



Community Development Department  
 14000 City Center Dr., Chino Hills, CA 91709  
 P: (909) 364-2740  
 E: [communitydevelopment@chinohills.org](mailto:communitydevelopment@chinohills.org)

EP No.: \_\_\_\_\_  
 TDA No.: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

## EQUESTRIAN AND LARGE ANIMAL PERMIT APPLICATION & PROCEDURES

This application is required for any property within the Equestrian Large Animal Overlay District that wishes to establish new equestrian and large animal grazing, keeping, use, or business, and property ownership transfers where the property will continue the large animal keeping, use or business.

Equestrian and Large Animal permits are intended to preserve the City's equestrian heritage while establishing standards to ensure that the number of animals on a property and associated uses and operations do not create a negative impact on the environment and the surrounding community.

### PROPERTY INFORMATION

Address/Location: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Equestrian Overlay Level:  1  2  3  
 Assessor Parcel Number (APN): \_\_\_\_\_ Tract & Lot No.: \_\_\_\_\_  
 Owner 1: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner 2: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant Mailing Address: \_\_\_\_\_

### FACILITY INFORMATION

Facility Name: \_\_\_\_\_  
 Facility Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Animal Inventory: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PROPERTY OWNER CERTIFICATION

I/we, the undersigned hereby certify under penalty of perjury that I/we are the owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further certify under penalty of perjury that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

**When signing on behalf of the owner(s) as an "Authorized Agent", attach a notarized copy of the Power of Attorney or a notarized letter of authorization.**

### PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S):

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Applications and fees are subject to change. Please visit our website for the most current version of this application.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- Application Fee: Refer to the Community Development Fee/Deposit Schedule for application fee amounts. .
- Site Plan (Minimum 11"x17"): Must be to a standard scale, show all on-site dwellings, proposed animal business area(s), existing and proposed accessory structures, location of manure storage, arena(s), hay storage, wash area, refuse bins, area(s) of pasturing (if applicable), location of easements (if applicable).
- Animal Inventory: Shall include species and quantity for each.
- Equestrian Stewardship Program Enrollment Form
- Equestrian Stewardship Plan

**POSSIBLE ADDITIONAL REQUIREMENTS:**

If deemed reasonably necessary by the Community Development Director, Impact Studies such as Traffic and/or Noise may be required, and fees for such studies will be determined at a later date during the application process.

**EQUESTRIAN AND LARGE ANIMAL APPLICATION TYPES AND PROCESSES:**

*Keeping (K):*

An Equestrian and Large Animal Keeping Permit is required for all equestrian and large animal keeping activities that do not possess either an Equestrian and Large Animal Use Permit or an Equestrian and Large Animal Business Permit. Commercial operations are not permitted with an Equestrian and Large Animal Keeping Permit. This permit is reviewed ministerially. No public hearing required.

*Business Permit (B):*

An Equestrian and Large Animal Business Permit is required for all public and commercial equestrian and large animal operations within the City. This permit shall be in lieu of the home occupation permit and will also serve as an Animal Keeping Permit and a Use Permit. A City business license will still be required in addition to the Equestrian and Large Animal Business Permit. A sign permit will also be required for any signs proposed. This application will be reviewed through the public hearing process conducted by the Community Development Director as it is a public/commercial land use within a residential zone.

*Use Permit (EUP):*

The Equestrian and Large Animal Use Permit is required for the purpose of conditionally permitting more than the maximum animals per lot by right, or conditionally permitting certain types of animals not permitted by right. Applications for Equestrian and Large Animal Use Permits may be submitted only for those uses specified as EUP uses. If the proposed use does not comply with applicable development standards, a separate variance application shall be filed. The Equestrian and Large Animal Use Permit and variance applications shall be processed concurrently. This application will be reviewed through the public hearing process conducted by the Community Development Director.

*Grazing Permit (GP):*

A Grazing Permit is required for over 100 large animals (other than cattle) or over 49 cattle grazing on public and private open space land and vacant, undeveloped lots. This application is reviewed ministerially. No public hearing required.

