



EZOP Planning Checklist PROJECT *Information Sheet*

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EZOP Planning Checklist PROJECT Information Sheet

PROJECT INFORMATION OVERVIEW

The Project Application shall be used to file the following application types*:

- Conditional Use Permit
- Minor Use Permit
- General/Specific Plan Amendment
- Development Code Amendment
- Specific Plan
- Planned Development
- Tentative Tract Map
- Tentative Parcel Map
- Wireless Telecommunication Facilities (CUP/MUP)
- Concurrent Filing of Actual Cost Applications

* A variance request may be submitted as a concurrent filing with any of the aforementioned applications.

Actual Cost Applications

The basic review fees for these applications are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

You can access the current Fee Schedule at

<http://www.sbcounty.gov/Uploads/LUS/BandS/Permits/CountyfeeOrdinance.pdf#page=69>



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CONDITIONAL USE PERMIT

GENERAL INFORMATION

A **Conditional Use Permit (CUP)** is required by the County Development Code to evaluate the location, design and operation for certain new or expanded land uses as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses.

FEES

Conditional Use Permit (Actual Cost): \$14,120.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. A Conditional Use Permit shall be processed using the Staff Review with Notice procedures.
5. Project planner will perform review consolidation, draft approval documents and schedule a public hearing.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Conditional Use Permits will be reviewed by Planning Staff and will be considered by the Planning Commission at a public hearing. Actions of the Planning Commission may be appealed to the Board of Supervisors within ten days following the date of the action. Appeals must be made by means of a separate application and may require an additional fee.

CUP – SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Project Site Plan and Elevations – [Refer to the Project Site Plan and Elevations Checklist](#)
- ☐ 6. Adequate Service Certification for Water
- ☐ 7. Adequate Service Certification for Sewer
- ☐ 8. Hazardous Waste Site Certification

[END OF CONDITIONAL USE PERMIT]



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MINOR USE PERMIT

GENERAL INFORMATION

A **Minor Use Permit (MUP)** is required by the County Development Code to evaluate the location, design and operation for certain new or expanded land uses as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses.

FEES

Minor Use Permit (Actual Cost): \$7,220.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Minor Use Permit shall be processed using the Staff Review with Notice Procedures.
5. Project planner will perform review consolidation, draft approval documents and schedule a public hearing.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Minor Use Permits will be reviewed by Planning Staff and will be considered by the Zoning Administrator at a public hearing. The Zoning Administrator may refer the application to the Planning Commission for consideration and final action. Actions taken by the Zoning Administrator may be appealed to the Planning Commission within ten days following the date of the action. Appeals must be by means of a separate application and may require an additional fee.

In addition to general findings for all use permits (Chapter 85.06.040), the review authority shall first find and justify that all of the following additional findings are true before approving a minor use permit application:

- (1) There are no circumstances that would result in standards or conditions not being able to adequately mitigate environmental impacts.
- (2) The project is planned for immediate development and does not include a phased development.
- (3) The project is not likely to result in controversy. If the proposed project fails to satisfy any of the findings identified in this Subsection, it shall only be processed as a Conditional Use Permit in compliance with this Chapter.

MUP - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Project Site Plan and Elevations – [Refer to the Project Site Plan and Elevations Checklist](#)
- ☐ 6. Hazardous Waste Site Certification
- ☐ 7. Adequate Service Certification for Water
- ☐ 8. Adequate Service Certification for Sewer

[END OF MINOR USE PERMIT]



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TENTATIVE TRACT MAP

GENERAL INFORMATION

A **Tentative Tract Map (TT)** will be required for subdivisions creating five (5) parcels or more, for a condominium project, or for a Final Development Plan.

FEES

Tentative Tract Map (Actual Cost): \$14,120.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Tentative Tract Map shall be processed using the Staff Review with Notice procedures.
5. Project planner will perform review consolidation, draft approval documents and schedule a Development Review Committee (DRC) meeting.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Tentative Tract Map. The Project planner will have the project and materials reviewed by all appropriate County Departments and Agencies. Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you. The Project planner will prepare these materials for consideration by the DRC. The DRC will either make a recommendation to the Director of Land Use Services or to the Planning Commission if there is controversy or a concurrently filed application that requires a public hearing.

TT - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
 - ☐ 2. Property Owner Certification Form
 - ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).
- NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.*
- ☐ 4. Letter of Intent
 - ☐ 5. Tentative Tract Map
 - ☐ 6. Hazardous Waste Site Certification
 - ☐ 7. Adequate Service Certification for Water
 - ☐ 8. Adequate Service Certification for Sewer
 - ☐ 9. Preliminary Title Report for subdivision purposes
 - ☐ 10. Proposed deed restrictions and/or CC&R's, if any are proposed.

[END OF TENTATIVE TRACT MAP]



EZOP Planning Checklist PROJECT Information Sheet

TENTATIVE PARCEL MAP

GENERAL INFORMATION

A **Tentative Parcel Map (TPM)** is required for subdivisions where four (4) parcels or less, with or without a remainder, are created or reconfigured. Where each parcel created has a gross area of less than twenty (20) acres, a Parcel Map shall be required. Where each parcel has a gross area of twenty (20) acres or more, or where each parcel is a quarter of a quarter section or larger, a Property Plot Map may be submitted in lieu of a Parcel Map. This application is also required for those projects that would normally require a Tentative Tract Application (a subdivision creating five (5) parcels or more) but are listed as exceptions to the Final Map requirement in the California Subdivision Map Act.

