



# CHECKLIST FOR DEVELOPMENT CODE/ ZONING MAP AMENDMENT



**The purpose of a Development Code/Zoning Map Amendment is to allow modification to any provisions of this Title (including adoption of new regulations or deletion of existing regulations), or to rezone or change the zoning designation on the Zoning Map for any parcel(s). This Section is consistent with California Government Code §65853.**

## **SECTION 1: Filing Requirements**

- 1. Uniform Application Parts 1 and 3.
- 2. If applicable, one (1) site plan, drawn to scale indicating the subject property, any improvements, current Zoning District and General Plan designations, present land use, and special features or landmarks. All other properties within five hundred feet (500') shall be shown and shall include the land uses, Zoning District, and General Plan designation. (See examples provided).
- 3. A written justification outlining the reasons for the Development Code or Zoning Map.
- 4. If applicable, legal description of property/area for which amendment is being requested.
- 5. If applicable, Public Hearing Information:
  - a. Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.**
  - b. The list shall be obtained from the latest equalized assessment roll issued by the San Bernardino County Assessor. For projects located on properties with an Assessor's Parcel Number **1062-xxx-xx or lower**, contact the Ontario office at: 2314 S. Mountain Avenue, Suite C, Ontario, (909) 458-1300; for **1063-xxx-xx or higher**, contact the Fontana office at: 9161 Sierra Avenue, Fontana, (909) 427-1660.
  - c. Radius Map drawn on the Assessor's Parcel Maps, and spliced together into an 8-1/2" x 11" format, indicating the subject property or subarea with a six hundred sixty foot (660') radius drawn around the property. (See example provided).
  - d. Additional public hearing/notice information and fee may be necessary as determined by the Planning Director upon completion of review of the Initial Study.

## **SECTION 2: Filing Fees**

**Contact the Planning Department to determine which fees are applicable: All fees shall be calculated to the nearest hundredth of an acre (i.e. 14.25 acres), based upon the gross acreage of the proposed project.**

- Development Code Amendment\* ..... See current fee list.
- Zoning Map Amendment ..... See current fee list.
- Rancho Cucamonga Fire Protection District Review ..... Submit receipt showing payment

# SECTION 3: Additional Submittal Request

Any of the following items may be required based upon further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinance. The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

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| <input type="checkbox"/> Master Plan                     | <input type="checkbox"/> Drainage Report |
| <input type="checkbox"/> Alquist-Priolo Study (geologic) | <input type="checkbox"/> Noise Study     |
| <input type="checkbox"/> Traffic Study                   | <input type="checkbox"/> Soils Report    |
| <input type="checkbox"/> Hillside Development            | <input type="checkbox"/> Air Quality     |

