



# MINOR USE PERMIT CHECKLIST

Per Development Code section 17.16.120, A minor use permit provides a process for director review and determination of requests for uses and activities whose effects on adjacent sites and surroundings must be evaluated. These uses and activities generally meet the purposes of the applicable zoning district but require special consideration in their design or operation to ensure compatibility with surrounding or potential future uses. It is anticipated that uses qualifying for a minor use permit only have an impact on immediately adjacent properties and can be modified and/or conditioned to ensure compatibility. The planning director is the approving authority for minor use permits. However, the planning director may also refer a minor use permit to the planning commission for review and approval pursuant to section 17.14.060.C (Referral to the Planning Commission).

## SECTION 1: Filing Requirements

- 1. A Minor Use Permit 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. 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).
- 4. A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the MUP at this particular location. Please upload this letter to our Online Permit Center.
- 5. List of all tenants within the center or complex by name, address, type of use, square footage, and hours. This information should be readily available from the property manager/leasing agent. Please upload this information to our Online Permit Center.
- 6. 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 1<sup>st</sup> and 2<sup>nd</sup> submittal. Additional processing fee will apply to 3<sup>rd</sup> and subsequent submittals.

- Minor Use Permit ..... See current fee list.
- Public Notice (Staff Time) ..... See current fee list.
- Public Notice (Advertising) ..... See current fee list.

## SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

**A. Site Utilization Map (as required by the Planning Department):** A map showing 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 (ROW improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. Scale 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 (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).
- C. **Floor Plan:** This plan, drawn to scale, shall indicate the proposed seating arrangement and number of seats and aisles, and the location of interior uses (i.e. office, bathroom, waiting area, etc.). Dimension all room sizes, corridors and hallways, and aisle widths. Show existing and proposed improvements. Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom. If rooms will be used for more than one use, such as office and classroom, label accordingly.

## SECTION 5: Fire District Submittal Requirements

*For further information, please contact The Fire District at (909) 477-2710 ext. 4209*

- 1. Provide on the plans: The specifics of the buildings on this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance with its current use. This information is required to provide the applicant with a complete review and applicable comments.
- 2. When a change of use and occupancy is proposed with the CUP application, a preliminary "Change of Occupancy Plans" is usually required to be submitted to Building & Safety Services Department for the evaluation of a CUP application regarding a new proposed use and occupancy 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 to buildings and facilities (such as restrooms and parking) mixed occupancy allowable area ratios, area separation walls, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, fire sprinklers, fire alarms, structural analysis and exiting criteria. A complete change of occupancy plans will be required to be submitted after the CUP is approved. Building permits and final acceptance is required before occupancy.



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

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

### 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:		



# 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](mailto: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](mailto: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

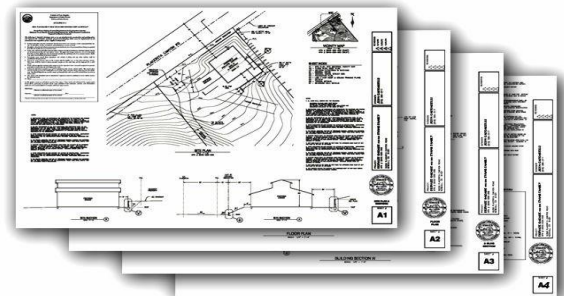
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on [Online Permit Center](#).

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.

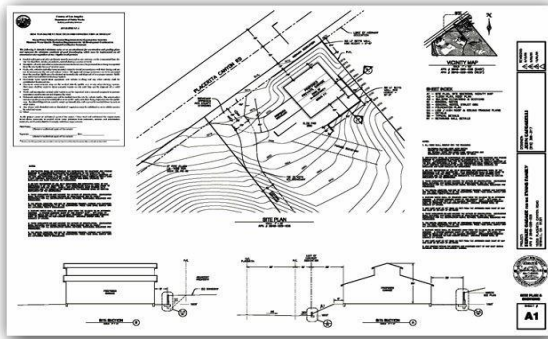
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.  
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

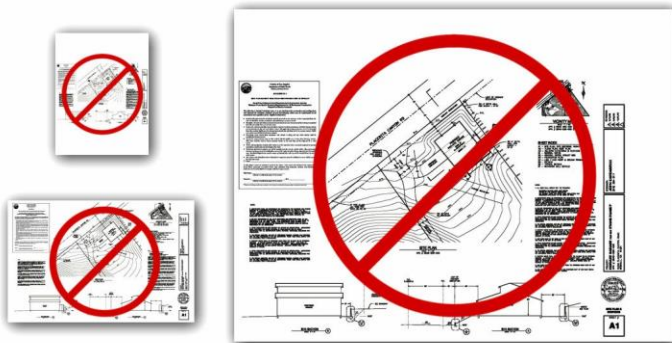
✓Correct

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).

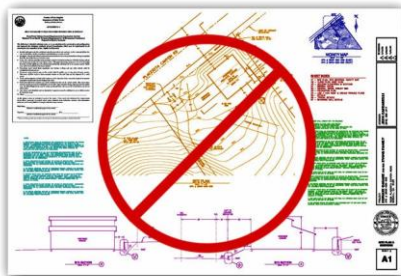


✓Correct

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.