



Tentative Tract Map & Tentative Parcel Map Checklist

SECTION 1: Application Procedure and Filing Requirements

- A. **Pre-Application Meeting**: Fontana City Code (FCC) Section No. 30-281 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 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. Fee schedule attached.
- ☐ 3. **Preliminary Title Report:** A current Title Report within the last three (3) months.
- ☐ 6. **Development Package:** See Section 2 for plan preparation guidelines and Section 3 for contents of Development Package
- ☐ 7. **Environmental Form:** A completed Environmental Information Form.
- ☐ 8. **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.)

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. **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. The mailing list shall contain the following:
 - ☐ 1" x 2 ¾" 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).
 - ☐ 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.
 - ☐ 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.

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

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

II. Planning Commission

- ☐ 1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.

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 and the type of application and case number (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. Detailed Site Plan: (show all of the following)

- ☐ Name, address of the property owner, phone number of the applicant and the author of the plan
- ☐ Address/location of the property
- ☐ Legal description of the property
- ☐ Assessor Parcel Number(s)

- ☐ Adjacent streets and alleys by name
- ☐ The location and dimension of all existing and proposed parking areas
- ☐ Any legal easements that cross the property or other pertinent legal features
- ☐ Property lines and dimensions
- ☐ Location, size, and shape of any structures existing on the site
- ☐ Location, size, and shape of any proposed structures on the site (include all porches, chimneys, bay windows, roof overhangs, decks, etc.)
- ☐ Location, size, and shape of any paved areas
- ☐ Location of doors and entrances
- ☐ Location of improvements within 100 feet of the site boundaries
- ☐ A statistical Inventory of the project
- ☐ 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.
- ☐ Parking summary for commercial or industrial projects with number of required spaces, existing spaces, and proposed spaces
- ☐ Location of trash area(s) and exterior lighting
- ☐ All building setbacks from all property lines
- ☐ Street dedications and improvements
- ☐ Vehicular and pedestrian access routes and all points of ingress and egress
- ☐ Existing or proposed medians within 100 ft. of site
- ☐ All existing and proposed street striping
- ☐ All existing driveways on the opposite side of any street abutting the proposed project
- ☐ 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
- ☐ All existing utilities and fire hydrants
- ☐ Line-of-sight at all driveways and/or intersections
- ☐ Street light locations per City Standard
- ☐ Onsite ingress stacking distance for appropriate proposed use
- ☐ All proposed gate locations onsite
- ☐ Separate employee and customer parking from all loading areas when appropriate

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

- ☐ 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.
- ☐ Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information
- ☐ Structures – footprints, pad and floor elevations, retaining walls, etc.

- ☐ 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
- ☐ Easements, property lines, right-of-way
- ☐ Natural areas to be preserved (undisturbed –no grading)
- ☐ Parkway culverts where drainage is directed to streets, except for single-family residences
- ☐ Retaining walls – top and footing elevations
- ☐ Streets – existing and proposed cross-sections, improvements, right-of-way, etc. Show centerline radii and gradient
- ☐ Existing and proposed sewers or other methods of sewerage
- ☐ Line of sight (see separate handout available from the Engineering Department).
- ☐ The Civil Engineer's California registration seal with original signature

C. Phasing Plan:

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

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

- ☐ CFD Boundary shall be drawn in bold and to centerline of adjacent streets
- ☐ 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 (sq. ft.)
 - Total area of hardscape (sq. ft.)
 - Total area of sidewalk (sq. ft.)
 - Total length of perimeter wall (linear ft.)
 - Total length of perimeter tubular steel fence (linear ft.)
 - Total number of street lights (by lumens)
 - Total area of detention/retention basins
 - 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 specs
 - 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.