



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2780 Fax (909) 364-2795
www.chinohills.org

SPR No.: _____
TDA No.: _____
Submittal Date: _____
Accepted By: _____

SITE PLAN REVIEW

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.

APPLICANT INFORMATION

Applicant (Main Contact Person): _____

Address: _____

Phone No.: _____ Email: _____

Property Owner: _____

City, State, Zip: _____

Phone No.: _____ Email: _____

Project Name: _____

Project Address: _____

Assessor Parcel Number: _____ Tract: _____ Lot: _____ Block: _____

Zoning District: _____ General Plan Land Use: _____

DETAILED PROJECT DESCRIPTION:

I certify under penalty of perjury that I am the (check one) and that the foregoing information is true and accurate to the best of my knowledge:

- Legal Owner (all individuals must sign their names, names appear on the deed to the land, or)
- Owner's Legal Agent

Print Name: _____ Signature: _____

SEE FOLLOWING PAGES FOR ADDITIONAL INFORMATION & SUBMITTAL REQUIREMENTS

APPLICATION 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 Community Development 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.
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). If 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 re-submitted, the PRC will review the plans, determine the completeness of the application, 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 a 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 Section 16.58 of the Municipal Code.
4. For development projects that are required to provide parks and trails 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 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) signed and dated** copy of the completed Site Plan Review Application.
- Initial Deposit** for the Site Plan Review Application. Refer to the Community Development Fee/Deposit Schedule. This is an Actual Cost application. The actual cost for a project is determined according to the time spent by personnel on that project and the associated personnel benefits, department overhead, and other costs incurred for that project.
- One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.
- One (1) Copy** of completed Land Use Questionnaire. All Owners must sign the Property Owner's Authorization Application Certificate. The notarized power of attorney must contain the names of all owners. (Page 7 – 11 of this packet)
- 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) digital copy** of plans in PDF format on a flash/thumb drive.
- 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) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) 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) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) 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) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) of a Slope Analysis for any project in a Fire Hazard Overlay District.

- Three (3) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) 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) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) of Water Quality Management Plan.
- Three (3) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) of the South Coast Air Quality Management District Urban Emissions URBEMIS 2007 Model printout.
- Three (3) hard copies** and **One (1) digital PDF copy** (on a flash/thumb drive) of a Preliminary Habitat Assessment.
- One (1) copy** of Cultural Records Search. Contact the San Bernardino County Museum at (909) 307-2669.
- 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.
- 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 Municipal 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 most current adopted California Building Code; Municipal 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 Municipal 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.

Parking:

Refer to Section 16.34 of the Chino Hills Municipal Code 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 Section 16.34 of the City of Chino Hills Municipal Code, 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	≈ <u>2</u> minimum	<u>2</u>
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 <u>sq.ft.</u> (calculated by seating)	≈ 10	10
Office Space	700 sq. ft. ÷ 200 sq. ft. = 3.5	≈ <u>4</u> 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 Municipal Code. Please complete a Variance Application for any Variance requested.

CITY OF CHINO HILLS

PLANNING COMMISSION POLICIES AND PROCEDURES

EX PARTE COMMUNICATIONS

Date Accepted: 11/05/2019

1. PURPOSE

The Planning Commission intends to make transparent its communications with project applicants and residents by establishing a policy for Planning Commission *ex parte* communications regarding adjudicatory and quasi-judicial proceedings.

2. BACKGROUND

An *ex parte* communication is any oral or written communication with a Planning Commissioner that is relevant to the merits of a proceeding, and which takes place outside of a noticed public hearing or similar proceeding open to all parties to the matter. These communications include oral and written information, but can also include any other communication, such as visual or auditory information obtained during a site visit. Casual communications that are non-substantive in manner are not *ex parte* communications.

Adjudicatory or quasi-judicial proceedings are proceedings in which “due process guarantees” apply because there is a property interest (ownership rights) at stake. Typical examples of these types of proceedings include property development applications (Tentative Tract Maps, Site Plan Applications, Specific Plans, Conditional Use Permits, Variances, etc.) or permit revocations.

For the purposes of this policy, *ex parte* communications are a concern only in adjudicatory or quasi-judicial decision-making matters. Planning Commissioners will follow the policy provided below for all such matters that have a proposed or active entitlement application with the City of Chino Hills or for permit revocations or modifications.

3. POLICY FOR ADJUDICATORY AND QUASI-JUDICIAL PROCEEDINGS

3.1 If anyone requests contact with a Planning Commissioner, the Planning Commissioner will endeavor to direct that person to use a City “Planning Commission” email address and phone line that staff will monitor and then forward applicable emails and messages to the Planning Commission.

3.2 Each Planning Commissioner will be provided business cards with the City “Planning Commission” email and phone contact information.

- 3.3 Any information intended for Planning Commission review on an adjudicatory or quasi-judicial proceeding will be submitted to staff who will distribute it. Should a Planning Commissioner receive information directly, the Commissioner will provide that information to staff as soon as feasible.
- 3.4 To the greatest extent possible, all communications with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, that occurs outside agendized meetings, will be directed through City staff. When such communication does occur without staff involvement, the Commissioner will notify staff as soon as feasible to ensure the communication is included in the public record for the proceeding.
- 3.5 To the greatest extent possible, all meetings with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, will be arranged and attended by staff. When a meeting does occur without staff involvement, the Commissioner will notify staff of the meeting and the content of the meeting as soon as feasible to ensure the information is included in the public record for the proceeding.
- 3.6 A Planning Commissioner will announce the details of evidence received in any communication or meeting outside of a Commission meeting, or outside of a staff attended meeting, at the beginning of the Planning Commission meeting at which the item will be considered.
- 3.7 There shall be no communications with a Planning Commissioner during the period between the closing of a public hearing and the final decision on an adjudicatory or quasi-judicial proceeding.
- 3.8 The Planning Commission will review this policy annually at its first regularly agendized meeting of the calendar year and have the opportunity to modify the policy at that meeting.

For the purposes of this policy, City staff shall mean the Planning Commission Secretary and the Community Development Department Director.