



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

CHECKLIST FOR MINOR DESIGN REVIEW



A Minor Design Review is provided for all commercial, industrial, and residential projects which meet any of the following criteria:

- ✓ New construction on vacant property, where the buildings are less than ten thousand (10,000) square feet in area.
- ✓ Structural additions or new buildings which are less than fifty percent (50%) of the floor area of existing on-site building(s), or are less than ten thousand (10,000) square feet.
- ✓ Reconstruction projects which are less than fifty percent (50%) of the floor area of existing on-site building(s), or are less than ten thousand (10,000) square feet.
- ✓ Residential construction involving four (4) or less dwelling units.
- ✓ Projects involving a substantial change or intensification of land use, such as the conversion of an existing building to a restaurant, or the conversion of a residential structure to an office or commercial use.

For a description of the review process, please refer to *The Development Review Process*, a booklet available from the Planning Department.

SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1, 2, and 3.
- 2. Six sets of the development package (see Section 4) to be reviewed by staff for completeness and accuracy.
- 3. 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)

- 4. Filing Fees (see Section 2).

SECTION 2: Filing Fees

Contact the Planning Department to determine which fees are applicable.

- Minor Design ReviewSee current fee list.

SECTION 3: Plan Preparation Guidelines

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

- 1. All plans shall be drawn on uniform size sheets no greater than 30" x 42".
- 2. All plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50' with the scale clearly labeled and with the north arrow oriented towards the top of the sheet.
- 3. All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with rubber bands.
- 4. All plans shall be clear, legible, and accurately scaled.

SECTION 4A: Contents of Development Package for Commercial/Industrial Projects

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

- A. Detailed Site Plan shall include the following:
 - Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.).
 - Property lines lot dimensions.
 - Dimensioned locations of:
 - Setbacks (actual) from all buildings to street curb face and the side and rear property lines.
 - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths.
 - Access, both vehicular and pedestrian, showing the service areas and points of ingress and egress.
 - Off-street parking and loading or outdoor storage area. Show location, number, and typical dimension of spaces and wheel stop placements (where used).
 - All street improvements and driveways, including adjacent and across-the-street properties.
 - Distances between the buildings and/or structures.
 - Location, height, and materials of the walls and fences (Sections if required).
 - Nearest cross streets in both directions with plus or minus distances from the subject property.
 - A vicinity map showing the closest major cross streets, zoning, and existing land uses (Does not need to be to scale).
 - Total existing impervious area (square feet).
 - Total new impervious area (square feet).
 - Total removal and replacement of impervious area (square feet).

- B. Elevations:
 - Building elevations of all sides of all proposed buildings and structures.
 - Building elevations should include typical materials used, trees, and landscaping.
- C. Floor Plan:
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.).
 - Dimension all exterior walls, doors, windows, and room sizes.
- D. Roof Plans

SECTION 4B: Contents of Development Package for 1-4 Single-Family Dwelling Units

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

- A. 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 the 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.

- Show in a table format a listing of the proposed and future impervious areas in square feet, with the total impervious area. Examples of impervious areas are house footprint, driveway(s), walkway(s), patio(s), pool and other accessory structures. Include all impervious areas.
- Total existing impervious area (square feet).
- Total new impervious area (square feet).
- Total removal and replacement of impervious area (square feet).
- ☆☆☆ **B. 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 the 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.
 - Compliance with Ordinance No. 823 (Water Efficient Landscape Ordinance).
 - 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).
 - C. 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 sign program (location, size, type).

- Illustrative elevations of all walls and/or fences.
- Illustrative cross-sections and enlargements of 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").
- D. Floor Plans:
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.).
 - Dimension all exterior walls, doors, windows, and room sizes.
- E. Roof Plans
- ☆☆☆F. Phasing Plan: If phasing is to occur, a plan should indicate the limits of each phase.
- ☆☆☆G. 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 the 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 the 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 the 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 the 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 the 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.
- Show in a table format a listing the proposed and future impervious areas in square feet, with the total impervious area. Examples of impervious areas are house footprint, driveway(s), walkway(s), patio(s), pool and other accessory structures. Include all impervious areas.
- Total existing impervious area (square feet).
- Total new impervious area (square feet).
- Total removal and replacement of impervious area (square feet).

- ☆☆H. **Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2" x by 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).
- ☆☆I. **Fire Access Plan:** This plan shall be drawn using the Detailed Site Plan as a base and 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:
 - Buildings, streets, driveways, and parking lot.
 - Fire District access roadways include public roads, streets, and highways, as well as private roads, streets, drive aisles, and designated fire lanes. Access roadways shall be shaded, the width dimensioned, and turning radii labeled. Fire access shall be in accordance with RCFPD Standard 5-1. Please visit the City website to view the standard in the Fire District Section.
- ☆☆ These items are not typically required for residential additions of 50 percent or more to the floor area of the dwelling unit. Certain development conditions may trigger some or all of these items including, but not limited to, additions within the Hillside Overlay District and/or when grading operations are 50 cubic yards or greater. Contact your case planner for additional information.

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.