



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

Legislative 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. 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*, 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, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

Scott Murphy
Planning Director

Attachments: Legislative Actions Application Form
Environmental Information Form
Minimum Filing & Public Notice Requirements 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



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 Planning Department
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Legislative 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)

- | | | |
|--|---|--|
| <input type="checkbox"/> Airport Land Use Compatibility Plan (ALUCP) Amendment | <input type="checkbox"/> General Plan Amendment (GPA) | <input type="checkbox"/> Specific Plan (SP) |
| <input type="checkbox"/> Development Agreement (DA) | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Specific Plan Amendment (SPA) |
| <input type="checkbox"/> Development Code Amendment (DCA) | <input type="checkbox"/> PUD Amendment | <input type="checkbox"/> Zone Change (ZC) |

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)

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.

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

Legislative Actions Application Form

PROPERTY OWNER AFFIDAVIT

Instructions: This Property Owner Affidavit must be completed in conjunction with an application affecting specific properties, such as zoning and land use changes. Completion of this Affidavit is not required for statutory changes to legislative documents that will not affect specific properties, such as textural changes to ALUCP, Development Code, Policy Plan (General Plan), and PUDs

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): _____

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WITNESS my hand and official seal.

Signature _____

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MAILING LIST CERTIFICATION (to be completed for applications affecting specific property(ies))

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 from the exterior boundaries of the property described in this application.

Date: _____ Signature: _____
Name (print or type): _____

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WITNESS my hand and official seal.

Signature _____

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HAZARDOUS WASTE & SUBSTANCE AFFIDAVIT

Instructions:

1. This Hazardous Waste and Substance Affidavit must be completed in conjunction with an application requesting a legislative action that will affect specific property(ies).
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): _____

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 COUNTY OF _____)
 CITY OF _____)

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 Name(s) of Signer(s)

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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 _____

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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 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 in the appendix of the adopted Housing Element, and may be viewed at <http://www.ontarioplan.org/pdf/34473.pdf>.

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): _____

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 CITY OF _____)

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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

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City of Ontario
Planning Department
303 East B Street
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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: _____

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 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): _____

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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



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Phone: 909.395.2036
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Legislative Actions Application Minimum Filing & Public Notice Requirements Checklist

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.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- 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*.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- 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*.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- 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 flash drive containing the *Public Notice Requirements*, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF 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 flash drive containing the *Public Notice Requirements*, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF 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.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- One (1) CD or flash drive containing the *Public Notice Requirements*, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF format. The City of Ontario uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.

Legislative Actions Application
Minimum Filing & Public Notice Requirements Checklist

Page 2 of 4

- 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.

**Legislative Actions Application
Minimum Filing & Public Notice Requirements Checklist**

Page 3 of 4

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*.
- Public hearing information prepared in accordance with the *Public Notice Requirements* contained in this checklist.
- A complete description of the zone change, including the reason for the request.
- One (1) CD or flash drive containing the *Public Notice Requirements*, along with all submitted plans and exhibits, and required site photos in JPEG or TIFF 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.

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, 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, and all parcels within the boundary (copies of the assessor's parcel maps may be used). *Note: The 300-foot 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.

Legislative Actions Application
Minimum Filing & Public Notice Requirements Checklist

Page 4 of 4

Required CDs or flash drives shall contain the following:

Colored Landscape Plan

A. Turn off drawing program layers for topographical lines, dimension lines, utility lines, and power poles.

B. Plans should be oriented with North pointing to top of page.

C. Crop to plan only (no borders, company titles, logos, etc.).

D. Show building footprints in color, with bold outline.

E. Show existing buildings, if applicable, in different color.

Color Elevations/Color Perspectives/Color Signs

A. Crop to elevations/perspectives only.

B. Provide direction on elevation/perspective (north, east, south, and west).

C. Turn off all small, unreadable text.

D. Turn off material indicators.

Graphic (JPEG or TIFF) Format

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

B. Resolution should be large enough to allow text to be clearly read.

C. 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

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

Planning Department Fee Schedule

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
- Notice of Determination Filing Fee
- Filing of a Negative/Mitigated Declaration (includes Notice of Determination filing fee)
- Filing of an Environmental Impact Report (includes Notice of Determination filing fee)

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.