

CHECKLIST FOR SITE DEVELOPMENT REVIEW



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

✓ **Residential Projects. The following residential projects require Site Development Review:**

- Modification to approved architectural designs and building configurations for multifamily development, which do not create greater bulk, scale, or change in the line of sight;
- Residential additions equal to or greater than fifty percent (50%) of the existing square footage.
- Architectural changes which do not change the basic form and theme;
- Exterior material or color changes which conflict with the original form and theme and which are not consistent and compatible with the original materials and colors;
- New construction, expansion, reconfiguration or significant reconstruction of driveways.
- Installation of a satellite dish or antenna greater than twenty (20) square feet in surface area.

✓ **Commercial, Industrial, and Institutional Projects. The following commercial, industrial, and institutional projects require Site Development Review:**

- Changes to gross floor area of existing buildings or approved design plans which do not result in more than a 10 percent change;
- New construction, expansion, reconfiguration or significant reconstruction of parking lots or driveways.
- Modification to approved architectural designs and building configurations, which do not create greater bulk, scale, or change in the line of sight.
- Modifications to approved plans, which do not change the general location and layout of the site.
- The establishment and/or construction of an outdoor storage area on the same site as, and in conjunction with, an existing business that is less than ten percent (10%) the gross floor area of the primary use.
- The construction and/or placement of silos, antennas not regulated by Chapter 17.106, water tanks, roof- or ground-mounted equipment visible from public view, or similar structures and equipment.
- Grading alterations to approved plans that do not change the basic concept, increase slopes or building elevations or change the course of drainage.
- Modification to existing landscaping or landscape plans in excess of five thousand (5,000) square feet.
- Architectural changes which do not change the basic form and theme.
- Exterior material or color changes which do not conflict with the original form and theme and which are consistent and compatible with the original materials and colors.
- Modifications to existing site features (e.g., trellis, pergola, water features).
- Minor modifications to exterior elevations (e.g., awnings, new/relocating doors and windows).

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 (6) 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.

- Site Development Review See 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 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. 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 with 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**
- E. Fire Department Access:** When applicable, illustrate existing and/or proposed fire access roadways. Reference RCFPD Standard 5-1.

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"/> Final Project-Specific WQMP
<input type="checkbox"/> Drainage	<input type="checkbox"/> Parking	<input type="checkbox"/> Other

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.