



Community Development Department  
 14000 City Center Dr., Chino Hills, CA 91709  
 P: (909) 364-2740  
[communitydevelopment@chinohills.org](mailto:communitydevelopment@chinohills.org)

DR No.: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

## DESIGN REVIEW CUSTOM HOME APPLICATION

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 building footprint of all existing on-site buildings, and any reconstruction projects which are equal to fifty percent (50%) or more of the building footprint of all existing on-site buildings. All design review applications require approval by the Planning Commission.

### PROJECT INFORMATION

Location: \_\_\_\_\_  
 Zoning / Planned Development (PD) No.: \_\_\_\_\_  
 Tract No. \_\_\_\_\_ Lot No.(s) \_\_\_\_\_ APN No(s): \_\_\_\_\_  
 Is there a Homeowners' Association?  Yes\*  No \* If yes, include approval letter from HOA Board

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### SITE INFORMATION

**LOT AREA (SQ.FT.):**  
**BUILDING AREA (SQ.FT.):**  
**HEIGHT OF STRUCTURES:**

AREA	EXISTING	PROPOSED
Livable (1 <sup>st</sup> floor)		
Livable (2 <sup>nd</sup> floor)		
Livable (3 <sup>rd</sup> floor)		
Garage		
Total floor area/footprint		
Total roof area (including eaves)		
Porch		
Patio, Open: Yes/ No		
Other Structure (Please Specify):		
Flatwork Inside Front Yard Setback (Max. 50% impervious surface)		

#### PROPOSED BUILDING MATERIALS

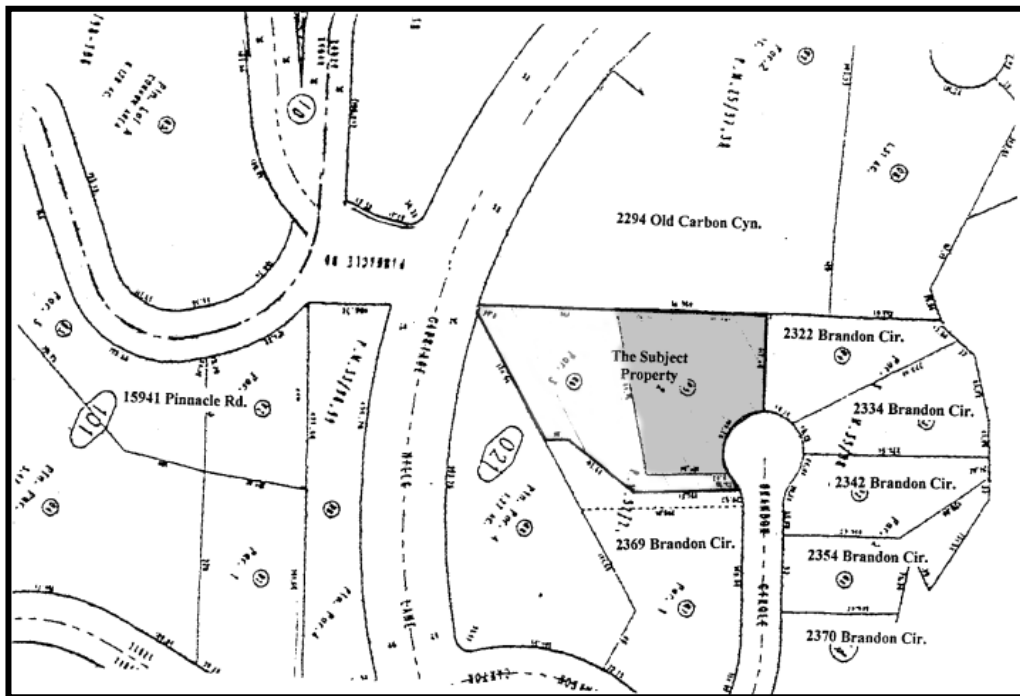
Exterior Wall Finish Material:  
 Color (List, Mfg., # etc.):  
 Eave Color (List, Mfg., # etc.):  
 Window Trim (List, Mfg., # etc.):  
 Roof Type/Color (List, Mfg., # etc.):  
 Window Treatment (example: square or mulled arch):