FEES

Tentative Parcel Map (Actual Cost): \$9,060.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Tentative Parcel Map shall be processed using the Staff Review with Notice Procedures.
5. Project planner will perform review consolidation, and draft approval documents.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Tentative Parcel Map. The Project planner will have the project and materials reviewed by all appropriate County Departments and Agencies. Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you. The Project planner will prepare these materials for consideration by either the Director of Land Use Services or Planning Commission if there is controversy or a concurrently filed application that requires a public hearing.

TPM - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Tentative Parcel Map
- ☐ 6. Hazardous Waste Site Certification
- ☐ 7. Adequate Service Certification for Water
- ☐ 8. Adequate Service Certification for Sewer
- ☐ 9. Preliminary Title Report for subdivision purposes

[END OF TENTATIVE PARCEL MAP]



EZOP Planning Checklist PROJECT Information Sheet

WIRELESS TELECOMMUNICATION FACILITY: CONDITIONAL USE PERMIT

GENERAL INFORMATION

A **Wireless Telecommunications Facility Conditional Use Permit** is required by the County Development Code to evaluate the location, design and operation for new wireless telecommunication facilities as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses.

FEES

Wireless Telecommunication Facility Conditional Use Permit (Actual Cost): \$14,120.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Wireless Telecommunication Facility Conditional Use Permit shall be processed using the Staff Review with Notice procedures.
5. Project planner will perform review consolidation, draft approval documents and schedule hearing.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Wireless Telecommunication Facility Conditional Use Permit will be reviewed by Planning Staff and considered by the Planning Commission at a public hearing. Actions of the Planning Commission may be appealed to the Board of Supervisors within ten days following the date of the action. Appeals must be made by means of a separate application and may require an additional fee.

WIRELESS CUP - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Site Plan
- ☐ 6. Hazardous Waste Site Certification
- ☐ 7. Adequate Service Certification for Water
- ☐ 8. Adequate Service Certification for Sewer

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EZOP Planning Checklist PROJECT Information Sheet

WIRELESS CUP - SUBMITTAL MATERIALS CHECKLIST (Cont'd)

- ☐ 9. Report discussing and providing the following:
- Identity of all tower or facility occupants. If none, so state.
 - If the applicant intends to transfer the ownership or control of the site proposed to another entity within 24 months, so state and identify the name(s) of the proposed or identified transferee(s).
 - Identify all other sites that connect to or connect from (hand-off-to/from) this site as proposed. Indicate if other sites are existing or proposed and height of connecting towers. If connecting tower is proposed, indicate what jurisdiction (i.e., city, county, state or federal) has approval authority and indicate at what stage of the approval process the application has reached.
 - Document the size and approximate location boundary of the search ring for the proposed site and discuss other sites, if any, considered within the search ring. Explain why other sites were not considered or selected.
 - Discuss potential for co-location at an existing or new site. State if a carrier has already been contracted to co-locate. If there is no potential for co-location, explain why.
 - Identify any other wireless sites(s) within two thousand feet of the subject site. Discuss whether it is practical to co-locate or joint locate on any of the sites you have identified. Please state if there are no sites within two thousand feet.
 - Is the facility out of site from major viewing points? If not, is it installed on a site that is already developed with a telecommunication facility or other public or quasi-public use? If not, why?
 - Explain how the facility is a compatible design and blends with the surrounding environment?
 - Provide technical evidence showing a clear and convincing need for this facility.
 - Discuss how the facility will comply with County noise standards, especially relating to generators and air conditioning compressors that may be installed and/or used at the subject site.
 - Is the project filling in a "blind spot" in service? If so, explain the circumstances how this is accomplished.
 - What steps are being taken to preserve existing significant vegetation?
- ☐ 10. Visual Impact Analysis or demonstration (photo simulations) of the proposed tower at the site.
The analysis shall be "worst case" (i.e., all co-locators) and shall assess the cumulative impacts of the proposed facility, including the provision of electrical service to the site, and other existing and foreseeable telecommunication facilities in the area, and shall identify and incorporate all feasible mitigation measures consistent with the technological requirements of the proposed telecommunication service. The photo simulations should be taken from a minimum of three widely scattered locations and shall include a vicinity map indicating the location and direction of view.
- ☐ 11. Radio-frequency propagation maps showing the extent of the current coverage and anticipated (site on/site off maps). Utilize the same size scale and same radio-frequency strength gradients. Insure that one gradient of the radio-frequency coverage overlay indicates minimum signal strength for your FCC license classification. Indicate scale on the map and locate landmarks, roads for identification of coverage. The maps shall be of an adequate size and detail to show the following:
- Show anticipated tower coverage at proposed height.
 - Show anticipated tower coverage with maximum height allowed by the Land Use District (LUD) if less than proposed height.
 - Show existing coverage (site off).
- ☐ 12. The FCC will have additional requirements and submittals, check their website for more information. [Wireless Services | Federal Communications Commission \(fcc.gov\)](#)

[END OF WIRELESS TELECOMMUNICATIONS CUP]



EZOP Planning Checklist PROJECT Information Sheet

WIRELESS TELECOMMUNICATION FACILITY: MINOR USE PERMIT

GENERAL INFORMATION

A **Wireless Telecommunications Facility Minor Use Permit** is required by the County Development Code to evaluate the location, design and operation for new wireless telecommunication facilities as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses.

