City of Chino Hills
Community Development Department
Planning Division
14000 City Center Drive
Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

SITE PLAN REVIEW SUBMITTAL INFORMATION

This application is required for the construction, alteration or expansion of those land uses that are permitted within a zoning district subject to approval of a Site Plan. The Site Plan process is intended to provide for safe and efficient circulation, compatibility with surrounding uses, attractive and efficient designs, and the provision of required landscaping, open space, and other areas, as may be required by the City through the review and approval process.

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

ADDITIONAL FEES:

Fire District Review Fee: Fire District Review Fees will be required prior to application submittal. Contact the Chino Valley Independent Fire District at (909) 902-5280 for fee applicability and payment prior to application submittal.

Building and Safety Review: For projects requiring a Geology Report, or a Geologic Feasibility Analysis. This deposit must be submitted to the building and safety public service counter by a separate check.

SITE PLAN INFORMATION AND PROCEDURES:

1. Before submitting your application, the City encourages you or your representative to discuss your development proposal with the Planning Division staff at the Community Development public counter or on the phone by calling the Planning Division at (909) 364-2740. For projects that require information from multiple divisions and departments within the City, a pre-application conference or consultation may be appropriate. Once a Pre-Application is submitted, the Project Review Committee (PRC) will meet to discuss the project, identify potential issues, and determine if technical studies will be required with the formal application.

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2. Once a formal application is submitted, the application will be scheduled for a PRC meeting, where staff from the different departments and divisions will comment on the proposal, discuss whether the application is complete or incomplete, and identify any corrections that are required on the plan (s). Of the application is deemed incomplete and/or corrections are required, the applicant shall submit the additional information that is required to make the application complete and provide revised plans. Once the revised plans are submitted, the PRC will review the plans, determine the completeness of the application (if the project was previously deemed incomplete), and identify any outstanding issues on the plans.

3. Once the application is deemed complete, the Project Manager will conduct an initial environmental review, called an "Initial Study", to determine if additional information is required to complete the environmental review. If additional information is not required, the Project Manager will determine the type of environmental document that is required for the project as required by the California Environmental Quality Act (CEQA), such as a Negative Declaration, or Environmental Impact Report (EIR). Subsequently, the Project Manager will prepare the appropriate environmental document and request Conditions of Approval from the PRC. If an EIR is required for the project, the City will prepare the environmental document. The cost of preparing the EIR must be paid by the developer prior to the commencement of work on the EIR. Once the environmental document is complete and the project is ready for the Planning Commission hearing, the Project Manager will make the environmental document available for public review, send copies to the appropriate agencies and persons who request the document for review in accordance with the CEQA Guidelines, and provide notice of the public hearing in accordance with Chapter 16.58 of the Development Code.

4. For development projects that are required to provide parks and trials in accordance with the adopted Parks and Trails Master Plan, the developer shall submit the parks and trails plan (s) to the Project Manager; the Project Manager will present these plans to the Parks and Recreation Commission for review and comments. This review must be done prior to the completion of the environmental document for public review as indicated in item 3 above.

5. The Planning Commission will make a decision to either approve or deny the project at a public hearing. **A decision to approve, denies, or approve a project with specific conditions. A decision by the Planning Commission to approve, deny, or impose specific conditions on the approval of a site plan application may be appealed by any interested party, including the applicant, to the City Council. The appeal must be filed with the City Clerk on the appropriate appeal form, along with the appropriate fee, within ten (10) working days of the Planning Commission action.**

SUBMITTAL CHECKLIST

(All Items must be included at the time of submittal)

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHEMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

___ **One (1) Copy** of completed Land Use Application Questionnaire. All Owners must sign the Property Owner's Authorization Application Certificate. The notarized power of attorney must contain the names of all owners.

___ **One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.

___ **Fifteen (15) copies** of plot plan, floor plans, conceptual grading, and elevations drawn at a scale to accurately delineate the proposed project. (Folded accordion style – 8 x 11 size.) (Refer to the plot plan checklist for specific requirements. A conceptual plan is not acceptable.)

___ **One (1) reduced copy** (8 x 11) of each plan submitted.

___ **Two (2) copies** of the conceptual landscape plan with AB 325 compliance statement.

____ **One (1) signed and dated copy** of the Hazardous Waste Site Certification.

____ **One (1) copy** of a Title Report, recorded Grant Deed, or Quit Claim Deed.

____ **One (1) copy** of the appropriate assessor's map obtained from the Assessor's Office with a redlined/black line drawn on the map showing the 300' radius from the project property lines. For automotive uses, please provide a redline/black line drawn on the map showing the 500' radius. (San Bernardino County Assessor's Office (909) 458-1300.)

____ **Three (3) sets** and **one Xerox copy** of mailing labels listing names and addresses of surrounding property owners which correspond with the 300' or 500' radius map. A 500' radius mailing labels are required for projects involving automobile maintenance, automobile service stations and car wash.

