



City of Fontana
Planning Department
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Pre-Application Meeting (PAM) Checklist

SECTION 1: Application Procedure and Filing Requirements

- A. **Pre-Application Meeting**: Required by the City of Fontana's Zoning and Development Code Section No. 30-117, for the review of procedures and criteria for entitlement applications. The PAM will be routed to city staff in various departments to provide preliminary information and guidance prior to formally submitting an entitlement application.

B. **Submittal Requirements**

The following items are required for a PAM submittal and can be submitted through a Build Fontana Account. 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. Description**: A detailed description of the proposed project
- ☐ **2. Fully dimensional plans**: Scaled site plan with all property boundaries accurately shown and labeled, elevations (optional), and floor plans (optional)
- ☐ **3. Filing Fee**: A \$3,816 fee will need to be submitted at time of application.