## DESIGN REVIEW CUSTOM HOME SUBMITTAL REQUIREMENTS

### SUBMITTAL REQUIREMENTS:

- Initial application deposit fee:** Submittal date is determined as the day when the fee is paid.
- One (1) copy** written approval or stamped project plans showing Home Owner Association approval (if applicable) (Tract 13627-1 (Vellano) & 15164 (Western Hills) are exempt from the Design Review process).
- Five (5) sets** of 24"x 36" size plans. Plans must include:
  - Site Plan showing:
    - Scale Used (must be to a standard Architect or Engineer scale)
    - Property Lines with dimensions
    - Property Setbacks
    - Easements
    - All Existing trees and natural elements
      - Indicate species of tree(s)
      - Note which tree(s) are to remain, and, if applicable, tree(s) to be removed/relocated. Refer to Chapter 16.90 for requirements.
    - All Eaves (show overhang distance)
  - Colored Elevation for all sides of the proposed structure(s)
  - Floor Plan (including all floor area).
  - Conceptual Grading Plan showing:
    - Existing & proposed retaining walls
    - Existing and proposed freestanding walls
- One (1) set** of plans reduced to 11" x 17" (for copying purpose).
- One (1) copy** 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.



- One (1) copy** Proof of property ownership (i.e. copy of Grant Deed).
- One (1)** Color and Material Sample Board. Must include materials samples, manufacturer's name, numbers and names of colors.
- One (1) set** of contiguous property owner mailing labels (include properties across the street which would "touch" the subject property if the street was removed).
- One (1) copy** Building Envelope Study if subject property is 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."
- One (1) digital copy** of the project plans in PDF format.

**DESIGN REVIEW APPLICATION FEE:** Refer to the Community Development Master Schedule of Fees for application fee amounts.

**ADDITIONAL FEES:**

**BUILDING AND SAFETY REVIEW:** For projects requiring a Geology/Soils Report, or a Geologic Feasibility Analysis, refer to the Building & Safety Master Schedule of Fees for application fee amounts. This deposit must be submitted to the Building and Safety division by a separate check.

**APPLICATION PROCESSING:** Within 30 days of the submittal date, a letter will be sent notifying the applicant whether the application is deemed complete. The application will be scheduled for a public hearing 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 may be required to remove or relocate protected trees. The tree permit application should be submitted concurrently with the Design Review application. Refer to the Community Development Master Schedule of Fees for application fee amounts.



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## PERMIT PROCESS FOR A CUSTOM HOME

The first step in the permitting process for a custom home is to submit a Design Review application. Design Review is the process in which the Planning Division reviews the proposed project for zoning and architectural standards. The City's Planning Commission must approve Design Review before continuing the plan review process. There are only two areas within the City that are exempt from Design Review. Those areas are Tracts 13627-1 and 15164; however, written approval by the homeowner's association must be provided.

We recommend that during the Design Review process the applicant should submit three (3) wet signed copies of the geotechnical report for review as well as an application for a Fire Flow test. The geotechnical report must be approved prior to the submittal of grading and building plans to the Building and Safety Division. The Chino Valley Independent Fire District requires the results of a Fire Flow test for their plan reviews.

Once Design Review and the geotechnical report have been approved the precise grading and building plans can be submitted to the Building and Safety Division simultaneously. Two (2) complete wet-signed copies of the soils report that include all corrections, responses and approval letter must be submitted with the building and grading plans. Submittal checklists for the precise grading and building plans are available at the Community Development Department counter and by following the links on the second page.

A precise grading permit shall be issued and a compaction report on file with Community Development Department prior to issuance of building permits. Two (2) copies of the approved percolation test by the County of San Bernardino Environmental Health Department shall be provided to the Building and Safety Division prior to the issuance of grading and building permits if a septic system is required. A copy of the Conditions of Approval by the Chino Valley Independent Fire District shall be provided to the Community Development Department prior to the issuance of building permits.

