

CITY OF

303 EAST B STREET, CIVIC CENTER ONTARIO



ONTARIO

CALIFORNIA 91764-4105

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CITY MANAGER

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CITY CLERK

JAMES R. MILHISER
TREASURER

RE: PRELIMINARY REVIEW APPLICATION PACKET

Dear Applicant:

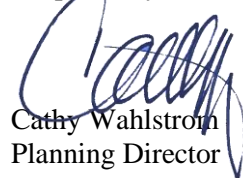
In an effort to improve customer service and insure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that a complete application submittal is crucial to the review process. In the past, accepting incomplete applications has led 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 *Discretionary Permits/Actions Applications Form*, the *Minimum Filing Requirements*, and the *Plan Preparation Guidelines & Minimum Plan Contents 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 *Preliminary Review Application Form*, the *Minimum Filing Requirements*, or the *Plan Preparation Guidelines & Minimum Plan Contents 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

Preliminary Review Application Form

GENERAL INFORMATION (PRINT OR TYPE)

**Property Owner: _____

Address: _____

Phone: _____ Email: _____

**Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

** *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*

For staff use only

File No.: _____

Related Files: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Cash Check (# _____)

Credit Card

Receipt No.: _____

TYPE OF PRELIMINARY REVIEW REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

- | | |
|---|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision: |
| <input type="checkbox"/> Departures from Development Standards: | <input type="checkbox"/> Lot Merger |
| <input type="checkbox"/> Administrative Exception | <input type="checkbox"/> Reversion to Acreage |
| <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Ontario International Airport Related Project |

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 INFORMATION

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

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): _____



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

Application for Preliminary Review; Minimum Filing Requirements

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”.
- Photographs of the site (interior & exterior) and surrounding area.
- One (1) CD or flash drive containing all submitted plans and exhibits, and required site photographs, in PDF, 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.
- One (1) CD or flash drive containing all submitted plans and exhibits, and required site photographs, in PDF, 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) **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”.

Photographs of the site and surrounding area.

One (1) CD or flash drive containing all submitted plans and exhibits, and required site photographs, in PDF, 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.

(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”.

Photographs of the site and surrounding area.

One (1) CD or flash drive containing all submitted plans and exhibits, and required site photographs, in PDF, 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.

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 Engineering 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) color and materials samples mounted on an 8½”X11” board (Note: Larger samples may be required).

Photographs of the site and surrounding area.

One (1) CD or flash drive containing all submitted plans and exhibits, and required site photographs, in PDF, JPEG or TIFF format (see *Graphic Submittal Requirements*).

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.

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”.
- 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 all submitted plans and exhibits, and required site photographs, in PDF, 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.

GRAPHIC SUBMITTAL REQUIREMENTS

All graphic files shall be provided in both PDF format, and JPEG or TIFF format. No CAD files will be accepted in lieu of the required file format. If you have any questions regarding the graphic submittal requirements, please contact the Planning Department at (909) 395-2036.

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 Format**

- (1) Reduce physical size of drawings. Example: 36” x 48” reduced to 18” x 24”.
- (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

Application for Preliminary Review; 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 Utilization 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 preliminary 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).
- Show the location of all ADA pedestrian paths of travel, including necessary ramps for building access and to accommodate changes in grade.
- 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);

(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.

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).