



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

RESIDENTIAL TRACT DEVELOPMENT APPLICATION & CHECKLIST

This application is required to verify compliance of design standards and conditions of approval.

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

Application Date: _____ Name of Development: _____
 Address: _____
 A.P.N. _____ Tract: _____ Lot: _____
 Plan Types: _____

Property Owner: _____ Phone Number: _____
 E-mail Address: _____
 Owner's Address: _____
 Applicant's Name: _____ Phone Number: _____
 E-mail Address: _____
 Applicant's Address: _____

I hereby certify that I have provided the required submittal documents and understand the following the requirements:

Print Name: _____ Signature: _____

SUBMITTAL REQUIREMENTS

- Application Fee
- Three (3) complete sets of plans wet stamped and signed. Residential and accessory structures over two stories in height, of unusual construction, or creating over four dwelling units on any lot require a licensed professional to prepare the plans.
- Two (2) wet stamped and signed **Structural** calculations.
- Two (2) wet signed **Title-24** calculations.
- Two (2) wet stamped and signed **Truss** calculations. Truss calculations must be stamped and signed by truss engineer and structural engineer of record.
- Plans *must be* clear, legible and sufficient size (18" x 24" suggested minimum).
- Plans *must be* prepared to a standard scale.
- Plans shall clearly indicate the scope of work.
- Complete sets of plans consist of the following:
 - Foundation plan. The foundation plan must adhere to the City's requirements or soils report must be provided to approve alternate design recommendations.
 - Complete floor plan; provide details for options.
 - Elevations. Indicate the height of structures.
 - Framing plans/sections

- Plumbing plans.
- Mechanical plans
- Electrical plans
- Site plan. A complete site plan must show the following:
 - Name of Property owner
 - Assessor parcel number
 - Lot numbers
 - Tract number
 - All property lines with dimensions
 - Drawn to scale
 - North arrow
 - Identify and show easements, *if any*
 - All impervious surfaces, for example walkways, driveways, pools and decking
 - All structures, provide setback dimensions to all property lines (front, sides and rear)
 - All lots with plan types plotted
 - Covered parking
 - Lot square footage
 - Proposed floor area square footage to be broken down by habitable, garage, patio covers, balconies, decks etc.
 - Total square footage of proposed floor area
 - Provide lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)
 - Provide lot coverage tabulation by structures and impervious surfaces (lot coverage by structures and impervious surfaces shall not exceed 60%)

Items required prior to plan submittal:

- Design review approval
- Soils and geology approval, (909) 364-2780.
- Submittal of the precise grading plan, (909) 364-2780.

Clearances are required from the following agencies prior to permit issuance:

- Approval of the precise grading plan, (909) 364-2780
- Chino Valley Independent Fire District, (909) 902-5280, conditions of approval. The results of a fire flow test must be provided at time of submittal.
- Payment of Chino Valley Unified School District fees, (909) 628-1201 ex. 1200. If additional habitable square footage is 500 square feet.
- Payment of Development Impact Fees, (909) 364-2740.

Additional Fees Required:

- Sewer impact fees, contact the Building and Safety Department for information at (909) 364-2780 if additional plumbing fixtures are added.
- Road trust fee, contact the Engineering Department for information at (909) 364-2770 if the project is located in the small Lot Overlay District and the additional square footage is over 500 square feet.