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*Note: Please refer to [Chapter 16.33](#) Equestrian and Large Animal Overlay within City of Chino Hills Municipal Code for uses, permits required and Overlay Map.*



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EP No.: \_\_\_\_\_  
 Risk Level:  High  Med  Low  
 Date: \_\_\_\_\_  
 Staff: \_\_\_\_\_

## EQUESTRIAN STEWARDSHIP ENROLLMENT FORM & STEWARDSHIP PLAN

I have read, understand, and agree to comply with the City of Chino Hill's Municipal Code Chapter 16.33 Equestrian & Large Animal Overlay and "Equestrian Stewardship Program Participation Standards & Clean Water Guidance" as written and any future amendments. I have analyzed site conditions and completed the Equestrian Stewardship Plan and corresponding Site Map. I understand my responsibilities in regard to maintaining my property and implementing Best Management Practices (BMP's) as it relates to large animals, horse keeping and water quality compliance.

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Facility Name: \_\_\_\_\_  
 Facility Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Animal Inventory: \_\_\_\_\_  
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### PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**COMPLETE THE FOLLOWING INFORMATION TO DEVELOP THE EQUESTRIAN STEWARDSHIP PLAN:**

**I. Summarize Site Management Strong Points for Clean Water Protection and Stewardship Plan Compliance** *(attach additional sheet if necessary)*


**II. Summarize Site Management Challenges for Clean Water Protection and Stewardship Plan Compliance:**


**III. State the Goals and Objectives for years 1 through 3 of the Equestrian Stewardship Plan:**



**IV. Implementation – On the chart below, indicate what specific measures of Best Management Practices (BMP) that are existing and BMPs that will be implemented to address the following typical facilities and/or conditions: (attach additional sheet if necessary)**

	<b>Facility/Condition for which BMP will be implemented</b>	<b>Site Map Label</b>	<b>Date Installed/Anticipated Installation Date</b>	<b>Comments / Implementation Method</b>
	<b>Structural BMP</b>			
1	Wash Rack(s)			
2	Rain Gutters and V-Ditches			
3	Manure Storage Area			
4	Address erosion potential at barren, sloped, and/or erodible areas			
5	Stabilize drainage courses or drainage inlet areas to control the formation of rills and gullies and prevent washouts			
6	Stall, Pen, Arena, Erosion Control BMPs <ul style="list-style-type: none"> <li>• Install Kick Boards</li> <li>• Grade and Berm up Perimeter</li> <li>• Other Related Improvements</li> </ul>			
7	Install infiltration or other appropriate controls to handle pollutant-laden runoff not addressed by other BMPs			

	<b>Non-Structural BMP</b>			
8	Train Staff – Insert type of training in the comments section			
9	Educate horse borders – Insert type of training and signage in the comment section			
10	Develop/Revise the Maintenance Schedule			
11	Identify Improved ways of doing activities to increase water quality protection and environmental stewardship			
12	Conduct regular inspections including corrective actions completed anticipated and anticipated completion date(s)			

