



Land Use Services Department
Planning Division

Pre-Submittal Guidance Checklist

The pre-submittal guidance checklist was developed to assist our applicants prior to the submittal of their entitlement application. There are many factors to consider prior to submitting your application. Please utilize this checklist to assist you in obtaining essential information related to the planning project review process.

❖ Understanding of Planning Project Review Process

YES NO

- The entitlement process can be a complex process that often requires extensive knowledge of environmental factors, structural design, etc. It is understood that hiring an experienced professional to assist in the process is highly recommended if you do not have the experience to complete the work yourself.

❖ Understanding of Fees

YES NO

- If the proposed project is deposit based, I understand that the project review process will be charged on an "actual cost" basis at rates established in the [San Bernardino County Fee Ordinance](#).
- I understand that if account funds are depleted, an additional deposit will be required in order to allow staff to continue processing the application. Failure to pay the required deposit will result in suspension and possible termination of the review process.
- I understand that in addition to the deposit required for the application submittal, there may be other fees required for reviews by other agencies including Fire, Environmental Health Services, Code Enforcement, Surveyor, Public Works, and Building & Safety. [State Fish and Wildlife](#) fees may also be required prior to approval.

❖ Planning (<http://cms.sbcounty.gov/lus/Planning/PlanningHome.aspx>)

YES NO

- I have verified the zoning of the parcel(s) associated with the proposed project ([Zoning Map](#)). The current zoning is _____ and allows for the use that is being proposed.
- I have reviewed the parking requirements (SB Development Code [Chapter 83.11 Parking and Loading Standards](#)) and have the adequate space to meet the requirements.
- I have reviewed the Landscape Standards (SB Development Code [Chapter 83.10 Landscaping Standards](#)) and am aware of the requirements that the proposed development shall meet.
- I am aware that additional studies and reports may be required prior and/or after project acceptance to evaluate impacts of the proposed development upon surrounding properties (i.e. Noise Impact Analysis, Air Quality Analysis, Traffic Study, etc.) All reports shall be prepared by qualified professionals.

❖ Building and Safety (<http://cms.sbcounty.gov/lus/BuildingSafety/BuildingSafetyHome.aspx>)

YES NO

- I understand that after Planning's approval of the project, I will be required to submit plans and obtain all proper permits through the Building and Safety Division.
- I understand that fees associated with plan review, required report reviews, and obtaining permits are separate than the entitlement process and shall be paid at the time of submittal/issuance.



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❖ Code Enforcement (<http://cms.sbcounty.gov/lus/CodeEnforcement/CodeEnforcementHome.aspx>)

YES NO

- I am aware of any active or potential Code Enforcement issues on the development site. If the submittal of the application is to satisfy an active Code Enforcement case, I am aware that the submittal of the application does not close the Code Enforcement case. The case will be monitored to ensure that all violations are addressed and complied with in its entirety.

❖ Land Development (<http://cms.sbcounty.gov/lus/LandDevelopment/LandDevelopmentHome.aspx>)

YES NO

- I have verified through the review of the property documents for this site or through the Land Development Division, whether there are any easements, patent reservations, and/or any drainage courses in the area of proposed development.
- I have contacted the Land Development Division and am aware of road improvements and/or road dedications that may be required for the proposed development.
- I have checked with the Land Development Division and am aware of the fees associated with their review of the entitlement application. ([Fee Schedule](#))
- I have researched, through the [FEMA website](#), the flood zone designation and the elevation requirements.
- I have checked with Land Development, or the Land Development FAQs, if the proposed project site will require the submittal of a Water Quality Management Plan (WQMP) and/or a Drainage Study.

❖ Water & Sewer Purveyor (Environmental Health Services 800-442-2283)

YES NO

- I have verified with the water purveyor for this area that adequate facilities exist or an arrangement will be made in order to satisfy the domestic water service requirements for this development. If water service is unavailable in the development area, I have contacted Environmental Health Services and am aware of the requirements to install a water well on-site.
- I am aware that I will be required to connect to public sewer if the development is within 200' feet of a sewer line or if required as a Condition of Approval. If the development is outside of the service boundary area, I have contacted Environmental Health Services and have an understanding of alternative methods of waste water disposal.

❖ Traffic (DPW Traffic Division 909-387-8186)

YES NO

- I have verified with the Department of Public Works Traffic Division whether the proposed project will be subject to a Trip Generation Report and/or a Traffic Study.
- I have contacted the Traffic Division and I am aware whether the subject property is located within a Transportation Facilities Fee Plan (Local and/or Regional).
- I have checked with the Traffic Division and obtained information on any potential street improvements that may be needed because of the proposed project.