FEES

Wireless Telecommunication Facility Minor Use Permit (Actual Cost): \$7,220.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Wireless Telecommunication Facility Minor Use Permit shall be processed using the Staff Review with Notice procedures.
5. Project planner will perform review consolidation, draft approval documents and schedule hearing.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Wireless Telecommunication Facility Minor Use Permit will be reviewed by Planning Staff and considered by either the Zoning Administrator at a public hearing. The Zoning Administrator may refer the application to the Planning Commission for consideration and final action. Actions taken by the Zoning Administrator may be appealed to the Planning Commission within ten days following the date of the action. Appeals must be made by means of a separate application and may require an additional fee.

In addition to general findings for all use permits (Chapter 85.06.040), the review authority shall first find and justify that all of the following additional findings are true before approving a minor use permit application:

- (1) There are no circumstances that would result in standards or conditions not being able to adequately mitigate environmental impacts.
- (2) The project is planned for immediate development and does not include a phased development.
- (3) The project is not likely to result in controversy. If the proposed project fails to satisfy any of the findings identified in this Subsection, it shall only be processed as a Conditional Use Permit in compliance with this Chapter.

Projects shall not be considered controversial solely on the basis of radio frequency emissions. This application does not apply to the installation of remote units required for fixed wireless telephone and high-speed Internet service. The installation of these types of remote units is exempt from review by the Land Use Services Department, the Planning Commission, or the Board of Supervisors.

WIRELESS MUP - SUBMITTAL MATERIALS

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Site Plan



EZOP Planning Checklist PROJECT Information Sheet

WIRELESS MUP - SUBMITTAL MATERIALS

- ☐ 6. Hazardous Waste Site Certification
- ☐ 7. Adequate Service Certification for Water
- ☐ 8. Adequate Service Certification for Sewer
- ☐ 9. Report discussing and providing the following:
 - Identity of all tower or facility occupants. If none, so state.
 - If the applicant intends to transfer the ownership or control of the site proposed to another entity within 24 months, so state and identify the name(s) of the proposed or identified transferee(s).
 - Identify all other sites that connect to or connect from (hand-off-to/from) this site as proposed. Indicate if other sites are existing or proposed and height of connecting towers. If connecting tower is proposed, indicate what jurisdiction (i.e., city, county, state or federal) has approval authority and indicate at what stage of the approval process the application has reached.
 - Document the size and approximate location boundary of the search ring for the proposed site and discuss other sites, if any, considered within the search ring. Explain why other sites were not considered or selected.
 - Discuss potential for co-location at an existing or new site. State if a carrier has already been contracted to co-locate. If there is no potential for co-location, explain why.
 - Identify any other wireless sites(s) within two thousand feet of the subject site. Discuss whether it is practical to co-locate or joint locate on any of the sites you have identified. Please state if there are no sites within two thousand feet.
 - Is the facility out of site from major viewing points? If not, is it installed on a site that is already developed with a telecommunication facility or other public or quasi-public use? If not, why?
 - Explain how the facility is a compatible design and blends with the surrounding environment?
 - Provide technical evidence showing a clear and convincing need for this facility.
 - Discuss how the facility will comply with County noise standards, especially relating to generators and air conditioning compressors that may be installed and/or used at the subject site.
 - Is the project filling in a "blind spot" in service? If so, explain the circumstances how this is accomplished.
 - What steps are being taken to preserve existing significant vegetation?
- ☐ 10. Visual Impact Analysis or demonstration (photo simulations) of the proposed tower at the site.

The analysis shall be "worst case" (i.e., all co-locators) and shall assess the cumulate impacts of the proposed facility, including the provision of electrical service to the site, and other existing and foreseeable telecommunication facilities in the area, and shall identify and incorporate all feasible mitigation measures consistent with the technological requirements of the proposed telecommunication service. The photo simulations should be taken from a minimum of three widely scattered locations and shall include a vicinity map indicating the location and direction of view.
- ☐ 11. Radio-frequency propagation maps showing the extent of the current coverage and anticipated (site on/site off maps). Utilize the same size scale and same radio-frequency strength gradients. Ensure that one gradient of the radio-frequency coverage overlay indicates minimum signal strength for your FCC license classification. Indicate scale on the map and locate landmarks, roads for identification of coverage. The maps shall be of an adequate size and detail to show the following:
 - Show anticipated tower coverage at proposed height.
 - Show anticipated tower coverage with maximum height allowed by the Land Use District (LUD) if less than proposed height.
 - Show existing coverage (site off).
- ☐ 12. The FCC will have additional requirements and submittals, check their website for more information. [Wireless Services | Federal Communications Commission \(fcc.gov\)](https://www.fcc.gov/wireless-services)

[END OF WIRELESS TELECOMMUNICATIONS MUP]



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PLANNED DEVELOPMENT

GENERAL INFORMATION

A **Planned Development** process facilitates greater flexibility in design and a more efficient use of land than would be possible through strict application of land use district regulations. This process serves as an alternative site planning process that encourages the more creative and imaginative planning of mixed use, multi-phased residential, commercial or industrial developments within the framework of a single cohesive development plan.

