



**RANCHO
CUCAMONGA**
Planning Department
(909) 477-2750

CHECKLIST FOR AN ENTERTAINMENT PERMIT



An Entertainment Permit is required if you operate, conduct, or offer, within your business premises, any form of entertainment such as, but not limited to: the use of a radio or other electronic play back device when utilized by an announcer or disc jockey who at any time provides any form of vocal entertainment including the announcing of song titles or artists' names; every form of live entertainment, music, solo band or orchestra, act, play, burlesque show, fashion show, review pantomime, scene, song and dance act, or any other act or performance participated in by one or more persons for the purpose of holding the attention of, gaining the attention and interest of, diverting or amusing guests or patrons.

To determine if your business premises may have entertainment, please contact the Planning Department. An Entertainment Permit may be granted by the Planning Commission after conducting a public hearing and making the necessary findings. For a description of the review process, please refer to Chapter 5.12 of the City's Municipal Code.

SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1, 2 and 3.
- 2. 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.
- 3. A detailed Entertainment Plan describing the proposed entertainment, including type of entertainment, and number of persons engaged. Should include the date or days of the week, hours, and location of entertainment (attach floor plan) and the admission fee, if any, to be charged.
- 4. A Security Personnel plan.
- 5. Eight sets of the development package (see Section 3) to be reviewed by staff for completeness and accuracy.
- 6. 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.
- 7. Hazardous Waste and Substance Site Statement.
- 8. 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 Department upon completion of the review of the Initial Submittal.
- 9. Filing Fees (see Section 2).

SECTION 2: Filing Fees

- Entertainment Permit..... see current fee list.
- Rancho Cucamonga Fire Protection District Reviewsubmit 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 Department):** 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 | |