



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

www.cityofchino.org

SITE APPROVAL CHECKLIST FOR COMMERCIAL/INDUSTRIAL

CITY of CHINO

Site Approval is required to review the physical alteration of a parcel, the construction of a new building, or the addition to or alteration of an existing building. The development proposal is evaluated to ensure that the quality of the City's residential, commercial, and industrial areas is maintained in a manner consistent with the goals and policies of the City's General Plan and Zoning Ordinance.

SECTION 1 – FILING REQUIREMENTS

DRC Copies

- (10) Completed *Land Use and Development Uniform Application(s)* and filing fee** **(1 clearly marked original and 9 copies)**.
- (10) Completed *Environmental Assessment* forms and one review fee **(1 clearly marked original and 9 copies)**.
- (10) Detailed description of proposed project including type of business, day/hours of operation, number of employees, and etc.
- (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).
- (2) Current Title Report (must be prepared within 3 months of the application date).
- (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout (labels must be prepared within 6 months of public hearing date).
- (6) 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 *Minimum Required Information Checklist* in Section 2 of this handout. Each development package shall include the following:
 - Site plan
 - Conceptual grading plan
 - Colored landscape/fence-wall plan
 - Pedestrian Access plan
- (10) Reduced 11" x 17" of the development package collated, stapled and folded into complete sets. All plans shall be prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout. Each development package shall include the following:
 - Site plan.
 - Conceptual grading plan.
 - Colored landscape/fence-wall plan.
 - Colored building elevations.
 - Floor plans.
 - Pedestrian Access plan.
 - 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 streets (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'.

* 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, folded and stapled into packages, 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 and 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 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)
- 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. Dimensions for all building setbacks to each property line.
- 12. Dimensions for all parking spaces. All parking spaces shall be displayed per City standard.
- 13. Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.
- 14. Existing and proposed curbs, gutters, and paving widths within 50 feet of the project site and across the street, including existing median islands.
- 15. Typical cross sections of all streets, alleys, and easements, including railroads, noting whether they are public or private.

- 16. Existing and proposed use of all buildings and structures on the project site.
 - 17. Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
 - 18. 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.
 - 19. Location of existing and proposed utilities/facilities (sewer, water, fire hydrants, telephone, electricity, storm drain and cable TV).
- 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 Plan:**
- 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. Location and type of all passive and active recreation equipment, trash receptacles, amenities, decorative walls and/or structures, with detail drawings of each.
 - 6. Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.

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, fire hydrants, 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 quality and/or reduce quantity. 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 quality and/or reduce quantity (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.

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>

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: _____