



## CHECKLIST FOR DESIGN REVIEW



**This Section establishes the review procedures for residential, commercial, industrial, and institutional development proposals to facilitate project review by local responsible agencies and the Development/Design Review Committees in a timely and efficient manner; to ensure that development projects comply with all applicable local design guidelines, standards, and ordinances; to minimize adverse effects on surrounding properties and the environment; and to maintain consistency with the General Plan, which promotes high aesthetic and functional standards to complement and add to the physical, economic, and social character of Rancho Cucamonga.**

### SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1, 2, and 3.
- 2. Part I of the Initial Study (Environmental Assessment).
- 3. Six (6) sets of the development package (see Section 4) to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be individually rolled, collated, stapled, and secured with a rubber band.
- 4. Water Quality Management Plan (one copy). Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site:  
  
[http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate\(editable\).doc](http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate(editable).doc)
- 5. Public Hearing Information, as determined by the Planning Department, to include the following:
  - 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 Department upon completion of the review of the Initial Study.
- 6. Filing Fees (see Section 2).

### SECTION 2: Filing Fees

Contact the Planning Department to determine which fees are applicable.

- Design Review - Commercial/Industrial..... See current fee list.

- Design Review - Residential ..... See current fee list.
- Hillside Development - Greater than 4 DUs (where applicable) ..... See current fee list.
- Environmental Assessment ..... See current fee list.  
The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.
- Environmental Challenge/Appeal Fee ..... See current fee list.  
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all cost related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.

### SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing.

- 1. All plans should be drawn on uniform size sheets no greater than 30" x 42".
- 2. All site and landscape plans should be drawn to an appropriate engineering scale, with the scale clearly labeled (Grading Plan scale should not exceed 1" = 40'). All elevations should, where feasible, be drawn to an architectural scale no smaller than 1/4" = 1'. All plans should be clear, legible, and accurately scaled.
- 3. All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with a rubber bands. Site Utilization Map should be the first sheet of the development package. All plans should be clear, legible, and accurately scaled.
- 4. All plans should be clearly labeled with the title of each sheet and have a unique sheet number.
- 5. All site plans need to contain a north arrow and a legend identifying any symbols.
- 6. A one-sheet index map should be provided when a plan cannot contain the entire project on one sheet.
- 7. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

### SECTION 4: 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:** 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. **Detailed Site Plan:** This plan shall include the following:
  - Name, address, and phone number of the applicant and the author of the plan.
  - Property lines and lot dimensions.
  - Dimensioned locations of:
    - Setbacks (actual) from all buildings to street curb face, and the side and rear property lines.
    - Street dedications and improvements (existing and proposed), including overhead utilities.
    - Access, both vehicular and pedestrian, showing service areas and points of ingress and egress.
    - Off-street parking and loading or outdoor storage areas showing location, number, and typical dimension of spaces and wheel stop location (where used).
    - All street improvements and driveways on adjacent and across-the-street properties within 200 feet of the site.
    - Any existing or planned median islands within 200 feet of the site.

- All buildings within 200 feet of the site.
- Internal circulation pattern both vehicular and pedestrian. Show truck turning radii where applicable.
- Distances between buildings and/or structures.
- Building and accessory structure locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, double detector check (DDC), Fire Department connections (FDC), and monument signs, including dimensioned setbacks (front, rear, and sides).
- Location, height, and materials of walls and fences.
- For residential projects: Summary Table listing each lot, its floor plan, elevation treatment, and lot coverage. Also, provide a Unit Mix Table tallying how many of each floor plan, and elevation treatment.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- C. Conceptual Landscape Plan:** This plan shall include the following:
  - All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
  - Conceptual location of plants and a planting legend which identifies such things as:
    - Trees, shrubs, and ground cover areas or other softscape elements. Indicate intended function of plants (i.e. street tree, accent tree, canopy shade tree, screening hedge, etc.).
    - Water elements and public art.
    - Berming and/or mounded areas (show contours and height).
    - Slope planting scheme.
  - Plazas, sidewalks, or other hardscape elements, such as special paving materials or rockscape.
  - Walls or fences and their materials.
  - Location and design of community amenities and a legend which identifies such things as:
    - Common or public open space/recreation areas.
    - Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
  - Primary and secondary project entry points and their treatment (textured paving, security gates, accent planting, entry walls, and/or monument signs).
  - Private and public sidewalks, greenbelts, and/or equestrian trails.
  - Emergency vehicle access.
  - Line of sight (see separate handout available from the Engineering Department).
  - When the project is located in fire area, "VHFHSZ" the design must comply with the RCFPD Landscaping Guidelines.
- D. Elevations:**
  - Illustrative elevations of all sides of all buildings and structures. "Illustrative" building elevations means drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people -- place them behind or on the side.
  - Conceptual uniform sign program (location, size, type).

