



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

GGN No.: \_\_\_\_\_  
 TDA No.: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

## GATE GUARDED NEIGHBORHOOD PLAN

### APPLICANT INFORMATION

Applicant (Main Contact Person): \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Assessor Parcel Number: \_\_\_\_\_ Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ General Plan Land Use: \_\_\_\_\_

Property Owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### 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 SUBMITTAL REQUIREMENTS



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## GATE GUARDED NEIGHBORHOOD PLAN

This application is required to establish a Gate Guarded Neighborhood. This application is intended to provide the City the opportunity to review the location and design of gated entrances, the area to be gated, the potential impact on established circulation patterns, and access to public facilities. This is an Actual Cost application. The actual cost for a project is determined by the time spent by personnel on the project, associated personnel benefits, department overhead, and other costs incurred for the project.

### **GATE GUARDED NEIGHBORHOOD PLAN INFORMATION AND PROCEDURES:**

1. Before submitting your application, we encourage you or a representative to discuss the site proposal with the Community Development 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. When the application has been deemed complete, the Gate Guarded Neighborhood Plan will be scheduled for a meeting of the Project Review Committee. Subsequently, there will be a public hearing before the City Council, which is the approving body as stated in chapter 16.88 of the City of Chino Hills Development Code.
3. Any land use decision to approve, deny, or impose specific conditions on the approval of any land use application may be appealed by any interested party including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
4. The applicant shall contact all applicable utility companies and contract services to provide access to the gated community to allow for continued service. Any modification, new construction, or features required to maintain service shall be completed at the applicant's own and sole cost and expense.
5. The City Council may make exceptions to one or more of the applicable design standards if it finds that:
  - a. The proposal shall not cause a health or safety hazard created by the waiver of the design standard;
  - or
  - b. Unique topographical features, including size of the neighborhood, justify waiver of one or more the design standards.
6. The Vehicle Code shall not be enforced on any private streets, unless specifically requested by a sixty-six and two-thirds percent (66  $\frac{2}{3}$  %) majority of the property owners in accordance with State law and approved by the City Council.

### **SUBMITTAL CHECKLIST:** (All items must be included at the time of filing)

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 (pages 4-9 of this packet). All property owners must sign the Application Certificate if the site is not yet developed. If the site is developed, the President of the Homeowners' Association or other representative authorized by the homeowners must sign the Application Certificate. The notarized power of attorney must contain the names of all owners. Items which are not pertinent to the Gate Guarded Neighborhood Plan may be marked "Not Applicable".
- One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.

- Fifteen (15) copies** of the Gate Guarded Neighborhood Plot Plan drawn to scale and providing all information required by the enclosed Plot Plan Checklist and including elevations of the proposed gate(s) and any proposed signage. The plans must be folded accordion style – 8” x 10 ½” size. One copy of an 8 ½” x 11” reduction of the plans and elevations must also be provided.
- One (1) digital copy** of plans in PDF format on a thumb/flash drive.
- A **radius map** showing all Assessor Parcel Parcels within the appropriate radius from the proposed Gate Guarded Neighborhood. See the enclosed surrounding Property Owner Certification in the Land Use Application Questionnaire for the appropriate radius.
- A signed copy of the Property Owner Certification.
- Three sets of gummed mailing labels addressed to the owners of all parcels within the notification radius and one copy of the mailing labels.
- An Assessors Parcel Map of the proposed Gate Guarded Neighborhood.
- A Petition signed by at least 66 ⅔% of the residents of the proposed Gate Guarded Neighborhood, if the designated neighborhood is developed and occupied. The petition should provide an Assessor’s Parcel Number, a printed name, a signature, and an address of each residence and should also include a statement authorizing an individual or individuals to represent those signing the petition.
- A letter from the applicable refuse disposal service indicating that adequate accessibility had been provided for refuse collection trucks.
- Three copies of a geologic feasibility study if provision of the required 40-foot radius turn-around or any other part of the plan design would require cuts into existing slopes. A geologic feasibility study submitted in conjunction with approval of the Tract Map may satisfy this requirement.
- Financial Plan – Submit a financial plan establishing the gate guarded community and providing for private street maintenance on a permanent basis.

**PLOT PLAN CHECKLIST FOR GATE GUARDED NEIGHBORHOOD:**

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 out. ATTACHMENTS ARE NOT ACCEPTABLE. PLEASE RETURN THIS CHECKLIST WITH THE APPLICATION PACKET UPON SUBMITTAL.

- Identification – Indicate names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.
- 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 RIGHT HAND SIDE of the plot plan.
- Dimensions – Indicate property lines and show dimensions. Indicate boundary lines of the 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.
- Topographic information – Topographic information should be adequate to justify any exceptions from applicable design and access standards requested on the basis of terrain and to enable the City Engineer to ensure that the design of the gate system does not create public health or safety hazards. Show existing contours and finish grades for all areas and structures under review.

- 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 across any streets. These designations should be depicted at the appropriate site in relation to the project.
- Structures (Project Area) – Show all existing and proposed structures, including but not limited to curbs, driveways and sidewalks.
- Vicinity Map - Vicinity Map showing location of project so field team can locate and inspect the site.
- Elevations – Provide dimensioned elevations of the proposed gates and any proposed signage.
- Location of Gated Entrances – Plans shall show the location of all gated entrances and shall include:
  - a. Location of electrical motor, equipment, etc.
  - b. Master key switch over-ride system as prescribed by Chino Valley Independent Fire District and Chino Hills Police Department.
  - c. Setback of gate from adjacent public street. Standard setback of 100-feet may be decreased or increased based upon site and safety considerations at the discretion of the City.
  - d. Turn-around radius of 40-feet to ensure unrestricted access to and from the gate area and the public street (may be increased or decreased based upon site and safety considerations at the discretion of the City).
  - e. Show the lay-out of adjacent utilities including any utilities which will need to be relocated (which shall be at the applicant's expense). Indicate that all utilities are provided access to perform their functions.
- Access to Public Facilities – If applicable, show how access will be provided to public or quasi-public facilities such as parks, schools, and trails.