**V. Rain Preparedness Action Plan**

**A. Rain Season Procedures (October 1 through May 31 of each year)**


**B. Non-Rain Season Procedures (June 1 through September 30 of each year)**

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**VI. Additional Comments**




## EQUESTRIAN STEWARDSHIP PROGRAM PARTICIPATION STANDARDS & CLEAN WATER GUIDANCE

### Equestrian/Large Animal Stewardship Program Participation Standards

- 1) All sites that have developed Equestrian/Large Animal Stewardship Plans are required to carry out the commitments and practices detailed within their plans, and annually update their plans.
- 2) The owner/operator shall notify the City and request an inspection within 30 days of implementing any change of conditions such as increasing the number of horses or adding new facilities, that could increase the reported risk level. If additional BMPs are recommended, the City will notify the owner/operator.
- 3) With a few conditions (see below), the City will perform the needed inspections at the equestrian owner/operator's site. It is the responsibility of the owner/operator to request City inspections when increasing the number of horses or adding new facilities.
- 4) All sites in the Equestrian Stewardship Program are inspected annually as directed by the Public Works Department Representative(s) a minimum of once per year. If the owner installs or upgrades management practices such that risk levels are lowered, the site can be re-evaluated and potentially re-categorized to a lower risk.
- 5) Sites categorized as "low" may be eligible for self-administered owner/operator inspections.
  - a) Sites in the "Low" category are required to maintain compliant property conditions and annually submit a completed self-inspection form noting any observed site deficiencies, including date-specific correction commitment(s) as required.
  - b) The submittal date for "Low" category site risk assessment inspections shall occur each year in May or as directed by the Public Works Department representative(s).
- 6) The City reserves the right under the municipal code to recover costs associated for second and subsequent inspections where the operator has failed to correct high-risk conditions or has failed to clean up, restore, or otherwise resolve the consequences of violations, an illegal discharge, or dumping.
- 7) If a site is observed having a discharge that violates the City's storm drain ordinance or is not in keeping with commitments within the operator's Equestrian/Large Animal Stewardship Plan, the site may be reassigned to a higher risk category or issued a Notice of Violation as applicable.

### Other Risk Level Requirements

- 1) Any property that drains or discharges directly to a flowing stream and/or creek will be designated to the "high" risk level.
- 2) Any property that drains or discharges via a watercourse or other conveyance to a flowing creek and/or stream, where the flowing creek and/or stream is within 1,000 feet of the property line will be designated to a "high" risk category.
- 3) Any property that fails to correct deficiencies or violations identified by the City within the time frame specified by the City or as specified on the site risk assessment inspection form will be designated to the "high" risk category.



## Site Review

The process of developing a Stewardship Plan depends on the site “conditions”. It is best to perform a site review with a map that has been drawn up, or printed out from an aerial photo.

### Best Management Practice (BMP) Solutions—Erosion Control

#### Identifying Potential Erosion

- \* Check site for sparsely vegetated areas particularly slopes without cover.
- \* Look for gullies and washouts from prior rain events.
- \* Check for silt build up inside drainage pipes, gutters, and at catch basins.
- \* Seed areas per industry standards.
- \* Install gutters and gravel bag diversions.
- \* Control water flow at the tops of slopes.
- \* Seek assistance from a licensed expert.

#### BMP Solutions—Water

- \* Keep rain water and drainage water from flowing into manure storage, feeding, or grooming areas.
- \* Locate wash racks and grooming areas where tainted water can drain to a vegetated infiltration area.
- \* Rethink the way routine tasks are done.
- \* Consider sweeping or using a vacuum in place of hosing down.

#### BMP Solutions—Manure

- \* Store all manure in bins with lids or areas with barriers and permanent covers/roofs
  - ◆ To prevent rain water and other drainage from entering manure storage areas.
- \* Arrange for weekly manure removal.
- \* Install rain gutters and connect downspouts to an approved drainage inlet and away from manure storage.
- \* Install /use non-leaching bins.

## REFERENCES

EPA Non-point Source Pollution

[www.epa.gov/nps](http://www.epa.gov/nps)

Seven management measures to address agricultural non-point source (NPS) pollution of State waters.

[www.waterboards.ca.gov/water\\_issues/programs/nps/encyclopedia/1\\_age.html](http://www.waterboards.ca.gov/water_issues/programs/nps/encyclopedia/1_age.html)

Horse Keeping: A Land Guide for Clean Water

[http://www.ccleanwater.org/\\_pdfs/Horse\\_Keeping.pdf](http://www.ccleanwater.org/_pdfs/Horse_Keeping.pdf)

Equestrian-Related Water Quality BMPs

[https://ocerws.ocpublicworks.com/sites/ocpwocerws/files/2021-07/Equestrian\\_BMP\\_Manual.pdf](https://ocerws.ocpublicworks.com/sites/ocpwocerws/files/2021-07/Equestrian_BMP_Manual.pdf)

Animal Care and Handling Facilities

[CASQA Stormwater BMP Handbook BG-10 Animal Care and Handling Facilities](#)

A Horse Owners Guide to Water Quality Protection

<https://www.flowstobay.org/wp-content/uploads/2020/04/horseguide.pdf>

Small Ranch Manual for Green Pastures and Clean Water.  
University of Reno, NV Extension EB-95-02, Funded by U.S. EPA CWA Grant

#### Did You Know?

While manure may be considered natural and organic, when it washes into local creeks, rivers, or flows into the ocean it can cause health problems and harm aquatic life. This is due to nitrogen, phosphorus, and pathogens (i.e., E. coli, Cryptosporidium, and Giardia) from manure. The Clean Water Guidance goal is to ensure a healthy environment for horses, other animals, and our local waterways.

