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JAMES R. MILHISER
TREASURER

RE: COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs) REVIEW APPLICATION PACKET

Dear Applicant:

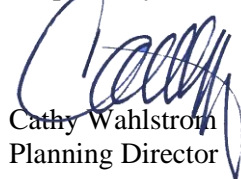
In an effort to improve customer service and insure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that a complete application submittal is crucial to the review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, at the time of application submittal, the Planning Department will only accept complete applications. To this end, at the time of application submittal, Planning and Engineering Department staff will be reviewing all submitted applications, plans, and information, for compliance with the enclosed *Minimum Filing Requirements Checklist*. All checklist items applicable to your application must be provided before the Planning Department staff can accept your application for filing. I suggest that you schedule a pre-submittal review of your application, plans, and information, for compliance with these minimum requirements prior to submitting your application, as the counter staff does not have the authority to waive these requirements. Failure to schedule a pre-submittal review may result in delays in the submittal of your application. Call the Planning Department at (909) 395-2036 to schedule an appointment.

Please remember that failure to provide all of the required plans and information will most likely 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 *CC&Rs Review Application Form* or the *Minimum Filing Requirements Checklist*, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions regarding the submittal of your application or the application review process, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,



Cathy Wahlstrom
Planning Director

ATTENTION!

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

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

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

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



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

CC&Rs Review Application Form

WHAT ARE COVENANTS, CONDITIONS & RESTRICTIONS?

Covenants, Conditions, & Restrictions (CC&Rs) are a binding set of rules and obligations between property owners/renters and a controlling association. CC&Rs typically identify all private and common utilities, structures, and open areas within a specific site and specify maintenance responsibilities between applicable parties.

WHEN ARE CC&Rs REQUIRED?

CC&Rs are generally required to be prepared upon development of multi-tenant commercial or industrial projects as well as multi-family residential. CC&Rs would also be required upon conversion from a multitenant commercial, industrial, or residential rental unit to a for-sale product. This is to ensure that the units are properly upgraded, meeting Development Code standards and also to clearly identify all future maintenance responsibilities. CC&Rs are required to be prepared prior to Final Parcel or Tract Map subdivision approval. Once completed, the CC&Rs along with the Final Map are scheduled for City Council hearing and then sent for recordation after approvals.

APPLICANT CONTACT INFORMATION

Company: _____
 Contact: _____
 Address: _____

 Phone: _____
 Email: _____

For staff use only

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____
 Cash Check (# _____)

Credit Card

Receipt No.: _____

APPLICANT'S ATTORNEY CONTACT INFORMATION

Firm: _____
 Contact: _____
 Address: _____

 Phone: _____
 Email: _____

PROJECT INFORMATION

Project Name: _____

Address or Location: _____

Assessor Parcel No(s): _____



City of Ontario
Planning Department
303 East B Street
Ontario, California 91764
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CC&Rs Review Application; Minimum Filing Requirements

MINIMUM FILING REQUIREMENTS

- Completed *CC&Rs Review Application Form* and filing fee.
- One (1) digital copy of the CC&Rs document in MS Word or PDF format.
- One (1) digital copy of the final tract or parcel map in PDF format.
- One (1) digital copy of the condominium map in PDF format (if applicable).
- One (1) digital copy of the approved site plan in PDF format.
- One (1) digital copy of the Title Report (not older than 30 days) in PDF format.
- Any other plans or information that the Planning Director or City Attorney deems necessary to facilitate review and acceptance of the CC&Rs by the City.