____ **One (1) copy** of the signed Certified Property Owners List Declaration (property owner information must be obtained from Assessor's parcel books in the County Assessor's Office).

____ **One (1) copy** of the receipt of payment of Fire Review Fees or letter stating such fees are not applicable. (Payment of these fees may be accomplished at the Chino Valley Independent Fire District, located at 14011 City Center Dr., Chino Hills, CA 91709. Please contact the Fire District at Phone Number (909) 902-5280 regarding Fire Review Fees.

SPECIAL STUDIES:

____ **Three (3) copies** of Geologic Report for any property in a Geologic Hazard Overlay District. (To be submitted to Building and Safety with the appropriate fee).

____ **Three (3) copies** of Preliminary Soils and Geology for any property, if required by the building & Safety Division (To be submitted to Building and & Safety with the appropriate fee).

NOTE: All soils, geology, and other special studies shall be reviewed and approved by the City before the application may be deemed complete.

____ **Three (3) copies** of a Slope Analysis for any project in a Fire Hazard Overlay District.

____ **Three (3) copies** of a traffic study if the project is forecasted to generate 50 or more vehicle trips in the AM or PM peak hour or if the project is located within 300 feet of the intersection of a "Secondary Highway" or higher classified street as shown on the City's General Plan Circulation Element. (See City Current Traffic Study Guidelines for Development Projects [10-15-01]). Contact Engineering Department for list of approved Traffic Consultants.

____ **Three (3) copies** of Water Quality Management Plan.

____ **Three (3) copies** of the South Coast Air Quality Management District Urban Emissions URBEMIS 2007 Model printout.

____ **Three (3) copies** of a Preliminary Habitat Assessment.

____ **One (1) copy** of Cultural Records Search. Contact the San Bernardino County Museum at (909) 307-2669 or e-mail rlaska@sbcm.sbcounty.gov.

____ **One (1) copy** of the summary letter if a Pre-Application Conference was conducted.

For affordable housing projects, if the pre-application conference was waived, submit one copy of a supplemental report responding to each of the points raised in the evaluation criteria below:

____ The density limit designated on the applicable land use map of the General Plan.

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____ The availability of adequate public services and facilities, particularly, are roads adequate to support increased traffic generated by project, is water service and solid waste management satisfactory, and is law enforcement and fire protection adequate?

____ Natural resource constraints such as steep slopes (greater than 10%) or seismic or flood hazards.

____ Compatibility with adjacent land uses.

____ Community goals, objectives and standards specified in the General Plan text and any applicable plan.

____ The need for affordable housing within the community or area.

____ Data relative to proposed price structure, payment schedule, method of financing, housing type, and number of units of each type with specified information relative to the number of units proposed to be in the affordable range and the relationship of the density bonus provisions.

____ If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit one copy of the survey map.

____ If a General Plan or Development Code interpretation has been made for the site or proposed use, submit one copy of the interpretation.

____ If any other agencies have been contacted concerning this project, submit one copy of any correspondence with any state, federal or other local agencies or departments in which the proposed project is discussed.

SPECIFIC PLOT PLAN REQUIREMENTS:

A plot plan is a drawing, to scale, on one sheet of paper (minimum 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions.

All items listed below must be on the plot plan. The application will not be taken in if any items are left off. ATTACHMENTS ARE NOT ACCEPTABLE. PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL.

____ **Identification:** Indicate names, addresses AND telephone numbers of the Record Owner, Applicant, AND the person preparing the map.

____ **Utilities:** Indicate names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone, f) cable television. If no utility company, state method of supply.

____ **Legal Description: COMPLETE** legal description of the property involved including number of acres. **INCLUDE ASSESSOR PARCEL NUMBER**. If a portion of a large parcel is being developed, include a detailed description of that portion.

____ **Project:** Identify type of project **IN DETAIL**, including the use of each existing and proposed structure and/or open storage areas. Include the number of dwelling units and the number of units per acre for residential projects, and/or number of offices/units/shops for commercial/industrial projects.

____ **North Point:** Indicate north point, date of drawing and scale. Use an **ENGINEERS SCALE** (i.e., 1" to 10', 1" to 20', 1" to 30', etc.). The direction of the "north" arrow should be shown pointing towards the **TOP OF RIGHT HAND SIDE** of the Plot Plan.

____ **Dimensions:** Indicate property lines and show dimensions. Indicate boundary lines of project if only a portion of the property is being developed.

____ **Roads/Easements:** Indicate location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist, indicate by a note that no easements exist. If property is not on a road or easement, show access to property.

____ **Drainage:** Indicate any drainage or hilly terrain by flow-line arrows and contour lines. If none exist, indicate by a note that no hilly terrain or drainage problems exist.

