



DESIGN REVIEW CHECKLIST

An application for Design Review is required for commercial, industrial, institutional, and residential projects with five or more dwelling units involving the issuance of a building permit for construction or reconstruction of a structure which meets the following criteria.

- ✓ New construction on vacant property where the proposed buildings are over 10,000 square feet in size.
- ✓ Structural additions or new buildings which are equal to or exceed 50 percent of the floor area of existing on-site building(s), or have a minimum 10,000 square feet in size.
- ✓ Reconstruction projects which are equal to 50 percent of the floor area of existing on-site building(s), or have a minimum 10,000 square feet in size.
- ✓ Any project being proposed along a special boulevard as defined by the general plan, except for structures within projects with an approved master plan.
- ✓ All projects which are master planned. Once the master plan, including architectural guidelines, has been approved by the planning commission, individual structures may be approved by the planning director.
- ✓ All shopping centers over 10,000 square feet in size, except individual structures may be approved by the planning director where a master plan, including architectural guidelines, has been approved by the planning commission.
- ✓ Certain projects within a hillside area are subject to review pursuant to section 17.52 (Hillside Development).
- ✓ All projects within Mixed Use Zoning Districts.

SECTION 1: Filing Requirements

- 1. A Design Review Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 3. Signed Hazardous Waste Site Statement (attached). Please upload the signed Hazardous Waste Site Statement to our Online Permit Center.
- 4. Part I of the Initial Study (Environmental Assessment). Please upload this document to our Online Permit Center.
- 5. Development package submitted electronically (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).



- 6. Water Quality Management Plan. 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 at <http://permitrack.sbcounty.gov/wap/>
- 8. Filing Fees (see Section 2).

SECTION 2: Filing Fees

Refer to the Planning Department Fee List for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals. Application fees include 1st Planning Commission Hearing and/or 1st City Council Hearing. Additional hearings are subject to additional fees.

- Design Review - Residential See current fee list.
- Public Notice (Staff Time) See current fee list.
- Public Notice (Advertising) See current fee list.
- Rancho Cucamonga Fire Protection District Review.....Submit receipt showing payment.

SECTION 3: Plan Preparation Guidelines

Site Utilization Map should be the first sheet of the development package. All plans should be clear, legible, and accurately scaled. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines). Plans not conforming to these guidelines will not be accepted for processing.

- 1. All plans should be drawn on uniform size sheets no greater than 30" x 42".
- 2. All site and landscape plans should be drawn to an appropriate engineering scale, with the scale clearly labeled (Grading Plan scale should not exceed 1" = 40'). All elevations should, where feasible, be drawn to an architectural scale no smaller than 1/4" = 1'. All plans should be clear, legible, and accurately scaled.
- 3. All plans should be clearly labeled with the title of each sheet and have a unique sheet number.
- 4. All site plans need to contain a north arrow and a legend identifying any symbols.
- 5. A one-sheet index map should be provided when a plan cannot contain the entire project on one sheet.
- 6. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

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. **Site Utilization Map:** 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. **Detailed Site 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 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.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- C. 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 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.
 - 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).
- When the project is located in fire area, "VHFHSZ" the design must comply with the RCFPD Landscaping Guidelines.
- D. 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 uniform sign program (location, size, type).
 - Illustrative elevations of all walls and/or fences.
 - Illustrative cross sections and enlargements or 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").
- E. Floor Plans:**
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
 - Dimension all exterior walls, doors, windows, and room sizes.
- F. Roof Plans**
- G. Phasing Plan:** If phasing is to occur, a plan should indicate the limits of each phase.
- H. Conceptual Master Plan:** If the project site is located adjacent to vacant/undeveloped property and/or minimally developed property that could be subject to future additional development, then a conceptual Master Plan is required to show (on the



adjoining property) potential features/improvements such as, but not limited to, building locations (commercial/industrial); subdivision layout (residential); streets; trails; parking areas; access driveways and drive aisles; and landscaping.

- I. **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 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 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 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 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 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.
- Provide dimensions, elevations, or proposed contours to be achieved by the grading.
- Show side yard swale at least 3 feet away from the building with a 2 percent slope longitudinally and 5 percent minimum – 20 percent maximum transversely.
- Show rear yard swale at 10 feet minimum away from the building with a 2 percent minimum and 6 percent maximum slope longitudinally and 5 percent minimum – 20 percent maximum transversely, or if greater than 10 feet from the building, 1 percent minimum longitudinally.
- Extend the earthen swale to the back of the sidewalk when the lots are at the cul-de-sac or knuckle.
- Provide all wall and retaining wall height, both existing and proposed with elevations.
- Show typical required setbacks for corner and interior lots on the cover sheet.
- Show the actual setbacks (property line to structure and all distance between structures).
- Provide cross-sections along the property parameters and typical interior lots. If requested, additional cross-sections shall be provided.
- Provide driveways with a maximum slope of 10 percent; subject to Planning review and approval.
- Provide 18-foot area at 5 percent maximum slope in front of the garage. If not applicable, a driveway slope of 10 percent shall be provided. Any slopes exceeding 10 percent shall be subject to Planning Department review and approval.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- K. Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2" x 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).



