



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

www.cityofchino.org

# NON-CONSTRUCTION SPECIAL CONDITIONAL USE PERMIT CHECKLIST

## CITY of CHINO

**A Non-Construction Special Conditional Use Permit may be granted by the Planning Commission for selected commercial, industrial, and residential uses within existing structures, which, by their nature, require special consideration so that they can operate in a manner compatible with surrounding uses.**

### 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) Provide a copy of a receipt for the plan review fee paid to the Chino Valley Independent Fire District, 14011 City Center Drive, Chino Hills, California 91709 (Phone: 909-902-5280);
- (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).
- (10) Detailed description of proposed project including type of business, day/hours of operation, number of employees, and etc.;
- (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
  - Floor plan
  - 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'.
- (10) Reduced 11"x 17" sets of the development package collated and stapled.
- (1) Provide photos on a CD/thumb drive of existing site, include building elevations.

\* 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 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, 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.
  - 20.1 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. 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.)
- C. 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**

### **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: \_\_\_\_\_