



SITE DEVELOPMENT REVIEW CHECKLIST

Per RCMC 17.16.100, a Site Development Review is provided for all commercial, industrial, and residential projects which meet any of the following criteria:

- ✓ **Residential Projects. The following residential projects require Site Development Review:**
 - Modification to approved architectural designs and building configurations for multifamily development, which do not create greater bulk, scale, or change in the line of sight.
 - Residential additions equal to or greater than fifty percent (50%) of the existing square footage.
 - Architectural changes which change the basic form and theme.
 - Exterior material or color changes which conflict with the original form and theme and which are not consistent and compatible with the original materials and colors.
 - New construction, expansion, reconfiguration or significant reconstruction of driveways.
 - Installation of a satellite dish or antenna greater than twenty (20) square feet in surface area.

- ✓ **Commercial, Industrial, and Institutional Projects. The following commercial, industrial, and institutional projects require Site Development Review:**
 - Changes to gross floor area of existing buildings or approved design plans which do not result in more than a 10 percent change.
 - New construction, expansion, reconfiguration or significant reconstruction of parking lots or driveways.
 - Modification to approved architectural designs and building configurations, which do not create greater bulk, scale, or change in the line of sight.
 - Modifications to approved plans, which do not change the general location and layout of the site.
 - The establishment and/or construction of an outdoor storage area on the same site as, and in conjunction with, an existing business that is less than ten percent (10%) the gross floor area of the primary use.
 - The construction and/or placement of silos, antennas not regulated by Chapter 17.16.100, water tanks, roof- or ground-mounted equipment visible from public view, or similar structures and equipment.
 - Grading alterations to approved plans that do not change the basic concept, increase slopes or building elevations or change the course of drainage.
 - Modification to existing landscaping or landscape plans in excess of five thousand (5,000) square feet.
 - Architectural changes which do not change the basic form and theme.
 - Exterior material or color changes which do not conflict with the original form and theme and which are consistent and compatible with the original materials and colors.
 - Modifications to existing site features (e.g., trellis, pergola, water features).
 - Minor modifications to exterior elevations (e.g., awnings, new/relocating doors and windows).



SECTION 1: Filing Requirements

- 1. A Site Development Review Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 3. Signed Hazardous Waste Site Statement (attached). Please upload the signed Hazardous Waste Site Statement to our Online Permit Center.
- 4. Development package submitted electronically (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 5. Water Quality Management Plan. Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site at <http://permitrack.sbcounty.gov/wap/>.

SECTION 2: Filing Fees

Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

- Site Development Review.....See current fee list

SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing.

- 1. All plans shall be drawn on uniform size sheets no greater than 30" x 42".
- 2. All plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50' with the scale clearly labeled and with the north arrow oriented towards the top of the sheet.
- 3. All plans shall be clear, legible, and accurately scaled.

SECTION 4: 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 shall include the following:**
 - Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.).
 - Property lines with lot dimensions.
 - Dimensioned locations of:
 - Setbacks (actual) from all buildings to street curb face and the side and rear property lines.
 - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths.
 - Access, both vehicular and pedestrian, showing the service areas and points of ingress and egress.
 - Off-street parking and loading or outdoor storage area. Show location, number, and typical dimension of spaces and wheel stop placements (where used).



- All street improvements and driveways, including adjacent and across-the-street properties.
- Distances between the buildings and/or structures.
- Location, height, and materials of the walls and fences (Sections if required).
- Nearest cross streets in both directions with plus or minus distances from the subject property.
- A vicinity map showing the closest major cross streets, zoning, and existing land uses (Does not need to be to scale).
- Total existing impervious area (square feet).
- Total new impervious area (square feet).
- Total removal and replacement of impervious area (square feet).
- B. Elevations:**
 - Dimensions for building elevations of all sides of all proposed buildings and structures.
 - Dimensions for building elevations should include typical materials used, trees, and landscaping.
- C. Floor Plan:**
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
 - Dimensions for all exterior walls, doors, windows, and room sizes.
- D. Roof Plans**
- E. Fire Department Access:** When applicable, illustrate existing and/or proposed fire access roadways. Reference RCFPD Standard 5-1