The Development Code provides that a Planned Development is a "land use application which allows the flexibility in the Development Code standards to proposed development under limited and unique circumstances. The purpose is to allow consideration of innovation in site planning and other aspects of project design, and more effective design responses to site features, uses on adjoining properties, and environmental impacts than the Development Code would produce without adjustment. The County expects each Planned Development Permit to be of obvious, significantly higher quality than would be achieved through conventional design practices and development standards."

All provisions of the Planned Development must be consistent with the County General Plan and the uses allowed in the Development Code Land Use District. If a Planned Development is proposed that is not consistent with these provisions, an amendment to the General Plan and/or the Development Code will be required to be currently filed to eliminate these inconsistencies.

FEES

Planned Development (Actual Cost):

- Pre-Application Development Review Meeting: No Cost
- Preliminary Development Plan (Actual Cost): \$14,120 Initial Deposit
- Final Development Plan (Actual Cost): \$14,120 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete, it will be routed to appropriate agencies for their review.
4. Any Planned Development shall be processed using the Staff Review with Notice procedures.
5. Project planner will perform review consolidation, draft approval documents. The PDP will be reviewed by County Staff, the Development Review Committee, the Planning Commission in public hearing, and the Board of Supervisors in public hearing.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Planned Development review consists of several steps as set forth in the Development Code. The materials required for each step of this process are listed in this informational sheet. The Project planner will have the project and the materials submitted reviewed by all appropriate County Departments and Agencies. Any required corrections, questions or revisions to your submittal or other materials will be reviewed by the project planner and then provided to you. The project planner will prepare the materials for consideration by the Development Review Committee (DRC) at a public meeting, after all Environmental Review procedures have been completed. The applicant and neighboring property owners will be notified in writing of the hearing date and time. Following the DRC the project planner will prepare a staff report with a project action recommendation, proposed conditions of approval, findings and appropriate Environmental Review documentation.

Pre-Application Development Review Meeting – A pre-application meeting with the Development Review Committee (DRC) is required prior to the submittal of a Planned Development for mixed use or a development with phased infrastructure. This is an optional step for all other Planned Development Applications. The purpose of this review is to acquaint with the procedural requirements of the planned development provisions of this Code and to discuss the general acceptability of the plan and its compatibility with applicable policies, issues and development regulations. The DRC will provide the applicant a Pre-Application Development Review Report.

CONTINUED ON NEXT PAGE



EZOP Planning Checklist PROJECT Information Sheet

PROCEDURES (Continued)

Preliminary Development Plan – The Preliminary Development Plan (PDP) is a comprehensive conceptual design plan and a descriptive text that outlines and illustrates the development, including proposed modifications to regulations and an analysis of consistency with General Plan policies and Development Code regulations. The PDP review provides a suitability analysis of the proposed developments. The PDP will be reviewed by County staff, the DRC, the Planning Commission in public hearing, and the Board of Supervisors in public hearing. A Planning Commission (PC) action of denial on a Preliminary Development Plan will not be sent to the Board of Supervisors unless appealed.

Final Development Plan – The Final Development Plan (FDP) is a detailed site plan which sets forth the location and dimensions of all uses and structures in sufficient detail to permit preparation of construction drawings and must be in compliance with the Preliminary Development Plan. The Director of Land Use Services shall review and act upon an application for a Final Development Plan provided it is non-controversial. Per the Development Code it shall be determined to be non-controversial when no member of the Development Review Committee objects to the proposed development, the applicant is in agreement with the requirements and conditions imposed, and when there has been no objection to the proposed project. If the project is determined to be controversial, it shall be referred to the Planning Commission for final action subject to appeal to the Board of Supervisors.

Concurrent Filing - The applicant may file the Preliminary and Final Development Plan as one application and the Final Development Plan may be for a portion of the project as shown in the Preliminary Development Plan. Please consult with staff before proceeding with this process.

PD - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
 - ☐ 2. Property Owner Certification Form
 - ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).
- NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.*
- ☐ 4. Letter of Intent
 - ☐ 5. Tentative Parcel Map
 - ☐ 6. Hazardous Waste Site Certification
 - ☐ 7. Adequate Service Certification for Water
 - ☐ 8. Adequate Service Certification for Sewer
 - ☐ 9. Existing land use map showing the project boundary and surrounding property within 500 feet including:
 - Natural contours at not more than 500 foot intervals from a USGS or similar legible topographic map.
 - Existing land uses including structure, roads, excavations, major overhead or underground utilities, and other improvement.
 - Significant open space features such as prominent ridgelines and knolls, view windows, scenic corridors, drainage ways, and tree stands.
 - ☐ 10. PROPOSED land use plan (sketch plans or schematic diagrams are acceptable) delineating:
 - Land use – residential densities, housing types, village core, schools, parks, natural open space, industrial, commercial, etc. *Note any modified development standards.*
 - Circulation – streets, highways, trails, and paths. *Note modified street standards.*
 - Approved and/or existing projects on adjacent properties.

