectural excellence (e.g., appropriate variety of structure placement and orientation opportunities, high quality architectural design, increased amounts of landscaping and open space, improved solutions to the design and placement of parking facilities, etc.) than would normally be possible under the strict application of the applicable development standards;

  2) The approval of the Administrative Exception will allow for the inclusion of site, architectural, or landscape features that could not otherwise be incorporated into the design of the project under the strict application of the provisions of the applicable development standards;

  3) The approval of the Administrative Exception will not adversely affect the overall quality of development on the project site and will not adversely affect neighboring properties; and

  4) The proposed Administrative Exception is consistent with the goals, policies, plans, and exhibits of the Vision, Policy Plan (General Plan), and City Council Priorities components of The Ontario Plan, and the purposes of any applicable Specific Plan or Planned Unit Development, and the purposes of the Development Code.
- ☐ Fourteen (14) 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). (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ Photographs of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

(b) ***Minor Variances*****—**The minimum requirements for filing a Minor Variance 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.

☐ A complete description of the proposed Minor Variance, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

(1) The strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the development regulations contained in this Development Code;

(2) There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to other properties in the vicinity and in the same zoning district;

(3) The strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zoning district;

(4) The granting of the Minor Variance will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity; and

(5) The proposed Minor Variance is consistent with the goals, policies, plans and exhibits of the Vision, Policy Plan (General Plan), and City Council Priorities components of The Ontario Plan, and the purposes of any applicable specific plan or planned unit development, and the purposes of this Development Code.

☐ Fourteen (14) 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). (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".

☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.

☐ Photographs of the site and surrounding area.

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

(c) ***Variances*—**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 *Application Form* 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 provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

(1) The strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the development regulations contained in this Development Code;

(2) There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to other properties in the vicinity and in the same zoning district;

(3) The strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zoning district;

(4) The granting of the Variance will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity; and

(5) The proposed Variance is consistent with the goals, policies, plans and exhibits of the Vision, Policy Plan (General Plan), and City Council Priorities components of The Ontario Plan, and the purposes of any applicable specific plan or planned unit development, and the purposes of this Development Code.

☐ Fourteen (14) 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). (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".

☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.

☐ Photographs of the site and surrounding area.

☐ 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 *Application Form* and filing fees *(Note: If the Engineering Department determines that review by the San Bernardino County Flood Control District is necessary, the applicant shall submit a check to the Planning Department in the amount of $520, made payable to San Bernardino County Flood Control District)*.

☐ Completed *Environmental Information Form*.

- ☐ Fourteen (14) complete sets of plans 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. (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) full sized set of colored plans, to include illustrative site plan, signage plan, landscape plan and building elevations, and any necessary cross-sections or perspectives. Plans shall not be mounted on boards.
- ☐ One (1) CD or flash drive containing the property ownership list, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF format (see *Graphic Submittal Requirements*).
- ☐ One (1) color and materials samples mounted on an 8½"X11" board (Note: Larger samples may be required).
- ☐ Photographs of the site and surrounding area.
- ☐ Completed *Utility Devices Assessment Form*.
- ☐ For projects within the following specific plan areas, provide approval by the property owner association or approving agent:
  - California Commerce Center Specific Plan;
  - California Commerce Center North Specific Plan; and
  - Centrelake Specific Plan.
- ☐ Completed *Greenhouse Gas Emissions CEQA Thresholds and Screening Tables* — Ontario Development Code Reference H (Community Climate Action Plan).
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

EXTENSION OF LEGAL NONCONFORMING STATUS

The minimum requirements for filing an Extension of Legal Nonconforming Status 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*.
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.
- ☐ A complete description of the proposed Extension of Legal Nonconforming Status, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

  (1) The applicant has made a good faith effort to keep the nonconforming status;

  (2) A physical and/or economic hardship has prevented the nonconforming use from being reestablished prior to the expiration date;

  (3) Approving the extension will not adversely affect the character, integrity, or value of surrounding properties;

  (4) Approving the extension will not adversely affect the character, integrity, or general welfare of the neighborhood; and