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"/>	Drainage
<input type="checkbox"/>	Parking	<input type="checkbox"/>	Fiscal Impact Analysis	<input type="checkbox"/>	Final Project-Specific WQMP
<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.

SECTION 6: Fire District Submittal Requirements

For Further information, please contact the Building and Safety Services Department at (909) 477-2711 ext. 4209

- 1. The specifics of the buildings for this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance to the current California Building code must be included in the plans. The Building and Safety Services Department requires this information to provide the applicant with a complete review and applicable comments.
- 2. Annexation of the project into the Community Facilities District #85-1 or #88-1 for fire protection services is required for new construction on sites that have not been previously annexed, this site may be required to be annexed.
- 3. **Proof of available fire flow** must be obtained from the Cucamonga Valley Water District (CVWD). The applicant must contact CVWD’s Engineering Department located at 10440 Ashford Street, Rancho Cucamonga. They may be contacted by calling 909-987-2591. Their office hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. Allow sufficient time for CVWD to perform the test and produce a letter confirming the available fire flow. The applicant may e-mail the proof of the fire flow letter to Moises.Eskenazi@cityofrc.us. The letter must be current (within one-year of the request) and be site specific. When FCS receives the letter, this fire flow item will be deemed complete only if the available fire flow, as stated on the CVWD letter, meets or exceeds the fire flow required for the building in accordance with the California Fire Code. Fire flow is a requirement of the California Fire Code Section 903 and Appendix III-A. This fire flow may be reduced by up to 50%, but not less than 1,500 GPM at 20 psi if the building will be equipped with an automatic fire sprinkler system in accordance with NFPA 13, NFPA 13R, or NFPA 13D.
- 4. **The fire department access** must be submitted in compliance with the minimum requirements established by the RCFPD Fire Access/Fire Lane Standard 5-1. The designer is required to design the fire lanes in accordance with the Standard. The following is a summary of some the fire lane requirements.
 - a. Access to all portions of the building must be within 150' of the available fire department access.
 - b. The project with a depth exceeding 300 feet generally requires two separate points of access.
 - c. The maximum cul-de-sac length on a single-family residence projects must not exceed 600'.
 - d. The maximum cul-de-sac length on a commercial/industrial/multi-family dwelling project must not exceed 300'.
 - e. The maximum length of the required fire department access roadway without an approved turn around must not exceed



150'.

- f. The minimum width of the fire lane road must be 26'.
- g. A maximum inside turning radius of 20' and a minimum outside turning radius of 46' is required at all the fire lane turns.
- h. The minimum radius of a cul-de-sac is 45'.
- i. The minimum vertical clearance at the fire lane is 14' 6".
- j. At any private entry median, the minimum width of the traffic lane shall be 20' on each side.
- k. A paved all weather surface is required for all fire access roads. Roads must be capable of supporting 80,000 pounds gross vehicle weight.
- l. The maximum grade of the driving surface shall not exceed 12%.
- m. The angle of departure and approach shall not exceed 9-degrees or 20%.
- n. Please prepare a fire department access plan in accordance to RCFPD standard 9-7 indicating the location of the proposed Fire Department Emergency Access Roadways in compliance with the Standard.
- o. Please shade the proposed fire lane to distinguish it from other roads on the site plan.

- 5. **Reciprocal agreements** for Fire Department Emergency Access and Water Supply are required were access and water supply is on private property and is shared between property owners. A Reciprocal agreement may be required to be recorded between property owners and the Fire District. The recorded agreement shall include a copy of the site plan. The Fire Construction Services shall approve the agreement, prior to recordation. The agreement shall be recorded with the County of San Bernardino, Records Office.

Reciprocal access agreement – Is permanent access agreement between the owners granting irrevocable and a non-exclusive easement, favoring the Fire District to gain access to the subject property. The agreement shall include a statement that no obstruction, gate, fence, building or other structure shall be placed within the dedicated access, without Fire Department approval. The agreement shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

Reciprocal water covenant – A permanent maintenance and service covenant between the owners granting an irrevocable and non-exclusive easement, favoring the Fire District for the purpose of accessing and maintaining the private water mains, valves and fire hydrants (fire protection systems & facilities in general). The covenant shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

If the document cannot be prepared before the Planning Division's deadlines the applicant may contact Building and Safety Services Department to mitigate the time frame.