Drainage – lined channels, improved unlined channels, and unimproved drainage courses.
 - ☐ 11. Preliminary drainage study prepared by a registered Civil Engineer.
 - ☐ 12. Slope Analysis map prepared by a registered Civil Engineer if the project is on any natural slopes that are 15% or greater. Include calculations of minimum open space and natural open space requirements. The slope map shall use a pixel size of 5,000 sq. ft. and shall have an aspect ratio of 1 to 4 or less.

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EZOP Planning Checklist PROJECT Information Sheet

PD - SUBMITTAL MATERIALS CHECKLIST (Cont'd)

- ☐ 13. A report addressing the following:
- The proposed density and density bonus percentages being requested, if any, and any density transfers desired.
 - How the proposed project is to provide a greater excellence of design than could be achieved through the use of conventional residential development design standards.
 - The number of phases proposed in the project with an estimate of the beginning and completion dates.
 - Any unique features of the project or project site.
 - The degree of site alteration anticipated.
 - The general availability and adequacy of public utilities and services and location in relation to the project site.
 - Any special development standards that are to be implemented and their relationship to the same or similar requirements listed in the County Development Code.
 - If affordable housing is proposed, include data relative to proposed price structure/payment schedule, method of financing, housing type and location.
 - Future intentions regarding ownership. Is the project lot sale only, will the applicant construct it or will others develop all or part of it?
 - For project within Specific Plan areas, include information describing how the project relates to all aspects of the Specific Plan.
- ☐ 14. Copy of geology, soils, or liquefaction reports that have been prepared.
- ☐ 15. Digital color photos of the project site from various angles. There should be a series of perimeter pictures with external views (looking out) and internal views (looking in). There should be pictures of all sides of any existing structures and other features of the site that would affect the proper planning of the proposed development. Also, include a vicinity map showing the location and direction of each photo with an identifying number.
- ☐ 16. Water Supply Assessment in accordance with SB 221 and SB 610 for any project on 40 acres or more, a residential project of 500 units or more, shopping centers or business establishments employing more than 1,000 people or 250,000 sq. ft. of floor space, hotels more than 500 rooms, industrial uses of 650,000 sq. ft. or more.
- ☐ 17. Any proposed Property Owner's Association Articles of Incorporation and By-laws and/or proposed Conditions, Covenants and Restrictions.
- ☐ 18. Preliminary Development Plan Report text shall include the following as appropriate:
- **Table of Contents**
 - **Introductory Section** describing the specific features of the site and project, the project's setting in relation to other important natural or manmade features (schools, parks, shopping centers, industry, etc.), the proposed phasing of construction of improvements.
 - **Land Use Section** describing the relationship of the project to the land use element of the County General Plan, regulations establishing height, bulk, and setback limits for all proposed land uses as well as flood plains and steep or unstable terrain, standards for population density, building density, lot size and permissible types of construction.
 - **Housing Section** describing the relationship of the project to the Housing Element of the General Plan, standards and plans for the improvement of housing and for provision of adequate sites for housing, and the relationship of the project's efforts to make adequate provision for the housing needs of all economic segments of the community.
 - **Public Services Section** describing:
 1. The relationship of the project to public services and facilities needs acknowledged in the General Plan.
 2. The types of services and facilities to be provided as part of this project, and agencies providing these services and facilities.
 3. Discussion of the approximate cost and methods of financing for construction and continuing maintenance for water supply, sewerage disposal, solid waste disposal, storm water drainage, local utilities, civic centers, public schools, libraries, police and fire stations, and other public buildings.
 - **Circulation Section** describing the standards, approximate costs, mileage and type of financing for construction and maintenance of roads, rail, air, waterways, and other public transit systems.
 - **Conservation and Open Space** Section identifying positive measure for the conservation, development and utilization of underground waters, surface waters, vegetation and soils, fish resources, wildlife resources, forest, rivers, creeks, streams, and other natural resources including standards for flood control procedures, prevention and control of water pollution, regulation of land use in stream channels that may have a significant effect on fish, wildlife and other natural resources, the prevention control and correction of soil erosion caused by subdivision roads or and other sources, and the protection of watershed areas. This section also shall describe the relationship of the project to the goals, policies and implementation measure of the present condition of the land in relation to four general categories of open space recognized in the Open Space Element and how these categories are reflected in the Specific Plan design maps.
 - **Preservation of natural resources, Production of natural resources, Outdoor recreation, and Public health and safety.**



EZOP Planning Checklist PROJECT Information Sheet

PD - SUBMITTAL MATERIALS CHECKLIST (Cont'd)

- **Seismic/Public Safety Section** describing seismic hazards affecting the site and safety features for protection of the project from fires, floods, and geologic hazards including evacuation routes, peak load water supply requirements, minimum road widths, clearances around structures, and geologic hazard mapping in areas of known geologic hazards.
- **Noise Section** describing existing or proposed noise generators on or near the site, such as highways, freeways, rail lines, airports, raceways, and off road vehicle tracks and standards for the protection of present and future site occupants from noise disturbances.
- **Scenic Highway Section** describing methods for the protection of scenic highways and corridors and alternative methods for preserving significant natural features.

