



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

PAR No.: _____
 TDA No.: _____
 Submittal Date: _____
 Accepted By: _____

PRE-APPLICATION REVIEW

This application packet must be completed to request a pre-application review concerning any type of project that must be reviewed by the Planning Department and other departments/divisions throughout the city.

IMPORTANT: All sections must be completed in their entirety or the application will not be accepted. If the answer is unknown or the question is not applicable, please indicate, as appropriate. If additional space is needed, please use attachments.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Phone: _____ Email: _____

Contact Person: _____

Phone: _____ Email: _____

PROJECT LOCATION:

Project Address: _____

Side of Street: _____ Nearest Cross Street: _____

Assessor Parcel Number: _____ Tract: _____ Lot: _____ Parcel Size: _____

Current Zoning District: _____ Current General Plan Land Use: _____

PROJECT DESCRIPTION: (provide in-depth details)

APPLICATION CONTINUED ON NEXT PAGE

PROPOSED PROJECT INFORMATION: (If Applicable)

Proposed
Zoning District: _____

Proposed General
Plan Land Use: _____

SITE INFORMATION: (Please provide in-depth details)

1. Describe the existing development within 300 feet of the site.

2. Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs), or other restrictions that affect the property? No Yes (if "Yes", explain below & provide (1) copy of applicable documents)

3. Identify if the site is presently served by the following utilities:

- | | | |
|-------------|-----------------------------|------------------------------|
| Electricity | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Gas | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Water | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Sewer | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If "No," have any contacts been made with the agencies providing these services? No Yes

If "Yes," please provide information and/or attach correspondence:

4. Are there any potential hazardous materials on or near the project site? No Yes

If "Yes," please describe:

5. Please provide appropriate Phase 1 and/or 2 Environmental Site Assessment Report.

APPLICATION CONTINUED ON NEXT PAGE

PROJECT CONSTRUCTION INFORMATION:

1. Will your project require any permits from local, state or federal agencies? No Yes

If "Yes", which agency and permit description:

2. Will any earth material be exported from or imported to the site? No Yes

If "Yes", please indicate the approximate quantity in cubic yards, whether imported or exported and the location of the borrow pit or dump site?

3. Approximately how many square feet of impermeable surface (building and paving) will be created by the development of the proposed project? *Please express in square feet and as a percentage of the whole site.*

4. What is the projected "opening year" or first phase for the project? _____

5. Is the project proposed in phases? No Yes

If "Yes" a phasing plan may be required. Please describe the phasing.

PROJECT OPERATIONAL INFORMATION:

Provide the following information for all industrial, commercial, professional office or institutional projects (churches, social care facilities, private schools, etc.).

1. Provide an estimate of how many people will work at and visit the project each day or will stay overnight at the project site, per use. If school or social care facility, state age and numbers of students/patients and staff.

2. Indicate the days and hours of operation anticipated for each use proposed for the project site.

APPLICANT CERTIFICATION

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree 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.

APPLICANT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

PROPERTY OWNER CERTIFICATION

I/we, the undersigned 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 agree 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: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

SUBMITTAL CHECKLIST: (All Items must be included at the time of submittal)

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. IF MORE SPACE IS NEEDED, USE ATTACHMENTS.

One (1) copy: Pre-Application Review application, completed, signed and dated by the property owner and/or authorized agent. **All owners** must sign under the "Property Owner Certification" section. 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.

One (1) SIGNED copy: Trust Deposit Account (TDA) Application & Agreement.

Initial Deposit: Pre-Application Review. Refer to the Community Development Fee/Deposit Schedule for the amount.

- Twelve (12) copies** (24" x 36") of detailed site plan, floor plan, and elevation plans. Must show the delineation of the proposed project and surrounding land uses (sketch plans or schematic diagrams are acceptable).
- One (1) reduced copy** (11" x 17") of each plan submitted.
- One (1) copy** of the appropriate assessor's map obtained from the Assessor's Office.
- One (1) copy** of the receipt of payment of Fire Review Fees or letter stating such fees are not applicable. (Payment of these fees may be accomplished at the Chino Valley Fire District, located at 14011 City Center Drive, Chino Hills, CA 91709. Phone Number (909) 902-5280.)