



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

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

ZONING CLEARANCE REVIEW

This application is required for review of a proposed change to an approved use or development, and as defined in Chapter 16.79 of the Chino Hills Municipal Code.

APPLICANT INFORMATION

Name: _____ Phone No.: _____
 Company/Business Name (if applicable): _____
 Address: _____
 E-mail: _____

PROPERTY OWNER/MANAGEMENT INFORMATION

Property Owner/Management: _____
 Address: _____
 Phone No.: _____ Email: _____

PROPERTY LOCATION

Business Name: _____
 Address: _____
 Assessor Parcel No.: _____
 Tract: _____ Lot: _____

DETAILED PROJECT DESCRIPTION:

I certify that 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:

- Property Owner/Management
- Owner's Legal/Authorized Agent (*Provide letter of authorization from property owner/management*)

Print Name: _____ Signature: _____

ADDITIONAL INFORMATION AND SUBMITTAL REQUIREMENTS ON NEXT PAGE

APPLICABILITY:

A Zoning Clearance is required under the following circumstances:

1. Change of business ownership for a property which has an existing Minor Use Permit or Conditional Use Permit (applicant must also apply for a new Certificate of Occupancy);
2. A modification to a City approved Site Plan or Design Review that is consistent with applicable development standards of the Development Code and (a) does not increase the size of the structure by more than five (5) percent or 250 square feet (whichever is less) over the original approved plan, or (b) is a modification to the external appearance that substantially complies with the approved plan;
3. A change of business use within a commercial center approved with reduced parking through a shared parking study or other mechanism;
4. Minor modifications to existing wireless facilities pursuant to Section 16.44.060 (Separate Application); and
5. New or modified outdoor commercial dining patio area.

APPLICATION FEE: Zoning Clearance Review. Refer to the Community Development Fee/Deposit Schedule for current amount.

SUBMITTAL CHECKLIST: *(All Items must be included at the time of submittal)*

- One (1) original and one (1) digital copy** of the completed application.
- One (1) set and one (1) digital copy** of site plan and elevations drawn to scale. (See below for specific plot plan requirements.)
- One (1) set and one (1) digital copy** of photo simulations.
- One (1) original and one (1) digital copy** property owner/management approval.
- One (1) Copy** of completed Land Use Application Questionnaire (attached). All Owners must sign the "Property Owner's Authorization Application Certificate". The notarized power of attorney must contain the names of all owners.

SPECIFIC SITE PLAN REQUIREMENTS:

SITE PLAN TO BE DRAWN TO SCALE ON ONE SHEET (MINIMUM 8.5" X 14") 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.
- 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.