



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

DR No.: _____
 Submittal Date: _____
 Accepted By: _____

DESIGN REVIEW: TRACT APPLICATION

Application Date: _____

PROJECT INFORMATION

Location: _____
 Zoning: _____ Planned Development: _____
 Tract & Lot No.(s): _____

APPLICANT INFORMATION

Name: _____
 Address _____
 Phone: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____
 Address _____
 Phone: _____ Email: _____

SUBMITTAL CHECKLIST

- Application fee. Please refer to the Community Development Fee/Deposit Schedule for amount. This is an Actual Cost application. The actual cost for a project is determined according to the time spent by personnel on the project and the associated personnel benefits, department overheard, and other costs incurred for the project.
- One (1)** signed and dated copy of the "Trust Deposit Account Procedures/Agreement" Form.
- Five (5)** black line prints of the site plan. Show the proposed quantity and location of single story homes, if any (including front and side setbacks), and the plotting for the mix of floor plans within the project.*
- Five (5)** black line prints of each elevation model. The elevations should be scaled and dimensioned and show all four sides of the building.*
- Five (5)** black line prints of each floor plan for each model, scaled and dimensioned. Include the size of the house in square feet.*
- Five (5)** black line prints of the phasing plan(s) for development.
- Five (5)** colored rendering prints of a typical streetscape of not less than three (3) elevations.
- One (1)** color and material exhibit for the tract.
- One (1)** digital copy of the project plans in PDF format a flash/thumb drive.
- Additional fees may be required by Building & Safety for projects requiring a Geology Report or a Geologic Feasibility Analysis. Refer to the Community Development/Fee Deposit Schedule for amounts. This deposit must be submitted to Building & Safety by a separate check.

For Tracts within a Planned Development (PD) zoning district, the additional applies:

- One (1) copy** of the overall planned development area with the specific development area highlighted.
 - Show the surrounding adjacent tracts within the PD, including lot size and house size.
 - Show a tabulation for the largest and smallest project models and the average size of the model.
 - Show the square footage for 20% above and below the average.
 - Show the square footage for 10% above the largest model and below the smallest model.
 - For existing, adjacent tracts within the PD, submit a tabulation showing the largest and smallest models and the average size of the models. Show the square footage for 20% above and below the minimum lot size. Show 10% above the largest model and below the smallest model.
- One (1) set** of site plans, floor plans, elevations, concept grading plans, concept landscape plans and phasing plan reduced to 11" x 17".
- One (1) set** and one **(1) copy** of mailing labels listing APN's, names and addresses of surrounding property owners within a 300' radius.
- One (1) copy** of Assessors parcel Maps with the 300' radius line indicated on the map.
- One (1) copy** of a vicinity map.

***All full sized plans must be folded to approximately 8 ½ x 11 prior to submittal.**