SITE DEVELOPMENT REVIEW CHECKLIST

Per Development Code Section 17.16.100, a Site Development Review is provided for all residential and commercial, mixed-use, industrial, and institutional 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 gross floor area (this gross area calculation includes all structures that require a building permit).
- Modifications to the building design which change the architectural style and form of the building.
- Exterior material or color changes for multi-family projects.
- New construction, expansion, or reconfiguration of driveways for multi-family projects.

✓ **Commercial, Mixed-Use, Industrial, and Institutional Projects. The following commercial, mixed-use, industrial, and institutional projects require Site Development Review:**

- An increase/decrease of up to ten percent (10%) or and increase/decrease of up to 1,000 square feet, whichever is less, in the gross floor area of the existing building or approved building/design plans.
- New construction, expansion, reconfiguration or reconstruction of parking lots or driveways.
- Modification to approved architectural designs and building configurations which do not result in an increase in the bulk, height, or scale of the building.
- Modifications to approved plans which do not change the general location of buildings or layout of parking areas, open space areas, etc. on 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 or up to 1,000 square feet in area, whichever is less.
- The construction and/or placement of silos, antennas not regulated by Chapter 17.106, water tanks, roof- or ground-mounted equipment visible from public view, or similar structures and equipment.
- An alteration to approved grading 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 2,500 square feet.
- Modifications to the building design which change the architectural style, form, and theme of the building.
- Exterior material or color changes.

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 Engineering Services Department for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Engineering Services Department. 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

All plans shall be clear, legible, and accurately scaled. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines). Plans not conforming to these guidelines will not be accepted for processing.

- ☐   1.   All uploaded plan documents shall be provided in PDF format. In addition, the applicant is encouraged to submit CAD/3D CAD and Building Information Model (BIM) files) following the approval of a project.

- ☐   2.   All plans shall be drawn to an appropriate engineering and/or architectural scale, with the scale clearly labeled (Grading Plan scale should not typically exceed 1" = 40'). All elevations should, where feasible, be drawn to an architectural scale no smaller than 1/4" = 1'. All plans should be clear, legible, and accurately scaled.

- ☐   3.   All plans shall be clearly labeled with the title of each sheet and have a unique sheet number.

- ☐   4.   All site plans need to contain a north arrow and a legend identifying any symbols.

- ☐   5.   A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.

- ☐   6.   Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

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.**   <u>**Detailed Site Plan shall include the following:**</u>
    - ☐   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.

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:

Location of Project:

Assessor's Parcel Number:

Applicant Name:

Phone Number:
Email:

Address:

Type of Review Requested

- ☐ Certificate of Appropriateness
- ☐ Certificate of Economic Hardship
- ☐ Community Plan Amendment
- ☐ Minor/Conditional Use Permit
- ☐ Major Design Review
- ☐ Development Agreement
- ☐ Development Code Amendment
- ☐ Entertainment Permit
- ☐ General Plan Amendment
- ☐ Hillside Design Review
- ☐ Home Occupation Permit

- ☐ Landmark Alteration Permit
- ☐ Large Family Daycare Permit
- ☐ Mills Act
- ☐ Minor Design Review
- ☐ Minor Exception
- ☐ Plan Check/Zoning Clearance
- ☐ Planned Community
- ☐ Pre-Zoning
- ☐ Public Convenience or Necessity
- ☐ Reasonable Accommodation
- ☐ Sign Permit

- ☐ Similar Use Determination
- ☐ Site Development Review
- ☐ Specific Plan Amendment
- ☐ Temporary Use Permit
- ☐ Tentative Subdivision Map
- ☐ Tree Removal Permit
- ☐ Uniform Sign Program
- ☐ Vacation of Easement
- ☐ Variance
- ☐ Zoning Map Amendment
- ☐ 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. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

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: _____

Updated 03/2024

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* at https://www.cityofrc.us/onlinepermitcenter for most 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* at https://www.cityofrc.us/onlinepermitcenter and select "Create an Account" to create a user account. 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 required fields and follow the instructions to upload plans under "Attachments." The plans should be submitted in a **single 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 record number. Staff will then be notified that an application has been submitted and will follow their internal workflow to review the application and invoice the applicable fees. 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* 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 have corrections required or have been approved.

Checking your application online through the *Online Permit Center* will provide you with the latest status of your project review. You can check the *Online Permit Center* 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*. 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 in the **_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)**
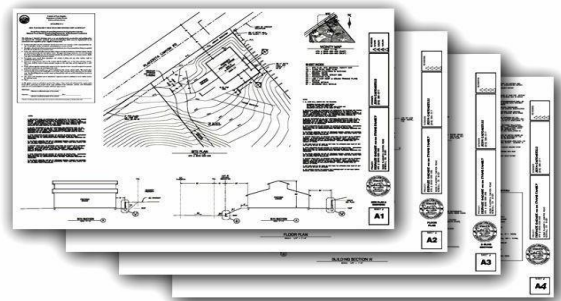
plans.pdf (multiple sheets)

✓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).
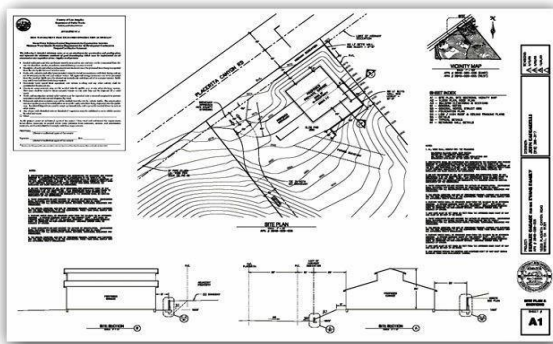
✓ Correct

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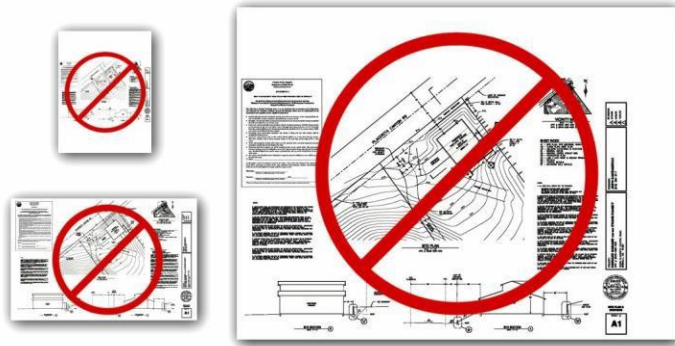
Incorrect sheet size, scale, or margins will not be accepted.

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.

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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.