



Community Development Department
Planning Division
13220 Central Avenue
P.O. Box 667
Chino, Ca 91708-0667
(909)591-9812
www.cityofchino.org

SPECIAL CONDITIONAL USE PERMIT CHECKLIST

CITY of CHINO

The purpose of the Special Conditional Use Permit procedure is to ensure that a degree of compatibility is maintained with respect to particular uses on a particular site, in consideration of other existing and potential uses within the general area in which such use is proposed to be located, and to recognize and compensate for variations and degrees of technological processes and equipment as related to the factors of noise, smoke, dust, fumes, vibration, odors, and hazards.

ALL APPLICATIONS:

1. All plans shall be folded and stapled into full packages no larger than 8-1/2" X 14".
2. All plans shall be prepared in accordance with the City's *Filing Requirements* and *Minimum Required Information* section of this handout.
3. Additional materials and information may be required depending upon project scope and complexity.

SECTION 1– FILING REQUIREMENTS

- (1) Application and filing fee**;
- (1) *Environmental Assessment* form and review fee;
- (1) Detailed description of proposed project including type of business, day/hours of operation, and number of employees;
- (1) Provide a copy of receipt for plan review fee paid to the Chino Valley Independent Fire District, 2005 Grand Avenue, Chino Hills, California 91709 (Phone: 909-902-5280);
- (1) Current Title Report (must be prepared within 3 months of the application date);
- (8) Copies of grading plan prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout;
- (8) Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout;
- (8) Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout;
- (8) Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout;
- (8) Copy of all submitted plans reduced to 11" X 17"; and
- (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
- (8) Site Utilization Map (*Aerial Map preferred*) showing the location of the site, the site's environmental setting and natural features, and the relationship of the proposed project to the existing surrounding areas. This map should indicate the proposed project and all the following items within a 600-foot radius: all parcel lines and street (r-o-w, improvements, and drainage facilities), locations and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100' and submitted on a separate sheet.

*Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* in Section 2 of this handout.

** Approval of this application by the Planning Division does not constitute final approval to construct your project. Before beginning construction, you will still need to obtain building permits and pay all appropriate fees. Because the fees could be substantially higher than anticipated, it is highly recommended that you contact the following departments and/or agencies prior to submitting for a building permit to determine all of the necessary plans/materials and fees:

- Building & Safety Division (909) 591-9813
- Chino Valley Independent Fire District (909) 902-5280
- Public Works Department (909) 591-9827
- Chino Unified School District (909) 628-1201 ext. 1200—For School Fees

SECTION 2—MINIMUM REQUIRED INFORMATION CHECKLIST

General Preparation Guidelines:

- 1. All plans/maps shall be drawn on uniform sheets, no greater than 24" X 36" in size.
 - 2. All plans/maps shall be clear, legible and accurately scaled.
 - 3. All plans/maps shall be clearly labeled with sheet title, project name and project location.
 - 4. A one sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
 - 5. Incomplete or illegible plans/maps will not be accepted for filing.
- A. Site Plan:**
- 1. Site Plans shall be drawn to an engineering scale no smaller than 1" =50' with the north arrow oriented toward the top or right side of the street.
 - 2. Graphic scale.
 - 3. Legal description with Assessor Parcel Numbers (APN).
 - 4. Name, address and phone number of the applicant, engineer and/or architect.
 - 5. The date the plan was prepared, including any subsequent revision dates.
 - 6. Vicinity map clearly showing the precise location of the project.
 - 7. Property lines of the project site and all adjacent (abutting) properties.
 - 8. Location of all existing structures on the project site and on adjacent properties (for a distance of 50 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways (background layer).
 - 9. Location of existing trees, specifically noting trees with a trunk diameter of 4 inches or greater (background layer).
 - 10. Location of both pedestrian and vehicular access, showing service areas and points of ingress and egress.
 - 11. Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
 - 12. Dimensions for all building setbacks to each property line.
 - 13. Dimensions for all parking spaces. All parking spaces shall be displayed per City standard.
 - 14. Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.
 - 15. Existing and proposed curbs, gutters, sidewalks and paving widths within 50 feet of the project site and across the street, including existing median islands.
 - 16. Typical cross sections of all adjacent streets, alleys, and easements, including railroads, noting whether they are public or private.
 - 17. Existing and proposed use of all buildings and structures on the project site.
 - 18. Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
 - 19. Show the combination of elements that will provide access, circulation and the full use of the facility and building(s) by persons with disabilities. Include path of travel into the site as well as building to building, ramp locations and other elements used. Compatibility with proposed grades shall also be analyzed.

