



City of Fontana
Planning Department
8353 Sierra Avenue, Fontana, CA 92335 ~ (909) 350-6718
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Time Extension checklist

SECTION 1: Application Procedure and Filing Requirements

A. **Submittal (at Filing Deadline):** This first submittal will be reviewed internally by City staff and responsible agencies only. The First Submittal is intended determine if it is complete or incomplete and to provide initial comments and conditions. Submittal of the application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after you have created the MCN. If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Notarized Property Owner Affidavit.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application.
- 3. **Plans:** Submit a completed set of the stamped approved plans.
- 4. **Environmental:** A new environmental information form should be submitted.