



City of Fontana
Planning Department
8353 Sierra Avenue, Fontana, CA 92335 ~ (909) 350-6718
www.fontanaca.gov ~ Email: planning@fontanaca.gov

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:** Site plan, elevations (optional), and floor plans (optional)
- ☐ **3. Filing Fee:** A \$1,246 fee will need to be submitted at time of application.



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BEFORE YOU START...

Before you submit your application, use this checklist showing common issues that may affect project timelines and approvals. This will help avoid unnecessary delays and is especially important for minor projects completed without the help of a design professional.

- ☐ I obtain the necessary skills and experience to complete this project, or I have obtained the necessary assistance to complete this project.
- ☐ I checked if the zoning for the property allows for the proposed use and the requirements for the area. Contact Planning at (909) 350-6718.
- ☐ I reviewed the fees associated with this project and have the necessary funds or financing available.
- ☐ I checked the parking requirements, and the property has the available space to meet these requirements. Contact Planning at (909) 350-6718.
- ☐ I checked if the property is located in an environmentally sensitive habitat area or is home to an endangered species. Contact Planning at (909) 350-6718.
- ☐ I reviewed the property documents to ensure there are no easements located on the property or within the vicinity that may affect the project.
- ☐ I checked the availability, location, and size of the sewer lines and they will be sufficient for this project. Contact Engineering at (909) 350-7610.
- ☐ I checked if the project would require undergrounding of electrical utility poles. Contact Engineering at (909) 350-7610.
- ☐ I checked the requirements for off-site improvements such as sidewalks, street improvements, trenching, etc. Contact Engineering at (909) 350-7610.
- ☐ I checked the soil for contamination.
- ☐ I checked if there are any code compliance cases on the property.
- ☐ I checked the location and size of the water lines, and they will be sufficient for this project. Contact the Fontana Water Company at (909) 822-2201, the Cucamonga Valley Water District at (909) 827-2591, the West Valley Water District at (909) 875-1804, the Marygold Mutual Water Company at (909) 877-0516.
- ☐ I submitted plans to the County of San Bernardino's Environmental Health Services Division