



CHECKLIST FOR AN ADULT ENTERTAINMENT ZONING PERMIT



An Adult Entertainment Zoning Permit is required if you operate, or offer, within your business premises, any form of adult entertainment such as, but not limited to: adult book store, adult motion picture establishment, adult mini-motion picture theater, adult motion picture arcade, adult drive-in theater, adult cabaret, adult motel or hotel, adult theater, adult model studio, sexual encounter establishment, body painting studio, or other adult entertainment businesses, and as described in the Rancho Cucamonga Municipal Code Section 17.04.090.

SECTION 1: Filing Requirements

- 1. **Initial Submittal (at Filing Deadline):** The filing deadline for the Initial Submittal is every Tuesday between 7:30 a.m. and 5:00 p.m. An appointment for filing the Initial Submittal is encouraged. If an application is submitted after the Tuesday filing deadline, it may result in a week delay in processing time. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.
- 2. Uniform Application Parts 1, 2 and 3.
- 3. The Adult Entertainment Zoning Permit application (complete all questions).
- 4. Eight sets of the development package (see Section 3) to be reviewed by staff for completeness and accuracy.
- 5. A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the Entertainment Permit at this particular location.
- 6. A Security Personnel plan.
- 7. Five sets of typed, gummed address labels for all persons connected with the project to be notified, such as legal owner, applicant, architect, engineer, etc.
- 8. Hazardous Waste and Substance Site Statement.
- 9. Public Hearing Information as follows:
 - 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.**
 - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660 foot radius drawn around the property as shown in the attached example.

- Supplemental notification information may be required as determined by the Planning Division upon completion of the review of the Initial Submittal.

- 10. Filing Fees (see Section 2).

SECTION 2: Filing Fees

- Adult Entertainment Zoning Permit See current fee list.
- Rancho Cucamonga Fire Protection District Review Submit receipt showing payment.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. **Site Utilization Map (as required by the Planning Division):** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location 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'.
- B. **Site Plan:** This plan, drawn to scale on an 8-1/2' x 11' format, shall include the subject property, any improvements to the property, and the location of the proposed uses.
- C. **Floor Plan:** This plan shall be drawn to scale and accurately dimensioned on an 8-1/2" x 11" format and this plan shall indicate the proposed seating arrangement and number of seats and aisleways, and the location of interior uses (i.e. office, bathroom, waiting area, dancing area, bar, stage, etc.).

SECTION 4: Additional Submittal Requirements

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 itself:

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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"/> Arborist Report (trees) | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Parking Study |
| <input type="checkbox"/> Hillside Development | <input type="checkbox"/> Security Plan |