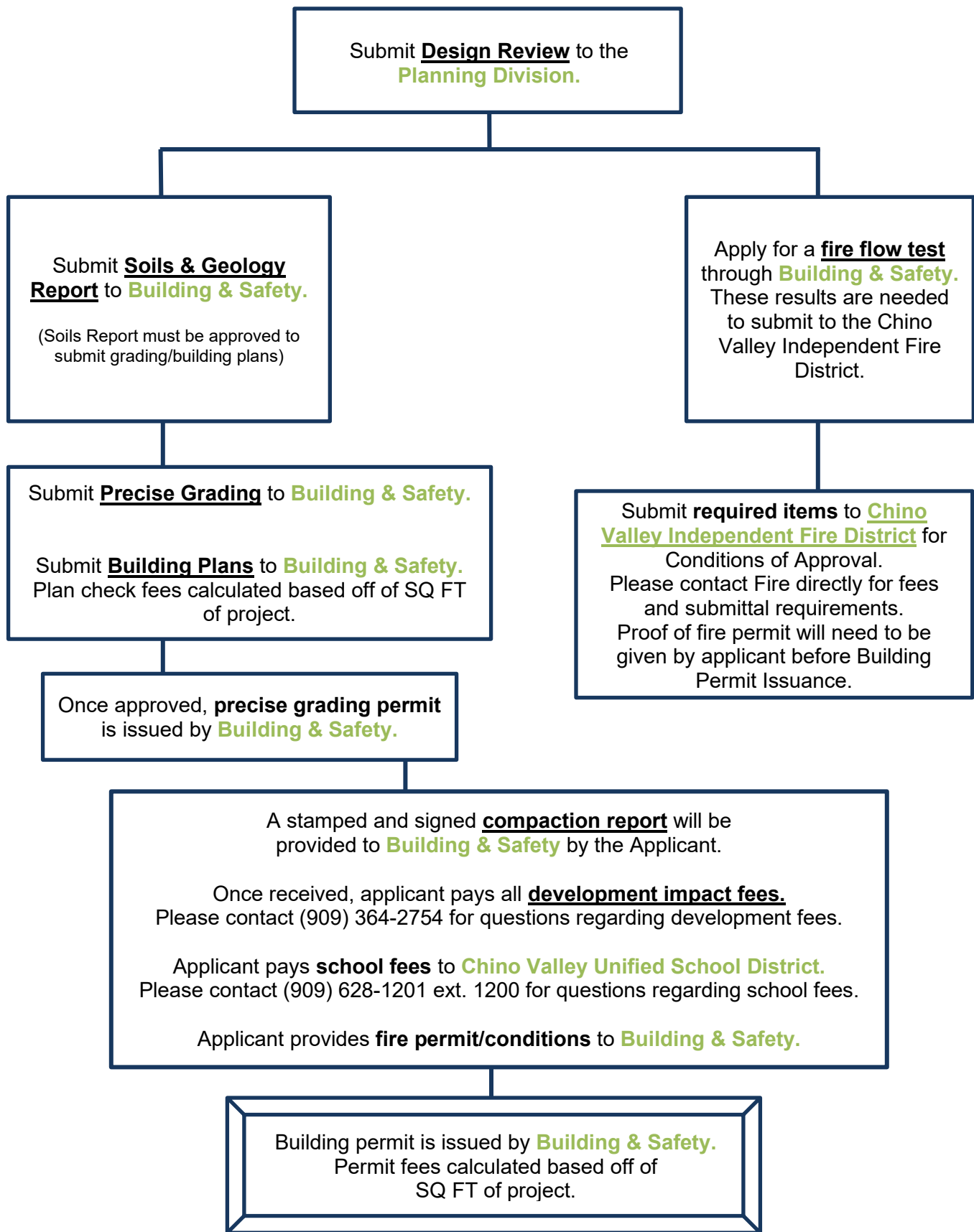
When the building plans have been approved and all required documents have been received Development fees and School fees can be paid. Those two (2) items must be paid prior to the issuance of building permits. Usually applicants pay all fees the same day in the following order: first, the Development fees are paid at the Community Development Department; and second, School fees are paid to Chino Unified School District, finally Building permits fees can be paid to the Community Development Department.

### The following are telephone numbers for information regarding:

- Building & Safety – (909) 364-2780
- Planning Division – (909) 364-2740
- Development Fees – (909) 364-2754
- Fire District Review – (909) 902-5280
- School Fees – (909) 628-1201 ex. 1200
- Percolation Tests – (909) 884-4056

### Please reference the following municipal code section links for more information on specific areas:

- [Section 16.06 – General Development Standards](#)
- [Section 16.08 – General Design Regulations](#)
- [Section 16.10 – Residential Districts](#)
- [Section 16.10.040 - Minimum Residential Design Guidelines](#)
- [Section 16.22 – Fire Hazard Overlay District](#)
- [Section 16.32 – Small Lot Overlay District](#)
- [Section 16.34 – Parking and Loading](#)
- [Section 16.90 – Tree Preservation](#)



For Fee Amounts, Refer To The Current “Master Schedule Of Fees, Fines & Penalties”  
On The City’s Website