



Design Review and Administrative Site Plan Checklist

SECTION 1: APPLICATION PROCEDURES AND FILING REQUIREMENTS

- A. Pre-Application Meeting:** Fontana Municipal Code Section No. 30-78 and 30-117 require 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 on their proposed project to make an informed decision prior to submitting a formal entitlement application.
- B. First Submittal:** 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.

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. Additional fees may be required at Second Submittal. Fee schedule attached.
3. **Preliminary Title Report:** A Title Report within the last three (3) months.
4. **Development Package:** See Section 2 for plan preparation guidelines and Section 3 for contents of Development Package
5. **Environmental Form:** A completed Environmental Information Form.
6. **Notification Sign:** Required to be installed within two (2) weeks after formal submittal. See attached sheet for required sign information, sign height, letter height, etc.

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

- c. **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. **Colored plan sets:** Set to include a detailed site plan, conceptual landscape plan, illustrative building elevations that show relation to landscaping and berming and what the building will look like once it is constructed on site and any necessary cross-sections. The set of colored plans should be rolled and not mounted on boards.
3. **Fees:** The applicant shall be required to pay any applicable Fish and Game (environmental filing) fees. The Project Planner will confirm which additional fees apply to this project.
4. **Submittal of new addresses for residential projects of five (5) or more units:**
Submit the items listed below:
 - List of Street names (indicate a theme)
 - Site Plan/Exhibit showing the addresses plotted on each lot or building, including the street names. For an example on how to address new developments please go to <https://www.fontanaca.gov/1130/Document-Library>.
 - Table showing the proposed address for each lot.
 - Picture of street signs (private communities only).
5. **Public Hearing Information:** Submit the items listed below.
 - A list of all property owners within the project's required mailing radius of 660 ft. 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.
 - 1" x 2 ¾" Self-adhesive, typed address labels (two sets) listing the name, address and assessor's parcel number of all property owners within the project's mailing radius
 - A radius map clearly drawn in red ink on the Assessor's Parcel 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 merged together on an 8 ½" x 11" format.
 - One labeled business size envelope (Size 10; 4 ⅛" x 9 ½") prepared for mailing for each name on the mailing list with the City's return address as shown below. (Must be First Class® postage **Forever Stamps**, they are non-denominational, which means that they can be used to mail First Class letters no matter what the postal rate).

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	

6. **Notification Sign:** Submit a colored photograph of the 4' x 8' notification sign posted on the site.

D. 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. Submittal for Planning Commission (Design Review):

1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.
2. Full sets of plans including Site Plan, Floor Plan, Elevations, and Conceptual Grading and Landscape incorporating all necessary revisions, changes, etc.
3. A revised full size set of colored plans.
4. Provide a 3D-colored rendering of the completed building in relation to berming, landscape, parking lot, etc. The main image should be looking at the building from the public right-of-way.
5. A revised digital colored photograph of the colors and materials board.
6. colored plan sets of the complete development package as mentioned in Section 1 above; or,

II. Submittal for Planner Director (Administrative Site Plan):

7. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.
1. Full sets of plans and colored plans including Site Plan, Floor Plan, Elevations, and Conceptual Grading and Landscape incorporating all necessary revisions, changes, etc.
2. A revised digital colored photograph of the colors and materials board.

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 the MCN in your Build Fontana account and shall be collated as a complete set and uploaded as a PDF.
2. All site and landscaped plans shall be drawn to an engineering scale of 1"=20', 1"=30', 1"=40', or 1"=50', with the scale clearly labeled (Grading plan scale shall not exceed 1"=40').

3. All elevations shall be drawn to an architectural scale no smaller than 1/4"=1' (a scale of 1/8" =1' may be used for larger commercial or industrial buildings as determined by the Planning Department).
4. All submitted plans shall be collated as a complete set.
5. All plans shall be clear, legible and accurately scaled.
6. All plans shall be clearly labeled with the title of each sheet, type of application and case number(s) (i.e. MCN23-012345, DRP23-012345, TTM23-012345).
7. All site plans shall contain a north arrow, vicinity map and a legend identifying any symbols.
8. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
9. 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. Subdivision Map:

If previously approved, a copy of the approved, stamped, and signed Tentative Tract Map or Tentative Parcel Map shall be submitted.