  (5) The extension will not adversely impact the public health, safety, or welfare of the City's residents.
- ☐ Photographs of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

FAIR HOUSING & REASONABLE ACCOMMODATION

The minimum requirements for filing a Fair Housing and Reasonable Accommodation 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*.
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.
- ☐ A complete description of the proposed Fair Housing and Reasonable Accommodation, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

  (1) The persons who will use the subject property are protected under federal and state fair housing laws;

  (2) The requested exception is necessary to make specific housing available to a person who will occupy the subject property and who is protected under federal and state fair housing laws;

  (3) The requested exception will not impose an undo financial or administrative burden upon the City; and

  (4) The requested exception will comply with all applicable Building and Fire Codes and will not result in a fundamental alteration of the planning, zoning and development laws and procedures of the City.
- ☐ Photographs of the site and surrounding area.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

HISTORIC PRESERVATION

The minimum requirements for filing a request for approval of certain historic preservation applications are listed below. An application that does not include the following plans and information will not be accepted for processing:

(a) ***Certificate of Appropriateness*****—**The minimum requirements for filing a Certificate of Appropriateness 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*.

☐ Provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

(1) The proposed alteration, restoration, relocation, or construction, in whole or in part, will not:

(a) Detrimentally change, destroy, or adversely affect any significant architectural feature of the resource;

(b) Detrimentally change, destroy, or adversely affect the historic character or value of the resource;

(c) Will be compatible with the exterior features of other improvements within the district;

(d) Adversely affect or detract from the character of the district, or

(2) The applicant has obtained a Certificate of Economic Hardship, in accordance with Development Code Section 4.02.055.

☐ Twelve (12) complete sets of plans, including a site plan, floor plan(s), elevations and conceptual landscape plan(s). (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11", required as follows.

- Historic Preservation Subcommittee Approval: Four (4) complete sets.
- Historic Preservation Commission Approval: Eight (8) complete sets.

☐ One (1) complete set of required plans reduced to 8½"X11"

☐ One (1) set of colored plans, if applicable, to include a detailed site plan, illustrative building elevations, a conceptual landscape plan and any necessary cross-sections."

☐ One (1) set of colored plans reduced to 8½"X11", if applicable

☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.

☐ Photographs of the site (interior & exterior) and surrounding area.

☐ One (1) CD or flash drive containing the *Public Notice Requirements,* all submitted plans and exhibits, and required site photographs. All plans, exhibits and photographs shall be in JPEG or TIFF format (see *Graphic Submittal Requirements*).

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

(b) ***Demolition*****—**The minimum requirements for filing a Demolition application are listed below. An application that does not include the following plans and information will not be accepted for processing:

☐ Completed A*pplication Form* and filing fees.

☐ A complete Certificate of Appropriateness application for the proposed replacement structure(s) and, if necessary, a complete Development Plan application.

☐ Provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

(1) The proposed demolition, in whole or in part, is necessary because:

(a) All efforts to restore, rehabilitate, and/or relocate the resource have been exhausted;

(b) Restoration/rehabilitation is not practical because the extensive alterations required would render the resource not worthy of preservation;

(c) Failure to demolish the resource would adversely affect or detract from the character of the District; or

(2) The applicant has obtained a Certificate of Economic Hardship, in accordance with Development Code Section 4.02.055.

☐ Photographs of the site (interior & exterior) and surrounding area.

☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.

☐ One (1) CD or flash drive containing the *Public Notice Requirements,* all submitted plans and exhibits, and required site photographs. All plans, exhibits and photographs shall be in JPEG or TIFF format (see *Graphic Submittal Requirements*).

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

SPECIFIC PLAN MINOR AMENDMENT

The minimum requirements for filing a Specific Plan Minor 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*.
- ☐ Provide a detailed description of the proposed Specific Plan Minor Amendment, which fully explains the proposed departures from the strict application of the development standards and/or design guidelines established by the Specific Plan, and how the requested departure(s) is/are in the interest of furthering the goals and policies of the Specific Plan and The Ontario Plan.
- ☐ Provide supporting reasons for each of the below-listed statements. The application will be denied if one or more of the below-listed statements cannot be clearly established.

