



CHECKLIST FOR **PRELIMINARY REVIEW**



The Preliminary Review process is intended to promote quality development and to facilitate the development review process. Although Preliminary Review is not required, it is recommended that the applicant submit a development proposal to the Planning staff prior to submission of the formal application. This will allow the Planning and Engineering staff to review the request and provide input to the applicant on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save the applicant possible delay and expensive plan revisions later in the review process. Preliminary plans may be submitted at any time to the Planning Department.

THE PROCESS:

- Step 1 - Staff Conference:** The applicant meets with staff to discuss the project concept. Based upon the information provided, staff will offer advice regarding the Preliminary Review process.
- Step 2 - Submittal:** The applicant submits the information and fees as described herein.
- Step 3 - Preliminary Review:** Staff comments will be sent by mail or discussed at a meeting with applicant.
- Step 4 - Formal Application:** The applicant submits its application and fees, thereby beginning the formal review process for a Development Review, Conditional Use Permit, or Tentative Tract Map, etc.

SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1, 2 and 3.
- 2. Six (6) sets of Concept Plans
- 3. Filing Fee

SECTION 2: Filing Fees

- Preliminary Review..... See current fee list.*
- Rancho Cucamonga Fire Protection District Review Contact Fire Construction Services.*

SECTION 3: Plan Preparation Guidelines

- A. All plans shall be drawn on uniform size sheets and drawn to scale.
- B. All site plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled and a north point clearly indicated.
- C. All architectural designs shall be drawn to a scale not less than 1/8" = 1'-0".
- D. All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with a rubber bands.
- E. All plans shall be clear, legible, and accurately scaled. Freehand or sketch drawings are perfectly acceptable.

SECTION 4: Contents of Concept Plans

The intent is to review schematic or early-on concept plans. The items listed below represent a suggested submittal package; starred (☆) items are mandatory.

- ☆ A. **Site Utilization Map:** This map shall show the location of the site, the site's environmental setting and natural features, and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project and all the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, and drainage facilities), locations 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:**
 - Title block with name, address, and phone number of the applicant and the author of the plan.
 - Vicinity Map
 - Property lines and lot dimensions
 - Building footprints and dimensions setbacks to property lines/right-of-way
 - All easements.
 - Parking areas, driveway access points, loading areas
 - Proposed land uses and parking calculations
 - Plazas and landscape areas
- C. **Architecture/Elevations:**
 - Floorplans
 - Elevations
 - Roof Plans

☆ Mandatory Items.