



City of Rancho Cucamonga
Planning Department
(909) 477-2750

CHECKLIST FOR DEVELOPMENT DISTRICT, SPECIFIC PLAN OR PLANNED COMMUNITY AMENDMENT (LAND USE)



A Development District, Specific Plan, or Planned Community Amendment may be granted by the City Council to change the Development District, Specific Plan, or Planned Community designation of a property to a different district so that it is consistent with the Land Use Element of the General Plan.

Pursuant to the State law and local ordinances, amendments can only be initiated by the City Planning Commission or Council, or may be initiated by the original applicant for the Specific Plan/Planned Community or a successor thereto. Therefore, the letter of justification outlining the reasons for the amendment must be reviewed by the Planning Commission or City Council. If the Commission or Council approves initiation of the amendment, the applicant may proceed with submitting their formal application as described below.

SECTION 1: Filing Requirements

- 1. **Initial Submittal (at Filing Deadline):** *The filing deadline for the Initial Submittal is every Tuesday between 7:30 a.m. and 5:00 p.m. An appointment for filing the Initial Submittal is encouraged. If an application is submitted after the Tuesday filing deadline, it may result in a week delay in processing time. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.*
- 2. *Uniform Application Parts 1, 2, and 3.*
- 3. *If applicable, one (1) site plan, drawn to scale on a 8-1/2" x 11" format, indicating the subject property, any improvements, current Development District and General Plan designations, present land use, and special features or landmarks. All other properties within five hundred feet (500') shall be shown and shall include the land uses, Development District, and General Plan designation. (See examples provided).*
- 4. *A written justification outlining the reasons for the Development District, Specific Plan, or Planned Community Amendment request.*
- 5. *If applicable, an 8-1/2" x 11" black and white photo reduction (PMT) of the site plan.*
- 6. *If applicable, legal description of property/area for which amendment is being requested.*
- 7. *If applicable, Specific Plan or Planned Community Amendment Map on 8-1/2" x 11" sheet graphically depicting area of which amendment is being requested. (See example provided.)*
- 8. *Part I of the Initial Study (environmental assessment)*
- 9. *Public Hearing Information:*
 - a. *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.***

- b. The list shall be obtained from the latest equalized assessment roll issued by the San Bernardino County Assessor. For projects located on properties with an Assessor's Parcel Number **1062-xxx-xx or lower**, contact the Ontario office at: 2314 S. Mountain Avenue, Suite C, Ontario, (909) 458-1300; for **1063-xxx-xx or higher**, contact the Fontana office at: 9161 Sierra Avenue, Fontana, (909) 427-1660.
- c. Radius Map drawn on the Assessor's Parcel Maps, and spliced together into an 8-1/2" x 11" format, indicating the subject property or subarea with a six hundred sixty foot (660') radius drawn around the property. (See example provided).
- d. Additional public hearing/notice information and fee may be necessary as determined by the Planning Director upon completion of review of the Initial Study.

SECTION 2: Filing Fees

Contact the Planning Department to determine which fees are applicable: All fees shall be calculated to the nearest hundredth of an acre (i.e. 14.25 acres), based upon the gross acreage of the proposed project.

- Development District Amendment* See current fee list.
- Specific Plan/Community Plan Amendment* See current fee list.
- Environmental Assessment See current fee list.
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.
- Environmental Challenge/Appeal 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.
- Rancho Cucamonga Fire Protection District Review Submit receipt showing payment

* Should be charged 1/2 rate if filed in conjunction with a General Plan Amendment.

SECTION 3: Additional Submittal Request

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. The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

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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"/> Traffic Study | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Hillside Development | <input type="checkbox"/> Air Quality |

DEVELOPMENT DISTRICT AMENDMENT-
SITE PLAN

