



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

MASTER SITE APPROVAL A & B CHECKLIST

CITY of CHINO

The purpose of the master site approval application is to outline key features and characteristics of the development, such as pedestrian and vehicular circulation, location, distribution and size of individual development areas within the master plan area, location of open space areas and to establish connectivity within neighborhoods and between neighborhoods. A key objective of the master site approval is to ensure that a high level of variety, character and quality development is provided within the master planned area.

There are two levels of Master Site Approval (MSA) review: MSA Level "A" is more conceptual in nature and is an optional step available for projects that are 20 acres or greater in size; MSA Level "B" is more detailed in nature. The MSA Level "A" will provide information on the basic components, features and characteristics of the overall project to ensure that the master plan area is designed in a comprehensive and cohesive manner and generally includes a conveyance map. The MSA Level "B" will provide more detailed project information on proposed densities, product types, and circulation patterns and may include the submittal of a tentative tract/parcel map(s).

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)**.
- (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).
- (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 Sections 3 and 4 of this handout. Each development package shall include the following:
 - Site plan
 - Exhibits
 - Pedestrian Access Plan
- (10) Reduced 11"x 17" sets of the development package collated and stapled.
- (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).
- (1) Provide photos on a CD/thumb drive of existing site, include all building structures.

SECTION 2 – 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.
6. Additional materials and information may be required upon project scope and complexity.

SECTION 3—MINIMUM REQUIRED INFORMATION CHECKLIST FOR MSA LEVEL "A"

A master plan shall be provided that includes the following information:

- 1. A plan identifying all existing and proposed development and physical features within a minimum 600' radius from the project site, including existing dairy farms, which require a 100' buffer zone (for residential developments) on the subject property.
- 2. Adjacent land use designations and existing land uses.
- 3. A "bubble" map showing average density of residential parcels and/or proposed intensity of development of non-residential parcels (include Floor Area Ratio and Square Footage).
- 4. If known, provide information on potential product types and layout.
- 5. Information regarding general circulation elements consistent with The Preserve Specific Plan, including identification of truck routes, transit lanes and stops, bicycle routes, equestrian routes, community paseos, school and park locations, and gateway locations. The plan needs to show connectivity to adjacent areas of the Specific Plan.
- 6. If applicable, 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
- 7. 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)
- 8. 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>

SECTION 4—MINIMUM REQUIRED INFORMATION CHECKLIST FOR MSA LEVEL "B"

A master plan shall be provided that includes the following information:

- 1. A plan identifying all existing and proposed development and physical features within a minimum 600' radius from the project site, including existing dairy farms, which require a 100' buffer zone (for residential developments) on the subject property. Please include information on landscaping and improvements to these buffer areas.
- 2. Adjacent existing and proposed land uses, project types, their densities, and land area.
- 3. A density map, showing:
 - The location and size of areas within the Master Plan indicating the proposed density and/or product type. Density is calculated by dividing the number of units by the adjusted gross acreage (area of land including local streets, but excluding primary and secondary arterials and collectors). This map should be in color, and also differentiate public and private landscaped areas, along with different colors for different lot/unit types.
 - A tabulation of the densities for these areas, showing how they comply with the Specific Plan land use designation and that it is consistent with the Residential Density Distribution Guidelines.
 - A description of the proposed unit types, their sizes, and how they are consistent with those identified in the Specific Plan and Design Guidelines.
- 4. A community overview, which should include elements of design that are important and defining aspects of the proposed Master Plan area and the neighborhoods within it. It should include pictures and descriptions of types of units that will be built, how they conform to the Design Guidelines and the Specific Plan, and how they form distinct neighborhoods within the Master Plan area. This may be a part of the Design Guidelines for the project.
- 5. Preparation of Design Guidelines per The Preserve Specific Plan requirements or an indication that the existing Preserve Design Guidelines will be used.
- 6. Detention basin locations and preliminary design of detention basins. The basins should be integrated into the community with a design that shows this feature as an amenity.

- 7. Provide information on potential product types and layout.
- 8. Location and size of proposed common open space areas, and a description and general location of private recreational facilities and amenities such as swimming pools, community meeting rooms, stables, sports courts (tennis, basketball etc.) and similar, common facilities.
- 9. Location and size of public and private parks, trails, public open space or other public facilities, or utilities such as schools, fire stations, reservoirs, pump stations, detention basins, and other focal points (such as public art or monuments).
- 10. Provide conceptual designs for special treatments at significant corners (as determined by staff). Utilize monuments/landscaping/public art/provide an increased setback, etc.
- 11. A colored concept landscape plan, including the location of entry monuments and gateway treatments; landscape edge treatments (including major roadways); mid-block pass throughs and paseos; and any special features. Please identify and label all common open space areas, park locations (including pocket parks), and park purposes, as well as the amenities provided for in each park.
- 12. A circulation plan identifying private and public streets, and showing linkages to the area-wide trail system with pass throughs and paseos. The circulation plan must show connectivity to other areas of the Specific Plan area, as well as how the street and trail systems connect the different areas of the Master Plan area and the various park and open space features together.
- 13. For larger projects, provide a plan for infrastructure construction that includes the following information:
 - The backbone infrastructure and phasing plan;
 - Staging information and location(s)
- 14. A project phasing plan, which shows the order in which areas will be developed; when the parks and amenities will be constructed; and how the proposed Master Plan will coordinate with future development.
- 15. Neighborhood Installation & Maintenance Responsibility Plans.
- 16. Neighborhood Fence & Wall Plan.
- 17. Community Street Tree and Neighborhood Street Tree concept plan.
- 18. Information and a written description about proposed HOA's and identify responsibility for maintenance of parkways, medians, landscaping, traffic circles, right-of-ways, etc.
- 19. Design and illustrate icon streets.
- 20. If applicable, 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:
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- 21. 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)
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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: _____