  (1) The proposed Specific Plan Minor Amendment is consistent with the goals, policies, plans and exhibits of the Vision, Policy Plan (General Plan), and City Council Priorities components of The Ontario Plan, and the specific plan;

  (2) The proposed Specific Plan Minor Amendment is reasonable and beneficial, and in the interest of good planning practice; and

  (3) The proposed Specific Plan Minor Amendment will not adversely affect the harmonious relationship with adjacent properties and land uses.
- ☐ Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

TENTATIVE TRACT OR PARCEL MAP

The minimum requirements for filing a Tentative Tract Map or Tentative Parcel Map 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 *(Note: If the Engineering Department determines that review by the San Bernardino County Flood Control District is necessary, the applicant shall submit a 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 a Preliminary Title Report (prepared no more than 30 days prior to the application submittal date).
- ☐ Fourteen (14) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, including a site utilization plan and tentative tract/parcel map. (Note: Refer to the *Plan Preparation Guidelines & Minimum Plan Contents Checklist* for the minimum plan preparation requirements.) Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements* of this checklist.
- ☐ For Vesting Tentative Tract or Parcel Maps, provide the below-listed information required for *Subdivision—Vesting Tentative Tract Maps and Vesting Tentative Parcel Maps*.
- ☐ One (1) CD or flash drive containing the property ownership list, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF format (see *Graphic Submittal Requirements*).
- ☐ Photographs of the 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.

VESTING TENTATIVE TRACT OR PARCEL MAPS

In addition to the above-listed requirements for filing a for filing a Tentative Tract Map or Tentative Parcel Map application, comply with the minimum requirements for filing a Vesting Tentative Tract Map or Vesting Tentative Parcel Map application, listed below. An application that does not include the following plans and information will not be accepted for processing:

- ☐ Comply with the requirements for *Subdivision—Tentative Tract Map or Tentative Parcel Map*, listed above.
- ☐ Comply with the requirements for *Development Plans*, listed above.
- ☐ Three (3) copies of Covenants, Conditions and Restrictions (CC&Rs) and filing fees.
- ☐ Three (3) sets of Grading and Drainage Plans.
- ☐ Three (3) sets of Geological Hazards Report.
- ☐ Three (3) sets of Erosion and Sediment Control Plan.
- ☐ One (1) copy of Engineering Cost Estimate on City forms.
- ☐ Three (3) sets of Potable Water Demand Calculations (include water demand calculations showing low, average and peak water demand in GPM for the proposed development, and proposed water meter size).
- ☐ Three (3) sets of Recycled Water Plans (include water demand calculations showing low, average and peak water demand in GPM for the proposed development, the proposed water meter size, and an exhibit showing the area being irrigated by each recycled water meter).
- ☐ Three (3) sets of Water Demand Calculations.
- ☐ Four (4) sets of Street Improvement Plans.
- ☐ Three (3) sets of Public Water Plans.
- ☐ Four (4) sets of Public Storm Drain Plans (if applicable).
- ☐ Three (3) sets of Traffic Signal Plans (if applicable).
- ☐ Three (3) sets of Street Light Plans (if applicable).
- ☐ Three (3) sets of Signing and Striping Plans.
- ☐ One (1) copy of Hydrology Study and Drainage Analysis.

- ☐ Two (2) copies of Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP).
- ☐ 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.

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 *Application Form* (pages 1 through 3, only) and filing fees.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification.

- ☐ **Property Ownership List:** A list provided on CD or flash drive, in Microsoft Excel or compatible database format, which contains the names, addresses, and assessor's parcel number of all owners of real property located within 300 feet of the project site (within 500 feet of the project site for Wireless Telecommunications Facilities located within residential zoning districts), measured from the exterior boundaries of the subject 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 West Third, Third Floor, San Bernardino, CA* 92415. Property ownership information may also be obtained from the following web site: (http://cms.sbcounty.gov/assessor/index.aspx)

  The Property Ownership List shall also include the name and address of the project owner, project applicant, and project representative. The City will mail public hearing notices when the project is ready for review.

