



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

RESIDENTIAL CUSTOM HOME 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: _____

PROJECT INFORMATION

Address: _____

APN: _____ Tract: _____ Lot: _____ Block: _____

Property Owner: _____ Phone Number: _____

Property Owner's Address: _____

Scope of Work: _____

PLEASE FILL IN

AREA	PROPOSED – SQ FT
Livable (1 st floor)	
Livable (2 nd floor)	
Garage	
Porch	
Other Structure (Please Specify):	
Total floor area/footprint	
Total roof area (including eaves)	
Remodel area – First Floor (if applicable) Second Floor	
Flatwork Inside Front Yard Setback	
Lot Square Footage	

APPLICANT INFORMATION

Name: _____ Phone Number: _____ Email: _____

Address: _____

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

Signature

Print Name

Date

SUBMITTAL REQUIREMENTS

- 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.

SEE REVERSE FOR ADDITIONAL REQUIREMENTS

- Plan Check Submittal Fee
- Two (2) wet stamped and signed **Structural** calculations, *if* required.
- Two (2) wet signed **Title-24** calculations, *if* required.
- 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 existing, new and remodel.
 - Elevations. Indicate the height of structures.
 - Framing plans/sections
 - Plumbing plans.
 - Mechanical plans
 - Electrical plans
 - Site plan, *if* work is interior a site plan is not needed. A complete site plan must show the following:
 - Name of Property owner
 - Assessor parcel number, tract number, lot 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)
 - Provide distance to property lines of structures on adjacent lots
 - Covered parking
 - Lot square footage
 - Proposed floor area square footage broken down by habitable, garage, balcony, deck, patio etc.
 - Provide lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)
 - Provide lot coverage tabulation by impervious surfaces (impervious surfaces shall not exceed 50% within the required front yard)

Items required prior to plan submittal:

- Design review approval. If in Tract #13627-1 and Tract #15164 written approval from the homeowner's association is required in lieu of the City's design review approval.
- Soils and geology approval, (909) 364-2780.
- Submittal of the precise grading plan, (909) 364-2780.
- Environmental Health, (909) 884-4056. If the project is going to have a private sewage disposal system, for example septic systems.

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

- 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 sewer connection fees to West Hills Golf Course. If project is located in Tract #13627-1.
- 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) 364-2754.

Applications and fees are subject to change. Please visit our website for the most current version of this application.