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

1. Name, address of the property owner, phone number of the applicant and the author of the plan
2. Address/location of the property
3. Legal description of the property
4. Assessor Parcel Number(s)
5. Adjacent streets and alleys by name
6. The location and dimension of all existing and proposed parking areas
7. Any legal easements that cross the property or other pertinent legal features
8. Property lines and dimensions
9. Location, size, and shape of any structures existing on the site
10. Location, size, and shape of any proposed structures on the site (include all porches, chimneys, bay windows, roof overhangs, decks, etc.)
11. Location, size, and shape of any paved areas
12. Location of doors and entrances
13. Location of improvements within 100 feet of the site boundaries
14. A statistical inventory of the project
15. Commercial or industrial projects square footages and percentages of the project area for landscaping, paved areas, coverage by the building(s), floor area ratio, etc.

16. Parking summary for commercial or industrial projects with number of required spaces, existing spaces, and proposed spaces
17. Location of trash enclosure area(s) and exterior lighting
18. All building setbacks from all property lines
19. Street dedications and improvements
20. Vehicular and pedestrian access routes and all points of ingress and egress
21. Existing or proposed medians within 100 ft. of site
22. All existing and proposed street striping
23. All existing driveways on the opposite side of any street abutting the proposed project
24. Truck turning templates at driveways on site and the tracking of front and rear tires for the appropriate size truck for use or standard fire truck, (whichever is larger). Indicate design vehicle used for template
25. All existing and proposed utilities (i.e. boxes, backflow preventer, etc.) and fire hydrants
26. Line-of-sight at all driveways and/or intersections
27. Street light locations per City Standard
28. Onsite ingress stacking distance for appropriate proposed use
29. All proposed gate locations onsite
30. Separate employee and customer parking from all loading areas when appropriate

C. Conceptual Grading Plan: (show all of the following)

1. Proposed grading – structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
2. Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information
3. Structures – footprints, pad and floor elevations, retaining walls, etc.
4. Cross-sections at all site boundaries. These shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent
5. Easements, property lines, right-of-way
6. Natural areas to be preserved (undisturbed – no grading)
7. Parkway culverts where drainage is directed to streets, except for single-family residences
8. Retaining walls – top and footing elevations
9. Streets – existing and proposed cross-sections, improvements, right-of-way, etc.
Show centerline radii and gradient
10. Existing and proposed sewer lines or septic system
11. Line of sight (see separate handout available from the Engineering Department).

12. The Civil Engineer's California registration seal with original signature

D. Conceptual Landscape Plan: (show all of the following)

1. All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded
2. Conceptual location of plants and a planting legend which identifies trees, shrubs, and ground cover areas or other softscape elements.
3. A statistical inventory of the plant size, species, and quantity
4. Provide total landscape percentage for entire site and parking area
5. Plazas, sidewalks, or other hardscape elements
6. Walls or fences and materials used
7. Location and design of community amenities, if applicable
8. Primary and secondary project entry points and their treatment, if applicable
9. Private/public sidewalks and greenbelts
10. Infiltration/detention basins shall not be located in the required front yard landscape setback

E. Elevations: (show all of the following)

1. Illustrative elevations of all sides of all buildings and structures (including trash enclosures, patios, etc.)
2. Illustrative cross-sections and enlargements or architectural elements or details as needed
3. All exterior building materials and architectural style(s) clearly labeled on each sheet of elevations
4. The height of walls, roof element, and the height of any architectural features such as towers or rotunda
5. Provide a 3D rendered image of the completed building in relation to berming, landscape, parking lot, etc. The main image should be looking at the building from the public right-of-way

F. Floor Plans: (show all of the following)

1. Label use of each room (bedroom, kitchen, game room, etc.)
2. Dimensions of all walls, and include room sizes, garages, and any open areas

G. Phasing Plan:

If phasing is to occur, a plan should indicate the limits of each phase.

H. Conceptual Maintenance Community Facility District (CFD) Plan:

If the tentative map does not have an established CFD, a CFD plan is required with the following information.

1. CFD Boundary shall be drawn in bold and to centerline of adjacent streets
2. Legal description shall be shown on the map in metes and bounds and an additional stamped copy by a registered engineer
 - If applicable provide the following information:
 - Total area of landscape, hardscape, sidewalk, and detention/retention basins (sq. ft.)
 - Total length of perimeter wall and tubular steel fence (linear ft.)
 - Total number of street lights (by lumens)
 - If irrigated landscaping is located within the basin, identify that area in sq. ft. and add as part of the total landscaped area
 - If Storm Water treatment equipment is provided, show the locations on the map and provide the following information as a separate document
 - Manufactures details and specifications
 - Maintenance and replacement costs
 - If parks are provided, show the locations on the map and provide the following information
 - If irrigated landscaping is located within the park, identify that area in sq. ft. and add as part of the total landscaped area

- Provide in a separate document a list of all above ground park amenities including but not limited to, BBQs, benches, tables, tot-lots, shade structures, restrooms, etc. Include replacement costs for each.