



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

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## SITE DEVELOPMENT PERMIT INFORMATION & APPLICATION

A Site Development Permit provides an administrative review and approval of detailed plans for proposed uses which have a relatively low potential for adverse impact on the subject site or the surrounding community due to the nature or magnitude of the use. This is an Actual Cost application. The actual cost for a project is determined by the time spent by staff on that project and the associated personnel benefits, department overhead, and other costs incurred for that project.

**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. Refer to the Community Development Fee/Deposit Schedule for application fee amounts. This deposit must be submitted to the building and safety public service counter by a separate check.

### **SITE DEVELOPMENT PERMIT INFORMATION & PROCEDURES:**

1. We encourage you or a representative to discuss the site proposal with the Planning Department staff at the public information counter to obtain general information regarding applicable regulations and necessary procedures. If further information is required, a pre-application conference or consultation may be appropriate.
2. Once a formal application is submitted, the application will be scheduled for the Project Review Committee (PRC) meeting where staff from the different City 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). If the application is complete and there is no correction that must be made on the plan(s), the PRC will discuss conditions of approval, and make a recommendation to the Director of Community Development.
3. Any decision by the Director of Community Development or designee may be appealed to the Chino Hills Planning Commission.

## **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 application.
- 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.
- Three (3) copies** of photo simulations, if required.
- One (1) Copy** of a Preliminary Title Report, if required.
- Three (3) copies** of technical studies (RF emission analysis, coverage area, and site locations throughout the City, etc.).
- 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.

## **SPECIFIC PLOT PLAN REQUIREMENTS:**

SITE PLAN TO BE DRAWN TO SCALE ON ONE SHEET (MINIMUM 18" X 24") SHOWING THE FOLLOWING ITEMS:

- Names, addresses and telephone numbers of the record owner, applicant and the person preparing the map.
- Legal description and Assessor's Parcel Number of the property involved.
- North point, date of drawing and **ENGINEER'S** scale (suggest 1:20 or 1:30).
- Location, width and names of streets and recorded easements on property. Locate all existing road improvements and driveway locations.
- Dimensions of property lines or boundary lines of project and parcels within project.
- Location, size and use of all existing and proposed buildings and structures, including dimensions, square footage, distance from property lines, and building separation.
- Locate all signs, including a side elevation for all proposed signs showing the face dimensions, overall height, and height above grade from bottom of sign.
- Submit a letter of intent clearly indicating all intended uses associated with the proposal, which clearly identifies the specific areas in which uses will be conducted.
- Indicate the present land use of all surrounding property.
- Show parking spaces in detail. Refer to the City's Development Code for detailed information regarding parking requirements for your use and for handicapped parking requirements.
- Show loading zone space(s) (10'x20'), if required.
- Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flow line arrows and contour lines.
- Vicinity Map.

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



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## SITE DEVELOPMENT PERMIT APPLICATION QUESTIONNAIRE

Owner's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Individual to be notified other than owner:

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Address or general location of property: (**Important:** Indicate which side of the street, property's location from nearest street or intersection)

\_\_\_\_\_  
 \_\_\_\_\_

Project Description: (Please provide as much detail as possible.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify under penalty of perjury that I am the (check one):

- Legal Owner (all individuals must sign their names, names appear on the deed to the land, or)
- Owner's Legal Agent, and that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_