- 20. Internal vehicular circulation patterns, with turning templates, where necessary.
- 21. A summary to appear as notes, as follows:
 - Gross, adjusted gross, and net acreage calculations for the project site;
 - Lot coverage;
 - Landscape coverage;
 - General Plan land use designation(s) for the site;
 - Zoning designation(s) for the site;
 - Required and proposed number of parking spaces (covered and uncovered, as applicable);
 - FAR (as applicable); and
 - Impervious area ratio.

B. Building/Structure Elevations:

- 1. 1/4" = 1' scale, all sides of all buildings.
- 2. Dimensions to top of ridge, top of chimney, plate heights.
- 3. Dimensions to top of ridge, plate heights, all external and/or roof-mounted equipment. (For commercial/ industrial projects only.)
- 4. Indicate all proposed textures, finishes, and materials.
- 5. Front doors and garage doors shall be portrayed as constructed; manufacturer and model number shall be noted. (For residential projects only.)

C. Floor Plans:

- 1. 1/8" = 1' scale or 1/16" = 1' scale, if necessary, for very large buildings.
- 2. Overall dimensions for footprint.
- 3. Rough interior dimensions for each room/area.
- 4. Locations for AC condensers, water heaters, furnaces and/or trash containers as applicable.
- 5. Interior dimensions for all parking area within garages: each required parking space shall measure 10' X 20' **clear floor area**. (For residential projects only.)

D. Landscape Plans:

- 1. Locations of existing and proposed trees, shrubs, and ground cover on each lot, with a unique design for each plan and a unique palette for each style, based upon the design guidelines.
- 2. Full specification chart calling out all plant types by botanic and common name, number, size and planting distances.
- 3. Curbing and hardscape treatments, including type and finish.
- 4. Location of all street trees, light standards, and parkway treatments designed to design guideline specifications.
- 5. Site distance triangles delineated according to City standards.

E. Preliminary Grading/Utilities Plan:

- 1. Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 100 feet past the map boundary.
- 2. Existing drainage courses or storm drains.
- 3. Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- 4. Surface watercourses and land subject to inundation.
- 5. Typical cross sections at site boundaries, and at every 100 feet along long boundaries.
- 6. Typical cross sections of all streets, alleys and easements, including railroads, noting whether they are public or private.

7. Site design Best Management Practices (BMPs) to address storm water runoff pollutants and/or reduce runoff quality. Show the types, size/dimensions, and locations of each site design BMP. Suggested BMPs include but are not limited to the following:
- Landscape buffer areas and swales incorporated into the drainage design;
 - Storm water runoff conveyed through perforated pipe or gravel filtration pits where soil conditions are suitable;
 - Alternative materials (i.e., turf block, porous pavers or concrete, etc.) utilized in areas such as walkways, trails, patios, and overflow parking stalls; and
 - Planting native or drought tolerant trees and shrubs in landscaped areas.
- Questions regarding the implementation of BMPs should be directed to the Public Works Environmental Section at (909) 464-0781 or (909) 591-9850.
8. Treatment devices to address storm water runoff pollutants and/or reduce runoff quality (i.e., sand filters, detention basins, swales, proprietary products, etc.). Show the types, size/dimensions, depth and locations of each proposed treatment device. All aboveground basins or swales shall also be shown on the site plan and landscape plan.

CERTIFICATION

CERTIFICATION OF PLANS & INFORMATION

I hereby certify that the plans and information provided present all of the data and information required by this "Minimum Required Information Checklist," and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer's Signature: _____ Date: _____

Name (print or type): _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____