- ☐ **Radius Map:** Provided on a CD or flash drive, a map illustrating the 300-foot radius boundary (500-foot radius boundary for Wireless Telecommunications Facilities located within residential zoning districts), and all parcels within the boundary (copies of the assessor's parcel maps may be used). *Note: The 300-foot (500-foot if required above) radius boundary shall be clearly shown on map.*

GRAPHIC SUBMITTAL REQUIREMENTS

All graphic files shall be provided in a JPEG or TIFF format. No PDF or 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.

Required CDs or flash drives shall contain the following:

- ☐ **Colored Landscape Plan**

  (1) Turn off drawing program layers for topographical lines, dimension lines, utility lines, and power poles.

  (2) Plans 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.

- ☐ **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.

- ☐ **Graphic (JPEG or TIFF) Format**

  (1) Reduce physical size of drawings. Example: 36" x 48" reduced to 11" x 17".

  (2) Resolution should be large enough to allow text to be clearly read.

  (3) Make sure you use **RGB**, not **CMYK** color mode before exporting to **JPEG** or **TIFF**.

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

Discretionary Permits/Actions Application 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, which are 24" X 36" or 30" X 42".
- ☐ Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California.
- ☐ Tentative Tract or Parcel 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" X 11".
- ☐ All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Utililzation 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 prelimanary 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);

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(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.

Preliminary Water Quality Management Plan: Prepare a PWQMP for the project using the City of Ontario form provided by the Engineering Department, which is available at the following web site : http://www.ci.ontario.ca.us/index.aspx?page=282.

Conceptual Grading/Drainage & WQMP Compliance Plan: The conceptual grading/drainage and WQMP site 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* ***Preliminary*** *WQMP, Final WQMP, and NPDES compliance methods should be directed to Steve Wilson, Engineering Department, at (909) 395-2389.*

☐ 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:

Slope:	Less than 2%	2% to 9%	Over 9%
Interval:	2 feet	5 feet	10 feet

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

☐ Show all site design features (BMPs) proposed for the project to address water quality concerns. Show the types, size/dimensions, and location of all proposed BMPs described in the PWQMP.

☐ 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 retaing 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., vegetated swales, landscaped retention basins/trenches, dry wells, pervious pavement, underground chambers, etc.) to comply with the City's MS4 Permit requirements.
- ☐ Proposed treatment devices (e.g., gravity seperators, drain inlet filters, etc.).
- ☐ 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 feet 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 Tract and Parcel Maps: A Tentative Tract or Parcel Map shall be drawn to an engineering scale of 1"=50'. Other engineering scales may be accepted with prior City Engineer approval. 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 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 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.
- ☐ Collocation information (to be submitted with all applications):

  (1) Evidence that collocating on an existing site is not feasible;

  (2) Copy of lease agreement or affidavit signed by owner and applicant as evidence that lease is non-exclusive; and

  (3) 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 at time of submittal.
- ☐ Completed Climate Action Plan (CAP) Greenhouse Gas Emissions CEQA Thresholds and Screening Tables for new development.

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 establishement 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 endanged 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/Hydology 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 meet 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.

APPLICANT DECLARATION

I, the undersigned, 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 or 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 <u>not</u> been provided**. The application does not constitute a complete application package and is not accepted for submittal.

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

Planning Department Fee Schedule

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	$994.00
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	Direct Cost
Inspection—Construction (3 inspections)	$278.00
Inspection—Field	$83.00
Residential Mills Act	$200.00
Nonresidential Mills Act	$546.00
Large Family Daycare	$489.00
Lodging House Permit	$115.00
Massage Permits	$517.00
Master Plan of Streets Amendment	$3,748.00

Plan Check—5 or more acres	$2,326.00
Plan Check—less than 5 acres	$1,301.00
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
Sign Plan	$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 $50.00
- Notice of Determination Filing Fee $50.00
- Filing of a Negative/Mitigated Declaration (includes Notice of Determination filing fee) $2,260.25
- Filing of an Environmental Impact Report (includes Notice of Determination filing fee) $3,120.00

> *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.*