



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

www.cityofchino.org

TYPE III—LAND USE CHECKLIST

CITY of CHINO

Type III Administrative Approval is an administrative review procedure, which allows for the review and approval of land use 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**. (1 clearly marked original and 3 copies for non-DRC; 1 clearly marked original and 9 copies for DRC).
(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).
(10)	(4)	Detailed description of proposed project including type of business, day/hours of operation, number of employees, and etc.;
(6)	(3)	Full-size sets of the development package collated, stapled and folded to 8-1/2" x 14" in size. 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"> • Site plan • Floor plans • Building elevations • Pedestrian access plan
(10)	(4)	Reduced 11"x 17" sets of the development package collated and stapled.
(1)	(1)	Provide photos on a CD/thumb drive of the existing site, include building elevations.

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

** 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 the 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, 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. 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>

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: _____