SECTION 5: Additional Submittal Requirements

Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:

<input type="checkbox"/> Air Quality/Greenhouse Gases	<input type="checkbox"/> Phase 1 Environmental	<input type="checkbox"/> Photometric/Lighting
<input type="checkbox"/> Alquist-Priolo/Fault Hazard	<input type="checkbox"/> Health Risk (Air Emissions)	<input type="checkbox"/> Soils
<input type="checkbox"/> Arborist/Tree	<input type="checkbox"/> Line of Sight	<input type="checkbox"/> Slope (Hillside Development)
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Local Significance Thresholds	<input type="checkbox"/> Traffic
<input type="checkbox"/> Cultural/Historic Resources	<input type="checkbox"/> Noise/Acoustic	<input type="checkbox"/> Final Project-Specific WQMP
<input type="checkbox"/> Drainage	<input type="checkbox"/> Parking	<input type="checkbox"/> Other

The contents of these documents are described in other handouts, the City’s Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
RELATED FILES:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (attached) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as the date of executing this statement, OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Date: _____



CITY OF RANCHO CUCAMONGA

There are facilities in the City and its SOI that handle hazardous materials and are listed on various databases for hazardous materials. These facilities are listed below by location and/or ownership.

- 6th Street/Hellman Avenue
- 9805 6th Street, Suite 104, Brownwood Furniture Incorporated
- 9810 6th Street, Hartwell Corporation
- 12150 6th Street, Mobil Oil Corporation
- 8477 Archibald Avenue
- 9393 Arrow Highway, Intermetro Industries Corporation
- 11200 Arrow Highway, Steelscape Incorporated
- 11711 Arrow Highway, Schlosser Forge Company
- 12167 Arrow Highway, Soil Treatment, Rancho Cucamonga
- 12281 Arrow Highway, Parallel Products of California
- 12281 Arrow Highway
- 12451 Arrow Highway, CMC Fontana Steel
- 12455 Arrow Highway, Ameron International
- 12455 Arrow Highway, Ameron International Concrete and Steel Pipe GRP
- 12459 Arrow Highway, Tamco
- 12459 Arrow Highway A, TI Wire
- 9133 Center Avenue, Metal Coaters of California, Incorporated
- 8939 Etiwanda Avenue, Sterling Can Corporation
- 8996 Etiwanda Avenue, Generating Station, Etiwanda
- 9082 Foothill Boulevard, Unocal #6972
- 12549 Foothill Boulevard
- 5885 Haven Avenue
- 7211 Haven Avenue, Terra Vista Cleaners
- 9060 Haven Avenue, Degussa Construction Chemicals Operations, Inc.
- 8613 Helms Avenue
- 8740 Hellman Avenue, Vacuum Metalizing Company, Inc.
- Arlon Materials for Electronics Division
- 9433 Hyssop Drive
- 8786 Industrial Lane
- 8875 Industrial Lane, Western Metal Decorating Company
- 10667 Jersey Boulevard, Robert Manufacturing Company
- 11000 Jersey Boulevard, PAC Rancho, Incorporated
- 11155 Jersey Blvd, Suite K, Precision Aerospace Corporation
- 11239 Jersey Boulevard, Rancho Cucamonga Fire Station #174
- 11266 Jersey Boulevard, General Latex and Chemical Corporation
- 11559 Jersey Boulevard, Mission Foods Rancho Cucamonga
- 10477 Lemon Avenue
- 6539 Milliken Avenue
- 8530 Milliken Avenue, Innovative Polymer Systems Incorporated
- 8075 Monet Avenue, Chevron 301784
- 9121 Pittsburg Avenue
- 9060 Rancho Park Court, Studio 1
- 9420 Santa Anita Avenue, Pacer Technology
- 11060 Tacoma Drive, Alshin Tire Corp
- Victoria Avenue/East Avenue, Etiwanda High School Expansion



ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> for permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at Planning@cityofrc.us

ELECTRONIC SUBMISSION PROCESS

1. Initiate an Application

To get started, go to the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> and follow the links to create an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account. Once you have created an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account you will then apply for the appropriate application that matches the permit you are applying for by logging into your [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account and selecting "Create an Application" (a list of record types will appear for you to select from). For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the fields on [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single black and white pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate multiple pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) under the "record info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings are ready with corrections or have been approved. You will need to log on to [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) to download the plans / drawings with all comments.