☐ 19. Maps, diagrams, and graphics shall include the following as appropriate:

- Vicinity Map showing the relationship of the site to pertinent natural and manmade features near the site.
- Base Map showing the location of natural contours and drainage features, mature trees (6 inches and greater in diameter), existing structures, improvements, and roadways on and adjacent to the site.
- Maps identifying:
 1. Pertinent conservation, open space, seismic, public safety, noise and scenic highway features as described in the text.
 2. Slope categories in percentages (0 to less than 15%, 15% to less than 30%, 30% and greater).
 3. If available, existing and projected noise contours for 65 decibels (dB) or 45 dbA for projects involving hospitals, rest home, long term medical or mental care, or outdoor recreational area.
- Land Use/Circulation Design showing the location of:
 1. Land uses including housing densities per gross acre, business, industry, open space, churches and other religious facilities, public buildings and grounds, power lines and plants, reservoirs, solid and liquid waste disposal facilities, agriculture, recreational facilities, and educational facilities.
 2. Proposed streets, highways or freeways, their proposed widths and names or numbers, and relationships to existing and planned circulation systems in the surrounding areas.
 3. Airports, rail lines, waterways, public transit routes, bikeways, pedestrian ways, riding and hiking trails.
- Structure or Lot Layout Design showing location of:
 1. Structures and/or lot lines (preliminary configurations, no dimensions).
 2. Preliminary elevation of proposed cuts and fills as well as proposed street grades.
 3. Development phases.
 4. Housing style, preliminary elevations, colors, textures.

- ☐ 20. Pre-Application Review DRC minutes signed by the applicant – if a Pre-Application review by the DRC was conducted.
- ☐ 21. Letters from utility companies indicating the availability of gas, telephone, and electric power.
- ☐ 22. Fiscal Impact Report for any commercial, industrial, or institutional development of six (6) acres or larger, or any residential project of 50 units or more.
- ☐ 23. Geologic Report for any property located in an Earthquake Fault zone or in a Geologic Hazard Overlay District.
- ☐ 24. Endangered Species Report and/or general Biological Study (Desert Tortoise, Mojave Ground Squirrel, Southern Rubber Boa, Delhi Sand Loving Fly, etc.)
- ☐ 25. Water Quality Management Plan (WQMP) with a cover page that contains contact information for the project applicant and engineer. Detention basins shall be designed to closely conform to the natural topography. Native, drought-tolerant landscaping shall be required to maintain the natural aesthetic.
- ☐ 26. Current Preliminary Title Report (issued within 60 days of application submission).

[END OF PLANNED DEVELOPMENT]



EZOP Planning Checklist PROJECT Information Sheet

DEVELOPMENT CODE AMENDMENT

GENERAL INFORMATION

The Development Code is an ordinance of the County that contains regulations, process, and procedures related to land design, division of land, land uses, overlay districts, design standards or other regulations related to development. Any development, uses of land, or land division proposed must be in conformance with the regulations and procedures set for in the Development Code.

All provisions of the Development Code must be consistent with the County General Plan. If you propose an amendment to the Development Code that is not consistent with provisions of the General Plan, you will also be asked to submit an amendment to the General Plan to eliminate this inconsistency.

Applications to amend the Development Code are reviewed by the Planning Commission at a public hearing and acted upon by the Board of Supervisors at a public hearing. An action recommending denial by the Planning Commission terminates the action on the proposed Development Code Amendment unless the applicant or any other interested party files an appeal of the Planning Commission action to the Board of Supervisors. If you desire to file an appeal, please contact County Planning staff to discuss the procedures and to understand the time in which the appeal must be filed.

The Development Code and any amendments are approved by ordinance by the Board of Supervisors. There is no limitation as to how many times a year the Development Code may be amended.

FEES

Development Code Amendment (Actual Cost): \$3,275.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete. Project planner will prepare recommendations and final report for consideration by Planning Commission at a public hearing. The applicant and neighboring property owners will be notified in writing of the hearing date and time and the hearing will also be advertised in a local newspaper.
4. If the Planning Commission recommends approval, the case will be sent to the Board of Supervisors to be set for a public hearing and action. The typical time between the Planning Commission hearing and the Board of Supervisors hearing is eight weeks. The action of the Board of Supervisors is final.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation.

After staff reviews your request and materials submitted, you may be required to have technical studies prepared that support your request. Staff will notify you if any technical studies are required.

DEV. CODE AMENDMENT - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership (**REQUIRED IF SITE SPECIFIC**):
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Report describing the proposed amendment in detail
- ☐ 6. Any sections of the Development Code proposed to be amended with old language lined through and all proposed new language highlighted.
- ☐ 7. Map outlining the affected area of the County.
- ☐ 8. Letter or document received from the County or any other agency regarding this request.



EZOP Planning Checklist PROJECT Information Sheet

GENERAL PLAN AMENDMENT/ SPECIFIC PLAN AMENDMENT

GENERAL INFORMATION

The Consolidated General Plan of San Bernardino County is long-range policy document that guides all physical development in the County. The General Plan includes both a Land Use map and text. State Law requires that all development be consistent with all provisions of the General Plan. Any proposed development project that is not consistent with the General Plan will require an amendment of the General Plan before it can be approved.

Applications to amend the General Plan or a Specific Plan are reviewed by the Planning Commission in public hearing and acted upon by the Board of Supervisors at the public hearing. An action recommending denial by the Planning Commission terminates the action on the requested General Plan Amendment unless the action of the Planning Commission is appealed to the Board of Supervisors.