Nisha Wells, Environmental Program Coordinator  
Public Works Department - Engineering  
14000 City Center Drive  
Chino Hills, California 91709



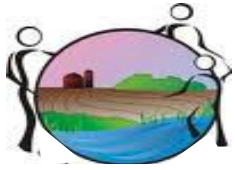
City of Chino Hills

# CLEAN WATER GUIDANCE FOR EQUESTRIAN AND LARGE ANIMAL KEEPING FACILITIES/PROPERTIES 2023



City of Chino Hills  
Equestrian Stewardship Clean Water  
Protection Compliance Program  
Phone 909-364-2770 or  
[npdes@chinohills.org](mailto:npdes@chinohills.org)

# What is Stewardship?



## Preserving Natural Resources

Stewardship means taking care of land and water resources for future generations. Practicing good stewardship can help improve the conditions on Horse or Large Animal Facilities, keep area creeks clean, and protect ground water from pollutants.

Neighboring landowners can also work together to promote stewardship within their watershed. The Clean Water Act (CWA) of 1987 established regulations designed to restore the chemical and biological integrity of our nations waters. To assist animal keeping facilities in compliance with water quality regulations, Stewardship Plan is recommended.

## What is a Stewardship Plan?

A stewardship plan is a document designed to manage land and water resources effectively. Stewardship Plans are beneficial for both small and large animal keeping facilities.

## MANURE MANAGE

One horse typically generates 50 pounds of manure each day or about 9 tons per year.

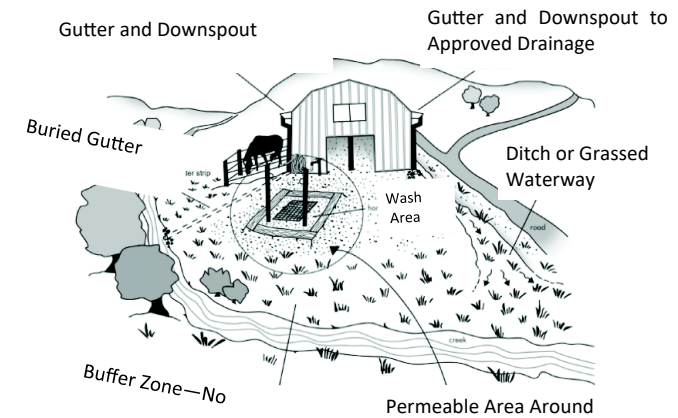
Managing manure is critical for all horse facilities (large and small). Manure is a source of stormwater pollution, but it can also impact the health of other animals if not managed properly.



## Best Management Practices for Manure Storage and Disposal

- Develop a Manure Management Plan
- Clean Manure from corrals and stalls daily.
- Locate manure away from drainage paths.
- To prevent polluted run-off:
  - Protect and cover manure from rainfall and drainage areas.
  - Place stockpiles of manure on flat dry impermeable surface with barriers and cover with a permanent structure .
  - Use approved roll-off bins /dumpster with covers/lids.
- Have manure hauled away regularly by a waste management company.

## EXAMPLE - FACILITY LAYOUT



Place animal facilities such as wash areas, feed and water troughs, and manure storage on flat terrain at least 100 feet from streams or stormwater facilities. For hilly terrain (over 30% slope) increase setback distance to 200 feet.

## “HANDS ON” STEWARDSHIP

There are six general steps to developing a Stewardship Plan. Each step should focus on identifying Best Management Practices (BMPs) to effectively protect water quality.

1. Set goals for your operation.
2. Inventory and map your site.
3. Identify problem areas.
4. Develop solutions.
5. Implement and install BMPs.
6. Check the effectiveness of BMPs.