



Conditional Use Permit & Minor Use Permit (Amendment) Checklist

SECTION 1: Application Procedure and Filing Requirements

- A. Pre-Application Meeting:** Fontana City Code (FCC) Section No. 30-157 and 30-186 requires that the applicant submit a Pre-Application Meeting (PAM) request to the Planning Department. This early review process is intended to provide the applicant with the necessary information to make an informed decision prior to submitting a formal entitlement application.
- B. First Submittal (at Filing Deadline):** This first submittal will be reviewed internally by city staff and responsible agencies only. The first Submittal is intended to 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.

NOTE:

If the conditional use permit or minor use permit application is submitted in conjunction with a design review or administrative site plan application, the following submittal requirements are satisfied by using the design review or administrative site plan checklist.

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after creating an MCN (Master Case Number). 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. Fee schedule attached.
- 3. **Development Package:** See Section 2 for plan preparation guidelines and Section 3 for contents of Development Package
- 4. **Notification Sign:** Installation of one 4' x 8' notification sign on each street frontage. (See information sheet for required sign information, sign height, letter height, etc.)
- 5. **Environmental Form:** A completed Environmental Information Form.

After the first submittal review you will be informed if your application is deemed complete or incomplete pursuant to the Permit Streamlining Act. If your application is deemed incomplete see "C" below. You will also be provided with preliminary conditions of approval and corrections required to make your application complete. If your application is deemed complete see "D" below

A. Second Submittal: If the application is determined to be incomplete, staff will notify the project applicant to submit the following required items. The applicant will have the option to make an appointment to meet with city staff when the project is resubmitted. These required items shall incorporate all the comments that were provided from various departments.

- 1. **For Resubmittals:** digital documents can be uploaded to the MCN in your Build Fontana account.
- 2. **Fees:** The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board and submitted to the Planning Department.
- 3. **Mailing List:** The mailing list will include all property owners within the project area and surrounding area within 660 ft. for Conditional Use Permit and for Minor Use Permit. The mailing list shall contain the following:
 - 1" x 2 3/4" Self-adhesive address labels (Two sets) with the following information:
 - Names, Addresses and assessor's parcel numbers (Note: the mailing list information shall be obtained from the latest San Bernardino County Equalized Assessment Rolls. Planning Department shall not accept an ownership list which bears a date MORE THAN 90 DAYS PRIOR to the date of the FIRST PUBLIC HEARING OR ADMINISTRATIVE APPROVAL).
 - Assessor's maps showing the subject site and all properties within 660 ft. of the exterior boundaries of the project site. The Assessor's pages shall be (11" x 17") with the appropriate radius clearly drawn in red ink or pencil. (660 ft. for CUP and for MUP)
 - One pre-stamped business size envelope prepared for mailing for each name on the mailing list with the City's return address as shown below.

City of Fontana Planning Department 8353 Sierra Avenue Fontana, CA 92335	Forever Stamp
000-000-00 (Assessor's Parcel No.) Property Owners name Address Fontana, CA 92335/6	

- The mailing address on the envelope shall contain the assessor's parcel number and the property owner's name and address as shown above.
- 4. **Notification Sign:** Submit a colored photograph of the 4' x 8' notification sign posted on the site.

B. Submittal for Final Action: After the reviews by city staff are complete and prior to scheduling for Planning Commission review or Director’s Action, the following required items must be submitted:

I. Items listed under “C” Second Submittal (2) and (3) if not already submitted; and,

II. Conditional Use Permit (CUP)

- 1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.
- 2. A revised set of colored plans.
- 3. A digital colored photograph of the existing building.

III. Minor Use Permit (MUP)

- 1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.
- 2. A revised set of colored plans.
- 3. A digital colored photograph of the existing building.

SECTION 2: Plan Preparation Guidelines – Plans not conforming to these guidelines will not be accepted for processing

- 1. All submitted plans can be uploaded to directly to the MCN in your Build Fontana account and shall be collated as a complete set and uploaded as a PDF.
- 2. All plans shall be clear, legible, and accurately dimensioned.
- 3. All plans shall be clearly labeled with the title of each sheet and the type of application and case number (i.e. MCN23-012345, CUP23-012345, MUP23-012345).
- 4. All site plans shall contain a north arrow, vicinity map and a legend identifying any symbols.
- 5. Existing versus proposed improvements shall be clearly identified. Existing features/improvements shall be shown by solid lines. Future improvements should be shown by long dashes.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

A. Detailed Site Plan: (show all of the following)

- Name, address of the property owner, phone number of the applicant.
- Address/location of the property
- Adjacent streets and alleys by name
- The location and dimension of all existing and proposed parking areas
- Property lines and dimensions
- Location, size, and shape of any structures existing on the site
- Location, size, and shape of any paved areas
- Location of doors and entrances
- Parking summary with number of required spaces, existing spaces, and proposed spaces, if any.
- Location of trash area(s) and exterior lighting.
- Identify locations of any outdoor use areas.

B. Elevations: (show all of the following)

- A digital photograph of the exterior existing building

C. Floor Plans: (show all of the following on one page)

- Label use of each room (office area, restrooms, storage areas, etc.)
- All doors and windows
- Location of cash register, if applicable.
- Dimensions of all exterior walls, doors, windows and room sizes.