State law limits the number of times per year that the General Plan may be amended with exceptions for qualified affordable housing projects. Your request will be grouped with other requests for one of the four main hearings each year and you will be notified of the scheduled date for the hearing.

FEES

General Plan Amendment/Specific Plan Amendment (Actual Cost): \$10,000.00 Initial Deposit

PROCEDURES

1. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. If application is deemed complete. Project planner will prepare recommendations and final report for consideration by Planning Commission at a public hearing. The applicant and neighboring property owners will be notified in writing of the hearing date and time and the hearing will also be advertised in a local newspaper.
4. If the Planning Commission recommends approval, the case will be sent to the Board of Supervisors to be set for a public hearing and action. The typical time between the Planning Commission hearing and the Board of Supervisors hearing is eight weeks. The action of the Board of Supervisors is final.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation.

After staff reviews your request and materials submitted, you may be required to have technical studies prepared that support your request. Staff will notify you if any technical studies are required.

GENERAL /SPECIFIC PLAN AMENDMENT - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
 - ☐ 2. Property Owner Certification Form
 - ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).
- NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.*
- ☐ 4. Letter of Intent
 - ☐ 5. Any letter or document received from the County or any other agency regarding this project.
 - ☐ 6. Report discussing the following:
 - a. Conditions or circumstances existing within the Planning Area that justifies the requested General Plan amendment including, but not limited to:
 - 1) Demonstrated changes in the goals and objectives of the community as reflected by the citizen input.
 - 2) Changes in development patterns from that anticipated in the adopted General Plan such as land use, circulation, population, etc.
 - 3) Increased need for additional services and facilities that would be required as a result of approval of the requested General Plan Amendment.
 - 4) Information on the impact of the project on General Plan issues such as land use, housing, transportation, energy, natural
 - ☐ 7. Digital photos of the project site from various angles. Include a vicinity map indicating the location and direction of view.

[END OF GEN PLAN/SPECIFIC PLAN AMENDMENT]



EZOP Planning Checklist PROJECT Information Sheet

SPECIFIC PLAN

GENERAL INFORMATION

A Specific Plan is a tool for the systematic implementation of the General Plan. It establishes a link between implementing policies of the General Plan and the individual development proposals for a defined area. A Specific Plan is more than zoning in that it establishes a plan for the coordination and implementation of all of the various elements that make up a functioning community. A Specific Plan contains text, plans, illustrations, and graphic details.

All provisions of the Specific Plan must be consistent with the County General Plan. If you propose a Specific Plan that is not consistent with the provisions of the General Plan, you will also be asked to submit an amendment to the General Plan to eliminate this inconsistency.

Applications for a Specific Plan are reviewed by the Planning Commission in a public hearing and acted upon by the Board of Supervisors at a public hearing. The Specific Plan and any amendments are approved by an ordinance by the Board of Supervisors.

Before formal submission of the Draft Specific Plan, it is requested that the applicant schedule a meeting with Planning staff to discuss the Plan. The Submittal Materials Checklist contained in this Information Sheet provides details as to the required content of the Draft Specific Plan.

FEES

Specific Plan (Actual Cost): \$25,000.00 Initial Deposit

PROCEDURES

1. Prior to submitting the Specific Plan application – submit a Pre-Application Development Review to schedule a meeting with the Development Review Committee (DRC) to discuss the Draft Specific Plan.
2. Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
3. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
4. If application is deemed complete, it will be routed to appropriate agencies for their review.
5. Project planner will prepare recommendations and final report for consideration by Planning Commission at a public hearing. The applicant and neighboring property owners will be notified in writing of the hearing date and time and the hearing will also be advertised in a local newspaper.
6. If the Planning Commission recommends approval, the case will be sent to the Board of Supervisors to be set for a public hearing and action. The typical time between the Planning Commission hearing and the Board of Supervisors hearing is four to six weeks. The action of the Board of Supervisors is final.

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

The Project application and process provides the County the opportunity to completely review the proposed project before its implementation.

SPECIFIC PLAN - SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.

- ☐ 4. Letter of Intent
- ☐ 5. Hazardous Waste Site Certification
- ☐ 6. Adequate Service Certification for Water
- ☐ 7. Adequate Service Certification for Sewer