- Illustrative elevations of all walls and/or fences.
- Illustrative cross sections and enlargements or architectural elements or details as needed.
- All exterior building materials shall be clearly labeled on each sheet of elevations.
- For projects within the Etiwanda Specific Plan or Etiwanda North Specific Plan areas, label the architectural style (i.e. Santa Barbara Revival, California Ranch, etc.).
- Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas.
- Front elevations for single-family residential structures shall be drawn to an architectural scale of 1/4" = 1'0" (rear and side elevations may be drawn at 1/8" = 1'0").

**F. Floor Plans:**

- All floors, including labels use of each room (bedroom, kitchen, game room, etc.).
- Dimension all exterior walls, doors, windows, and room sizes.

**G. Roof Plans**

**H. Phasing Plan: If phasing is to occur, a plan should indicate the limits of each phase.**

**I. Conceptual Master Plan: If the project site is located adjacent to vacant/undeveloped property and/or minimally developed property that could be subject to future additional development, then a conceptual Master Plan is required to show (on the adjoining property) potential features/improvements such as, but not limited to, building locations (commercial/industrial); subdivision layout (residential); streets; trails; parking areas; access driveways and drive aisles; and landscaping.**

**J. Conceptual Grading Plan: Proposed items shall be designated with solid lines and existing items with short dashes or screened. Projects which are subject to the Hillside Development Ordinance should refer to the Ordinance for additional submittal requirements.**

- Proposed grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
- Existing grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.
- Maximum contour intervals shall conform to the following:

Slope	2% or less	From 2% to 9%	Over 9%
Interval	2'	5'	10'

- Prior to preparing the topographic survey, the applicant should meet with City staff to determine the limits of topography or the applicant shall provide a topographic map showing the existing features within 200 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.
- Structures -- footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent.
- Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.
- Easements, property lines, rights-of-way.
- Natural areas to be preserved (undisturbed -- no grading).
- Parkway culverts where drainage is directed to streets, except for single family residences.
- Retaining walls -- top and footing elevations.

- Location, elevation, and size of proposed building pads.
- For new development and significant redevelopment projects where a Preliminary Project-Specific Water Quality Management Plan (WQMP) is required, the Preliminary Project-Specific WQMP may consist of only a complete WQMP Site and Drainage Plan. This Plan shall be labeled "Preliminary WQMP Site and Drainage Plan."
- Streets -- existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
- Existing and proposed sewers or other method of sewerage.
- Custom lot subdivision -- show grading for streets, drainage, and trails only. In addition, provide a separate plan showing possible future house plotting and lot grading to be completed on a lot-by-lot basis.
- Indicate location of benchmark(s).
- Line of sight (see separate handout available from the Engineering Department).
- All sheets shall have the Geotechnical Engineer and Civil Engineer's California registration seal and original signature prior to plan submittal.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. Scale selected for each sheet. One inch equals 40 feet (maximum) or one inch equals 20 feet for all projects.
- Cut and fill quantities, exclusive of street quantities in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter.
- Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains.
- Provide dimensions, elevations, or proposed contours to be achieved by the grading.
- Show side yard swale at least 3 feet away from the building with a 2 percent slope longitudinally and 5 percent minimum – 20 percent maximum transversely.
- Show rear yard swale at 10 feet minimum away from the building with a 2 percent minimum and 6 percent maximum slope longitudinally and 5 percent minimum – 20 percent maximum transversely, or if greater than 10 feet from the building, 1 percent minimum longitudinally.
- Extend the earthen swale to the back of the sidewalk when the lots are at the cul-de-sac or knuckle.
- Provide all wall and retaining wall height, both existing and proposed with elevations.
- Show typical required setbacks for corner and interior lots on the cover sheet.
- Show the actual setbacks (property line to structure and all distance between structures).
- Provide cross-sections along the property parameters and typical interior lots. If requested, additional cross-sections shall be provided.
- Provide driveways with a maximum slope of 10 percent; subject to Planning review and approval.
- Provide 18-foot area at 5 percent maximum slope in front of the garage. If not applicable, a driveway slope of 10 percent shall be provided. Any slopes exceeding 10 percent shall be subject to Planning Department review and approval.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- K. Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2" x 11" format showing the location and type of existing utility lines and supporting poles on both sides of all streets, alleys, railroad and flood control channel rights-of-way adjacent to the project limits and extending to the first existing pole off-site from the site boundaries (see separate handout available from the Engineering Department).