- 6. **Fire protection plans:** when required must be prepared in accordance to RCFPD Standards. Fire protection plans are required for projects located in the Very High Fire Hazard Severity Zone "VHFHSZ" that are not considered infill or when defensible space is not adequate. The required components of the plans are:

- a. Defensible space and vegetation management (fuel modification plans) requirements must be designed per RCFPD Guidelines.
- b. Water supply, access, building ignition & fire resistive/protection systems requirements must be addressed in accordance with the current edition of the California Building Code and/or the California Residential Code.

- 7. **Change of Occupancy plans:** When required must be submitted to Building & Safety for the evaluation of a CUP application regarding a new use in the existing residential or commercial/industrial building. Some of the issues that must be addressed to change the occupancy of a Building include (but are not limited to): California Disabled Accessibility Regulations to buildings and facilities (such as restrooms and parking,) mix occupancy allowable area ratios, fire walls/barriers, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, structural importance factor for seismic upgrade, or fire alarm installation or upgrade and direct exiting criteria. Usually change of occupancy plans are required to be submitted by a licensed Architect and evaluated before the CUP is approved.



8. **Gates Standards:** All proposed gates across Fire Department access roadways shall be installed in accordance with RCFPD Standard 5-3 or 5-4. The following are the applicable general design requirements:
- a. The gate shall be motorized and slide open horizontally or swing inward.
 - b. All motorized gates must fully open at the rate of one second per foot of required width, (e.g., 20 ft./20 sec.).
 - c. When fully open, the minimum width shall be 20 feet.
 - d. Gates on access roads designated "Emergency Services Use Only" may be manually operated.
 - e. Gates on Commercial/Industrial facilities may be manually operated.
 - f. After project approval the applicant shall contact the Fire Safety Department for complete standards.
 - g. A traffic preemption device is required on all residential gates required to be motorized.
 - h. For information visit the Building and Safety Services Department and or the Fire District website at <https://www.cityofrc.us/public-safety/fire>.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
RELATED FILES:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:		Phone Number:
		Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (attached) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as the date of executing this statement, OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Date: _____



There are facilities in the City and its SOI that handle hazardous materials and are listed on various databases for hazardous materials. These facilities are listed below by location and/or ownership.

- 6th Street/Hellman Avenue
- 9805 6th Street, Suite 104, Brownwood Furniture Incorporated
- 9810 6th Street, Hartwell Corporation
- 12150 6th Street, Mobil Oil Corporation
- 8477 Archibald Avenue
- 9393 Arrow Highway, Intermetro Industries Corporation
- 11200 Arrow Highway, Steelscape Incorporated
- 11711 Arrow Highway, Schlosser Forge Company
- 12167 Arrow Highway, Soil Treatment, Rancho Cucamonga
- 12281 Arrow Highway, Parallel Products of California
- 12281 Arrow Highway
- 12451 Arrow Highway, CMC Fontana Steel
- 12455 Arrow Highway, Ameron International
- 12455 Arrow Highway, Ameron International Concrete and Steel Pipe GRP
- 12459 Arrow Highway, Tamco
- 12459 Arrow Highway A, TI Wire
- 9133 Center Avenue, Metal Coaters of California, Incorporated
- 8939 Etiwanda Avenue, Sterling Can Corporation
- 8996 Etiwanda Avenue, Generating Station, Etiwanda
- 9082 Foothill Boulevard, Unocal #6972
- 12549 Foothill Boulevard
- 5885 Haven Avenue
- 7211 Haven Avenue, Terra Vista Cleaners
- 9060 Haven Avenue, Degussa Construction Chemicals Operations, Inc.
- 8613 Helms Avenue
- 8740 Hellman Avenue, Vacuum Metalizing Company, Inc.
- Arlon Materials for Electronics Division
- 9433 Hyssop Drive
- 8786 Industrial Lane
- 8875 Industrial Lane, Western Metal Decorating Company
- 10667 Jersey Boulevard, Robert Manufacturing Company
- 11000 Jersey Boulevard, PAC Rancho, Incorporated
- 11155 Jersey Blvd, Suite K, Precision Aerospace Corporation
- 11239 Jersey Boulevard, Rancho Cucamonga Fire Station #174
- 11266 Jersey Boulevard, General Latex and Chemical Corporation
- 11559 Jersey Boulevard, Mission Foods Rancho Cucamonga
- 10477 Lemon Avenue
- 6539 Milliken Avenue
- 8530 Milliken Avenue, Innovative Polymer Systems Incorporated
- 8075 Monet Avenue, Chevron 301784
- 9121 Pittsburg Avenue
- 9060 Rancho Park Court, Studio 1
- 9420 Santa Anita Avenue, Pacer Technology
- 11060 Tacoma Drive, Alshin Tire Corp
- Victoria Avenue/East Avenue, Etiwanda High School Expansion



ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> for permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at Planning@cityofrc.us

ELECTRONIC SUBMISSION PROCESS

1. Initiate an Application

To get started, go to the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> and follow the links to create an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account. Once you have created an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account you will then apply for the appropriate application that matches the permit you are applying for by logging into your [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account and selecting "Create an Application" (a list of record types will appear for you to select from). For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the fields on [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single black and white pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate multiple pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) under the "record info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings are ready with corrections or have been approved. You will need to log on to [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) to download the plans / drawings with all comments.

Checking your application online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) will provide you with the latest status of your project review. You can check the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter). **A complete set of any plans/ drawings that were revised must**



be uploaded, with all revisions clearly marked. Scanned plans will **NOT** be accepted. Do **NOT** submit individual plan sheets as separate PDF documents. If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the [Online Permit Center](#).

4. Approval

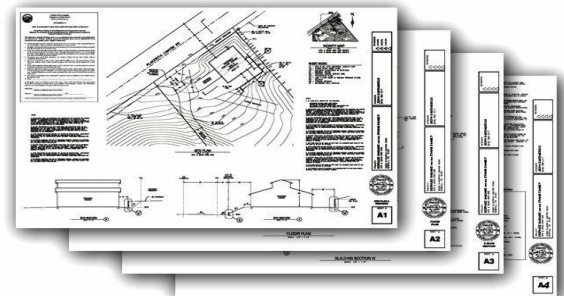
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on [Online Permit Center](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

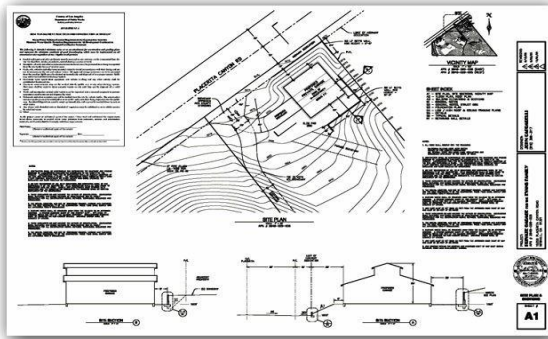
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

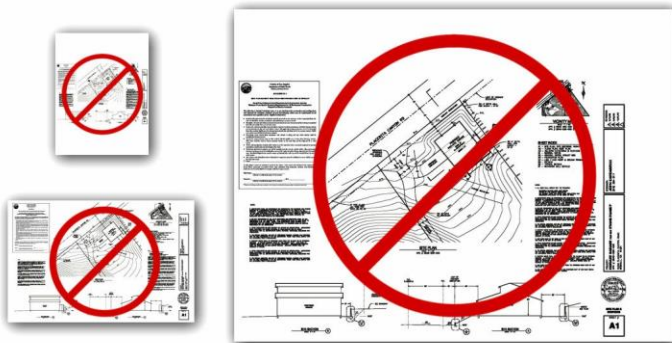
✓Correct

See "Formatting Q&A" on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

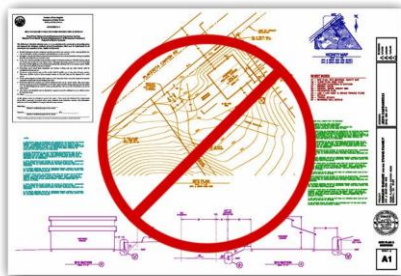


✓Correct

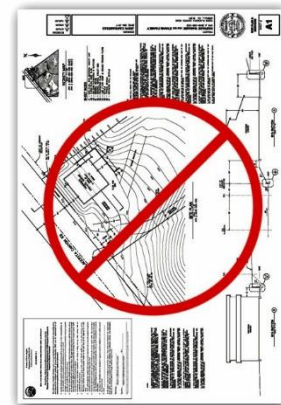
All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted

FORMATTING Q&A:

Question: Why does Rancho Cucamonga only accept PDF plans?



Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*

Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Question: *My PDF files are too big. What am I doing wrong?*

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.