EZOP Planning Checklist PROJECT Information Sheet

SPECIFIC PLAN - SUBMITTAL MATERIALS CHECKLIST

- ☐ 9. Draft Specific Plan, shall include the following as appropriate:
- a) **Table of Contents**
 - b) **Introductory Section** describing the specific features of the site and project, the project's setting in relation to other important natural or manmade features (school, parks, shopping centers, industry, etc.), the proposed phasing of construction of improvements.
 - c) **Land Use Section** describing the relationship of the project to the land use element of the County General Plan, regulations establishing height, bulk, and setback limits for all proposed land uses as well as flood plains and steep or unstable terrain, standards for population density, building density, lot size and permissible types of construction.
 - d) **Housing Section** describing the relationship of the project to the Housing Element of the General Plan, standards and plans for the improvement of housing and for provision of adequate sites for housing, and the relationship of the projects to efforts to make adequate provisions for the housing needs of all economic segments of the community.
 - e) **Public Services Section** describing
 - 1) the relationship of the project to public services and facilities needs acknowledged in the General Plan.
 - 2) the types of services and facilities to be provided as part of this project, and agencies providing these services and facilities.
 - 3) a discussion of the approximate cost and methods of financing for construction and continuing maintenance for water supply, sewage disposal, solid waste disposal, storm water drainage, local utilities, civic centers, public schools, libraries, police and fire stations, and other public buildings.
 - f) **Circulation Section** describing the standards, approximate costs, mileage and type of financing for construction and maintenance of roads, rail, air, waterways, and other public transit systems.
 - g) **Conservation and Open Space Section** identifying positive measures for the conservation, development and utilization of underground waters, surface waters, vegetation and soils, fish resources, wildlife resources, forests, rivers, creeks, streams, and other natural resources including standards for flood control procedures, prevention and control of water pollution, regulation of land use in stream channels that may have a significant effect on fish, wildlife and other natural resources, the prevention control and correction of watershed areas. This section also shall describe the relationship of the project to the goals, policies and implementation measures of the General Plan Conservation and Open Space Element. This includes a description of the present condition of the land in relation to four general categories of open space recognized in the Open Space Element and how these categories are reflected in the Specific Plan design maps – Preservation of natural resources, Production of natural resources, Outdoor recreation, and Public health and safety.
 - h) **Seismic/Public Safety Section** describing seismic hazards affecting the site and safety features for protection of the project from fires, floods, and geologic hazards including evacuation routes, peak load water supply requirements, minimum road widths, clearances around structures, and geologic hazard mapping in areas of known geologic hazards.
 - i) **Noise Section** describing existing or proposed noise generators on or near the site, such as highways, freeways, rail lines, airports, raceways, and off road vehicle tracks and standards for the protection of present and future site occupants from noise disturbances.
 - j) **Scenic Highway Section** describing methods for the protection of scenic highways and corridors and alternative methods for preserving significant natural features.
- ☐ 10. Maps, diagrams, and graphics shall include the following as appropriate:
- a) **Vicinity Map** showing the relationship of the site to pertinent natural and manmade features near the site.
 - b) **Base Map** showing the location of natural contours and drainage features, mature trees (6 inches and greater in diameter), existing structures, improvements, and roadways on and adjacent to the site.
 - c) **Maps** identifying:
 - 1) Pertinent conservation, open space, seismic, public safety, noise and scenic highway features as described in the text.
 - 2) Slope categories in percentages (0 to 12, 13 to 24, 25 and over) on sites in hilly or mountainous terrain.
 - 3) If available, existing and projected noise contours for 65 decibels (dbA) or 45 dbA for projects involving hospitals, rest home, long-term medical or mental care, or outdoor recreational area.
 - d) **Maps** identifying:
 - 4) Pertinent conservation, open space, seismic, public safety, noise and scenic highway features as described in the text.
 - 5) Slope categories in percentages (0 to 12, 13 to 24, 25 and over) on sites in hilly or mountainous terrain.
 - 6) If available, existing and projected noise contours for 65 decibels (dbA) or 45 dbA for projects involving hospitals, rest home, long-term medical or mental care, or outdoor recreational area.



EZOP Planning Checklist PROJECT *Information Sheet*

SPECIFIC PLAN - SUBMITTAL MATERIALS CHECKLIST

- e) **Land Use/Circulation Design** showing the location of:
 - 1) Land uses including housing densities per gross acre, business, industry, open space, churches and other religious facilities, public buildings and grounds, power lines and plants, reservoirs, solid and liquid waste disposal facilities, agriculture, recreational facilities, and educational facilities.
 - 2) Proposed streets, highways or freeways, their proposed widths and names or numbers, and relationships to existing and planned circulation systems in the surrounding areas.
 - 3) Airport, rail lines, waterways, public transit routes, bikeways, pedestrian ways, riding and hiking trails.
- f) **Structure or Lot Layout Design** showing location of:
 - 1) Structures and/or lot lines (preliminary configurations, no dimensions).
 - 2) Preliminary elevation of proposed cuts and fills as well as proposed street grades.
 - 3) Development phases.
- ☐ 11. Pre-Application Review DRC minutes signed by the applicant – if a Pre-Application review by the DRC was conducted.
- ☐ 12. Preliminary Title Report for the property (obtained from a Title Company) that is no more than sixty days old.
- ☐ 13. Color photos of the project site from various angles. Also, include vicinity map showing the location and direction of the photo.
- ☐ 14. Technical Studies (This information will be provided during the Pre-Application Review DRC Meeting).
 - 1) Geology, soils, or liquefaction report.
 - 2) Fiscal Impact Report for any commercial, industrial, or institutional development of six (6) acres or larger, or any residential project of 50 units or more.
 - 3) Geologic Report for any property located in an Earthquake Fault zone or in a Geologic Hazard Overlay District.
 - 4) Endangered Species Report and/or General Biological Study (Desert Tortoise, Mojave Ground Squirrel, Southern Rubber Boa, Delhi Sand Loving Fly, etc.).
 - 5) Water Supply Assessment in accordance with SB 221 and SB 610 for any residential project of 500 units or more.
 - 6) Water Quality Management Plan (WQMP), if development is proposed.
 - 7) Traffic Study may be required. A final determination will be made after submittal of the project.

[END OF SPECIFIC PLAN]