## SECTION 5: Additional Submittal Requirements

**Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:**

<input type="checkbox"/>	Air Quality/Greenhouse Gases	<input type="checkbox"/>	Phase 1 Environmental	<input type="checkbox"/>	Photometric/Lighting
<input type="checkbox"/>	Alquist-Priolo/Fault Hazard	<input type="checkbox"/>	Health Risk (Air Emissions)	<input type="checkbox"/>	Soils
<input type="checkbox"/>	Arborist/Tree	<input type="checkbox"/>	Line of Sight	<input type="checkbox"/>	Slope (Hillside Development)
<input type="checkbox"/>	Biological Resources	<input type="checkbox"/>	Local Significance Thresholds	<input type="checkbox"/>	Traffic
<input type="checkbox"/>	Cultural/Historic Resources	<input type="checkbox"/>	Noise/Acoustic	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Drainage	<input type="checkbox"/>	Parking		

**The contents of these documents are described in other handouts, the City's Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.**

## SECTION 6: Fire District Submittal Requirements

For Further information, please contact the Building and Safety Services Department at (909) 477-2711 ext. 4209

- 1. The specifics of the buildings for this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance to the current California Building code must be included in the plans. The Building and Safety Services Department requires this information to provide the applicant with a complete review and applicable comments.
- 2. Annexation of the project into the Community Facilities District #85-1 or #88-1 for fire protection services is required for new construction on sites that have not been previously annexed, this site may be required to be annexed.
- 3. **Proof of available fire flow** must be obtained from the Cucamonga Valley Water District (CVWD). The applicant must contact CVWD's Engineering Department located at 10440 Ashford Street, Rancho Cucamonga. They may be contacted by calling 909-987-2591. Their office hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. Allow sufficient time for CVWD to perform the test and produce a letter confirming the available fire flow. The applicant may e-mail the proof of the fire flow letter to Moises.Eskenazi@cityofrc.us. The letter must be current (within one-year of the request) and be site specific. When FCS receives the letter, this fire flow item will be deemed complete only if the available fire flow, as stated on the CVWD letter, meets or exceeds the fire flow required for the building in accordance with the California Fire Code. Fire flow is a requirement of the California Fire Code Section 903 and Appendix III-A. This fire flow may be reduced by up to 50%, but not less than 1,500 GPM at 20 psi if the building will be equipped with an automatic fire sprinkler system in accordance with NFPA 13, NFPA 13R, or NFPA 13D.
- 4. **The fire department access** must be submitted in compliance with the minimum requirements established by the RCFPD Fire Access/Fire Lane Standard 5-1. The designer is required to design the fire lanes in accordance with the Standard. The following is a summary of some the fire lane requirements.
  - a. Access to all portions of the building must be within 150' of the available fire department access.
  - b. The project with a depth exceeding 300 feet generally requires two separate points of access.
  - c. The maximum cul-de-sac length on a single-family residence projects must not exceed 600'.
  - d. The maximum cul-de-sac length on a commercial/industrial/multi-family dwelling project must not exceed 300'.
  - e. The maximum length of the required fire department access roadway without an approved turn around must not exceed 150'.
  - f. The minimum width of the fire lane road must be 26'.
  - g. A maximum inside turning radius of 20' and a minimum outside turning radius of 46' is required at all the fire lane turns.
  - h. The minimum radius of a cul-de-sac is 45'.
  - i. The minimum vertical clearance at the fire lane is 14' 6".
  - j. At any private entry median, the minimum width of the traffic lane shall be 20' on each side.
  - k. A paved all weather surface is required for all fire access roads. Roads must be capable of supporting 80,000 pounds gross vehicle weight.

