



Department of Development Services  
 Planning Division  
 13220 Central Avenue  
 Chino, CA 91710  
 (909)334-3253

www.cityofchino.org

# TYPE I-MINOR NEW CONSTRUCTION CHECKLIST

## CITY of CHINO

**Type I Administrative Approval is an administrative review procedure which allows for the review and approval of minor new construction projects where the review is routine in nature or may require limited interpretation or discretion by the approving authority in determining compliance with established regulations or guidelines.**

### ALL APPLICATIONS:

1. All plans shall be folded, stapled and collated 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

DRC Copies	Non-DRC Copies	
(10)	(4)	Completed <i>Administrative Review Uniform Application(s)</i> and filing fee**. <b>(1 clearly marked original and 3 copies for non-DRC; 1 clearly marked original and 9 copies for DRC)</b>
(1)	(1)	Receipt for the plan review fee paid to the Chino Valley Independent Fire District, 14011 City Center Drive, Chino Hills, CA 91709 (Phone: 909-902-5280).
(6)	(3)	<u>Full-size sets of the development package collated, stapled and folded to 8-1/2" x 14" in size.</u> All plans shall be prepared in accordance with the <i>Minimum Required Information Checklist</i> in Section 2 of this handout. Each development package shall include the following: <ul style="list-style-type: none"> <li>• Site plan</li> <li>• Floor plans</li> <li>• Building elevations</li> <li>• Conceptual grading plan</li> <li>• Pedestrian access plan</li> <li>• Conceptual landscape plans; may not be required for all projects. Please contact the Planning Division.</li> </ul>
(10)	(4)	<u>Reduced 11"x 17" sets of the development package collated and stapled.</u>
(1)	(1)	Provide photos on a CD/thumb drive of the existing site, include building elevations.
* Materials and information may be required as detailed in Section 2 <i>Minimum Required Information Checklist</i> .		
<i>Telecommunications Facilities Only:</i>		
(6)	(3)	Provide photo simulations for proposed telecommunication facility;
(1)	(1)	Provide a map that shows transmission coverage with and without the proposed facility, including the location and service area of all of the service provider's existing and planned facilities within three miles, including facilities in other jurisdictions;
(1)	(1)	For all proposed telecommunication facilities that would not meet the five hundred-foot setback requirement from residentially zoned property, an Alternatives Analysis shall be prepared by or on behalf of the operator, in accordance with the following requirements: (a) Alternatives included in the analysis should generally include collocation at all existing wireless facilities within 1/4-mile of the proposed facility, as well as lower, more closely spaced wireless communications facilities; (b) The analysis shall show whether or not the proposed siting and design would have the least possible environmental and visual effect on the community.

**DRC**      **Non-DRC**  
**Copies**   **Copies**

(1)      (1)      Telecommunications Facilities Supplemental Application required (See attached);

\*\* 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) 334-3251
- Chino Valley Independent Fire District (909) 902-5280
- Engineering Division (909) 334-3265
- 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 sheet.
- 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, landscaped 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. Dimension of 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, and paving widths within 50 feet of the project site and across the street, including existing median islands.
- 16. Provide a Pedestrian Access Plan that clearly shows the combination of elements that will provide pedestrian access, circulation, and the full use of the site and public right of way by pedestrians, including those who have disabilities. Include on the Plan, the proposed location of all sidewalks and walks, recreation paths, curb ramps, and crosswalks (marked and unmarked) within the site and within the public right of way on the site frontage.
- 17. Typical cross sections of all adjacent streets, alleys and easements, including railroads, noting whether they are public or private.
- 18. Existing and proposed use of all buildings and structures on the project site.
- 19. Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
- 20. 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.
- 21. Internal vehicular circulation patterns, with turning templates, where necessary.
- 22. 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. Identify 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 stormwater 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;
  - Stormwater 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) 334-3265.
- 8. Treatment devices to address stormwater runoff pollutants and/or reduce runoff quality (i.e., sand filters, detention basins, swales, etc.). Show the types, size/dimensions, depth and locations of each proposed device. All aboveground basins or swales shall also be shown on the site plan and landscape plan.

**F. Pedestrian Access Plan:**

- 1. Provide a Pedestrian Access Plan that clearly shows the combination of elements that will provide pedestrian access, circulation, and the full use of the site and public right of way by pedestrians, including those who have disabilities. Include on the plan, at a minimum:
  - Proposed location of all sidewalks and pedestrian walkways;
  - Proposed location of all curb ramps, crosswalks (marked and unmarked on the site and within the public right-of-way along the site frontage);
  - 5-foot clear sidewalk width around any object/obstruction (utility pole, fire hydrant, mailbox, etc.);
  - Sidewalk or a curb ramp at driveway crossings
- 2. Location of all existing and proposed structures on the project site and adjacent properties (for a distance of 50 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways. (background layer)
- 3. Existing and proposed curbs, gutters, paving, and other facilities within the public right-of-way within 50 feet of the project site and across the street, including existing median islands.  
For more information regarding accessible pedestrian facilities, please visit the City’s website below and select “City of Chino Policy on Accessible Pedestrian Facilities.”  
<[https://cityofchino.org/city\\_hall/departments/community\\_development/americans\\_with\\_disabilities\\_act](https://cityofchino.org/city_hall/departments/community_development/americans_with_disabilities_act)>

**CERTIFICATION**

I hereby certify that the plans and information provided present all of the data and information required by this “Minimum” Required 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: \_\_\_\_\_