____ **Water Meters:** Indicate the number of water meters and the equivalent water connections.

Grading/Topography Information:

____ Show existing rough grade contours and finish contours.

____ Show finish elevations at lot corners and graded areas. Show typical lot drainage and swales.

____ In the event no such grading is proposed, a statement to that effect shall be placed on the submitted plan.

____ Show location and size of any proposed retaining walls.

____ All grading subject to Appendix J of the 2010 California Building Code.; Development Code or any related City ordinance.

____ **Land Use District (Project Area):** Indicate existing and proposed General Plan Land Use District of project.

____ **Land Use District (Adjacent Areas):** Indicate General Plan Land Use District classification on all adjacent property including property across any streets. These designations should be depicted at the appropriate site in relation to the project.

____ **Structures (Adjacent Areas):** Indicate type of development on all adjacent properties, including property across any streets. Show distance of structure(s) on adjacent properties that are within 20 feet of property project line. If no structures exist, please indicate this by a note. Indicate type of construction and approximate age (if known) of any existing structures.

Structures (Project Area):

For all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:

____ Locate by distance in relation to other structures and property lines, and indicate existing structures that are to remain or be removed.

____ Indicate height, building footprint dimensions (including eave overhang projections), square footage of each story and number of stories, including basements.

____ Indicate the proposed type of construction (if known) or as exists.

____ **Vicinity Map:** Vicinity Map showing location of project so field team can locate and inspect the site.

____ **Signage:** A side elevation of any proposed identification sign is to be shown scaled and dimensioned separately on the plot plan, including the **proposed** "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to City of Chino Hills Development Code for detail information on type and size of sign. If no signs are proposed or not proposed at this time, include a note indicating signage will be submitted at a later date.

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Parking:

Refer to the Development Code (Chapter 16.34) for the number of required parking spaces, aisle/driveway width and surfacing requirements for your project. Show parking areas **in detail** to include:

____ Each standard parking space shall be a minimum of 9' x 19'.

____ Primary drive aisles should be a minimum of 30' wide. Secondary drive aisle shall be a minimum of 26' wide.

____ One handicapped parking space, located as near to main entrance as practicable, a minimum size of 14' x 19', is required for every 40 parking spaces, or as required by State Building Code. For required parking that exceeds 160 spaces, refer to Title 24 for minimum handicap spaces required.

____ One loading zone (a minimum of 10' x 20') is required per 5,000 square feet of building floor area (maximum of 4 spaces per use) or for each commercial, industrial, or institutional use.

____ Show dimension/type of parking spaces, aisle/driveway widths and directional arrows indicating the flow of traffic.

____ Indicate the existing and proposed type of surfacing for parking area and aisle/driveways.

____ Show the formula per the City of Chino Hills Development code (Chapter 16.34) by which you computed the number of spaces required for each use/tenant/unit. Indicate the number of spaces required for each use and indicate the number of spaces proposed as well as the minimum number of spaces required. Use the following as an example:

Parking Spaces: Warehouse/Office	**Formula**	**Required**	**Provided**
Warehouse	2600 sq. ft. ÷ 1000 sq. ft.	= 3	3
Office	400 sq. ft. ÷ 200 sq.ft. = 2	≈ 2 **minimum**	2
TOTAL	3000 sq. ft.	5 **minimum**	5
*Handicapped 1 space for the first 25 total parking spaces		= 1	1
Loading Zone 3000 sq.ft. ÷ 5000 sq.ft.		≈ 1	1

*Handicap parking and access comply with Title 24.

OR

Parking Spaces: General Commercial Formula		**Required**	**Provided**
Retail Space	1000 sq. ft. ÷ 200 sq. ft.	= 5	5
Donut Shop	800 sq.ft. (calculated by seating)	≈ 10	10
Office Space	700 sq. ft. ÷ 200 sq. ft. = 3.5	≈ 4 **minimum**	4
TOTAL	2500 sq. ft.	19 **minimum**	19
*Handicapped (included to total above)	1 for first 25 parking spaces	= 1	1
Loading Zone	2500 sq. ft. ÷ 5000 sq. ft.	≈ 1	1

*Handicapped parking and access comply with Title 24.

____ **Lot Coverage:** Show the percentages of parcel covered by buildings, paving, landscaping, and open space.

____ **Trees:** Show location, size and type of all trees, and indicate whether any trees are to be removed.

___ **Commercial, industrial, or Institutional Projects:** If a project consists of a social care facility, day care center, hospital, school, animal shelter, etc., state day and hours of operation, age or grade of students, number of students or children, beds, residents or animals as well as number of staff members. If public assembly use, (i.e. church, theater) state maximum anticipated occupancy and interior square feet of seating area in auditorium.

___ **Variance:** If a variance is requested, indicate by a note the following: a) What is the variance for? b) Where is the proposed variance located on the project site? C) Why the variance should be granted per sections 16.70.060 or 16.72.060 of the Chino Hills Development Code. Please complete a Variance Application for any Variance requested.