Checking your application online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) will provide you with the latest status of your project review. You can check the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter). **A complete set of any plans/ drawings that were revised must**



be uploaded, with all revisions clearly marked. Scanned plans will **NOT** be accepted. Do **NOT** submit individual plan sheets as separate PDF documents. If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the [Online Permit Center](#).

4. Approval

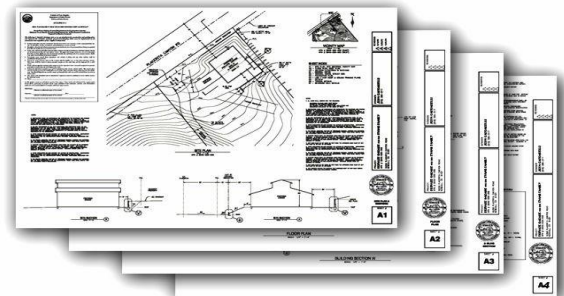
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on [Online Permit Center](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

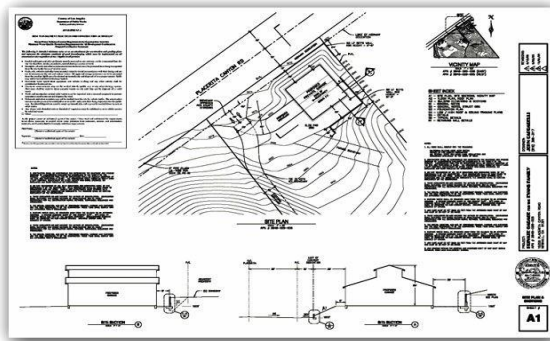
- | | |
|---------------------|--|
| Layers: | No multiple layers. Layers must be merged or flattened. |
| Format: | Vector preferred |
| Resolution: | 300 pixels per inch (PPI) |
| Color Depth: | Monochrome (1-bit) |
| File Size: | 1 megabyte (MB) avg. per sheet.
100 MB total |
| Grouping: | Multiple-sheet PDF (single file with
multiple sheets) |



plans.pdf (multiple sheets)

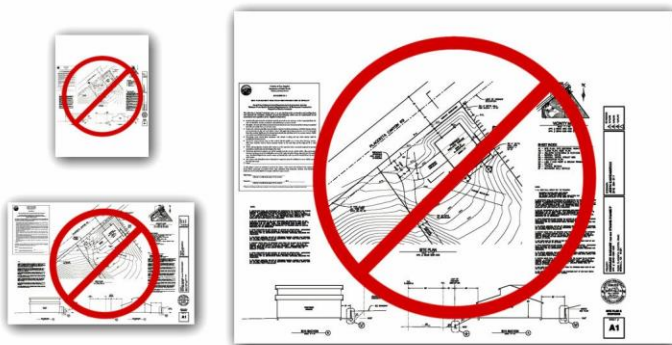
✓Correct

See "Formatting Q&A" on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

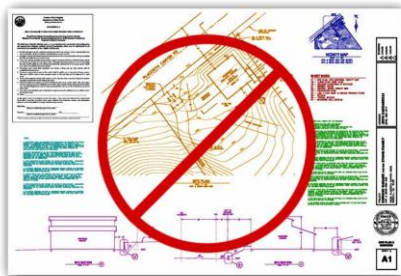


✓Correct

All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted

FORMATTING Q&A:

Question: Why does Rancho Cucamonga only accept PDF plans?



Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*

Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Question: *My PDF files are too big. What am I doing wrong?*

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.