



## CC&R Review Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure 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,

A handwritten signature in blue ink, appearing to read "RZL", is written over a horizontal line.

Rudy Zeledon  
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](mailto:sochoa@ontarioca.gov)  
Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)  
Ethics Line ..... (800) 500-0333



# CC&R Review Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

### 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: \_\_\_\_\_

|  |
|--|
| <i>For staff use only</i>  |
| File No.: _____  |
| _____  |
| Related Files: _____   |
| _____  |
| _____  |
| Date: _____  |
| Rec'd by: _____  |
| Fees Paid: _____   |
| <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____) |
| <input type="checkbox"/> 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): \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

---

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

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name (print or type): \_\_\_\_\_



## CC&R Review Application Form — Minimum Filing Requirements Checklist

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

### 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.