



DESIGN REVIEW: CUSTOM HOME APPLICATION & PROCEDURES

This application is required for any residential construction on vacant property, any structural additions which are equal to fifty percent (50%) or more of the floor area of the existing on-site buildings, and any reconstruction projects which are equal to fifty percent (50%) or more of the floor area of the existing on-site buildings. All design review applications require approval by the Planning Commission.

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

ADDITIONAL FEES:

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.

APPLICATION PROCESSING:

Within 30 days after the submittal date, a letter will be sent to you to notify whether your application is deemed complete. Your application will be scheduled for review by the Planning Commission within 60 days of being deemed complete.

TREE PRESERVATION ORDINANCE:

For projects containing protected trees pursuant to Chapter 16.90 of the City of Chino Hills Municipal Code, a Tree Permit application will be required to remove or relocate protected trees. The tree permit application will be submitted concurrent with the Design Review application. Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS

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



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

DESIGN REVIEW: CUSTOM HOME APPLICATION

For Staff Use Only

DESIGN REVIEW NO.: _____ Date: _____ Fee: _____ Staff: _____

Project Address/Location: _____

Owner: _____ Phone: _____ Email: _____

Owner Mailing Address: _____

Applicant: _____ Phone: _____ Email: _____

Applicant Mailing Address: _____

Zoning: _____ Planned Development: _____

A.P.N.: _____ Tract & Lot No.: _____

Home Owner Association: Approval Or Not Necessary

 (Applicant Signature)

SITE INFORMATION

LOT AREA (SQ.FT.): _____

BUILDING AREA (SQ.FT.)

AREA	EXISTING	PROPOSED
Livable (1 st floor)		
Livable (2 nd floor)		
Livable (3 rd floor)		
Garage		
Total floor area/footprint		
Total roof area (including eaves)		
Veranda		
Patio, Open: Yes/ No		
Other Structure (Please Specify): _____		
Flatwork Inside Front Yard Setback		

PROVIDE THE FOLLOWING INFORMATION:

HEIGHT OF STRUCTURES: _____

BUILDING MATERIALS

Exterior Wall Finish Material: _____

Color (List, Mfg., # etc.): _____

Eave Color (List, Mfg., # etc.): _____

Window Trim (List, Mfg., # etc.): _____

Roof Type/Color (List, Mfg., # etc.): _____

Window Treatment (example: square or mulled arch): _____

SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS:

— **INITIAL APPLICATION DEPOSIT FEE:** Submittal date is determined as the day when the fee is paid.

— If applicable, written documentation or stamped project plans showing Home Owner Association approval.

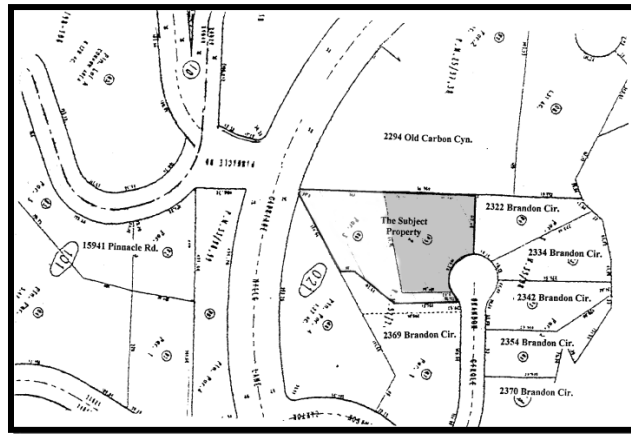
— Five (5) sets of 24"x 36" size plans (including scale used, setbacks, existing trees/natural elements, and property lines). Plan sets should include:

- Site Plan (including all eaves).
- Colored Elevation Plan (including all elevations) – Provide materials samples; manufacturer's name, numbers and names of colors.
- Floor Plan (including all floor area).
- Conceptual Grading Plan (including all retaining and freestanding walls).

— One (1) set of plans reduced to 11" x 17" (for copying purpose).

- Site Plan (including all eaves).
- Colored Three Dimensional Rendering (including all elevations visible from the public right-of-way) – provide manufacturer's name, numbers and names of colors.
- Floor Plan (including all floor area).
- Conceptual Grading Plan (including all retaining and freestanding walls).
- Colored Elevation Plan (including all elevations)) – Provide materials samples; manufacturer's name, numbers and names of colors.

— One (1) Copy of a Vicinity Map reduced to 8 ½ x 11. Please label each property surrounding the project site with its address. Below is an example of a vicinity map labeled with neighboring property addresses.



— Proof of property ownership (i.e. copy of Grant Deed).

— One (1) Color and Material Samples Exhibit (8 ½ x 11 or 11 x 17) for proposed project. Please provide materials samples; manufacturer's name, numbers and names of colors.

— One set of contiguous property owner mailing labels.

— Provide a Building Envelope Study for all lands within six hundred (600) feet of the centerline of Carbon Canyon Road, which includes (Reference Building Envelope Standards):

- The Canon Lane area, including: Tract 1913 and Tract 1945
- The Sleepy hollow area, including: Tract 1868, Tract 2037, Tract 2211, Tract 2325, The "Carbon Canyon Tract," and The "Sleepy Hollow Tract."

— Identify all trees on the site plan, showing existing trees and trees to be removed. Refer to Chapter 16.90 of the Municipal Code for tree removal or relocation permit requirements.

— One (1) CD digital copy of the project plans in PDF format.