- l. The maximum grade of the driving surface shall not exceed 12%.
- m. The angle of departure and approach shall not exceed 9-degrees or 20%.
- n. Please prepare a fire department access plan in accordance to RCFPD standard 9-7 indicating the location of the proposed Fire Department Emergency Access Roadways in compliance with the Standard.
- o. Please shade the proposed fire lane to distinguish it from other roads on the site plan.

- 5. **Reciprocal agreements** for Fire Department Emergency Access and Water Supply are required were access and water supply is on private property and is shared between property owners. A reciprocal agreement may be required to be recorded between property owners and the Fire District. The recorded agreement shall include a copy of the site plan. The Fire Construction Services shall approve the agreement, prior to recordation. The agreement shall be recorded with the County of San Bernardino, Records Office.

Reciprocal access agreement – Is permanent access agreement between the owners granting irrevocable and a non-exclusive easement, favoring the Fire District to gain access to the subject property. The agreement shall include a statement that no obstruction, gate, fence, building or other structure shall be placed within the dedicated access, without Fire Department approval. The agreement shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

Reciprocal water covenant – A permanent maintenance and service covenant between the owners granting an irrevocable and non-exclusive easement, favoring the Fire District for the purpose of accessing and maintaining the private water mains, valves and fire hydrants (fire protection systems & facilities in general). The covenant shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

**If the document cannot be prepared before the Planning Division's deadlines the applicant may contact Building and Safety Services Department to mitigate the time frame.**

- 6. **Fire protection plans:** when required must be prepared in accordance to RCFPD Standards. Fire protection plans are required for projects located in the Very High Fire Hazard Severity Zone "VHFHSZ" that are not considered infill or when defensible space is not adequate. The required components of the plans are:
  - a. Defensible space and vegetation management (fuel modification plans) requirements must be designed per RCFPD Guidelines.
  - b. Water supply, access, building ignition & fire resistive/protection systems requirements must be addressed in accordance with the current edition of the California Building Code and/or the California Residential Code.

- 7. **Change of Occupancy plans:** When required must be submitted to Building & Safety for the evaluation of a CUP application regarding a new use in the existing residential or commercial/industrial building. Some of the issues that must be addressed to change the occupancy of a Building include (but are not limited to): California Disabled Accessibility Regulations to buildings and facilities (such as restrooms and parking,) mix occupancy allowable area ratios, fire walls/barriers, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, structural importance factor for seismic upgrade, or fire alarm installation or upgrade and direct exiting criteria. Usually change of occupancy plans are required to be submitted by a licensed Architect and evaluated before the CUP is approved.

- 8. **Gates Standards:** All proposed gates across Fire Department access roadways shall be installed in accordance with RCFPD Standard 5-3 or 5-4. The following are the applicable general design requirements:
  - a. The gate shall be motorized and slide open horizontally or swing inward.
  - b. All motorized gates must fully open at the rate of one second per foot of required width, (e.g., 20 ft./20 sec.).
  - c. When fully open, the minimum width shall be 20 feet.
  - d. Gates on access roads designated "Emergency Services Use Only" may be manually operated.
  - e. Gates on Commercial/Industrial facilities may be manually operated.
  - f. After project approval the applicant shall contact the Fire Safety Department for complete standards.
  - g. A traffic preemption device is required on all residential gates required to be motorized.
  - h. For information visit the Building and Safety Services Department and or the Fire District website at [http://www.cityofrc.us/cityhall/fire\\_district/prevention/default.asp](http://www.cityofrc.us/cityhall/fire_district/prevention/default.asp) .