



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

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

## **ZONING CLEARANCE REVIEW**

This application is required for review of a proposed change to an approved use or development (excluding wireless), and as defined in Chapter 16.79 of the Chino Hills Municipal

### **APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company/Business Name (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### **PROPERTY OWNER/MANAGEMENT INFORMATION** (If different than applicant)

Property Owner/Management: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY LOCATION**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Assessor Parcel No.: \_\_\_\_\_  
 Tract: \_\_\_\_\_ Lot: \_\_\_\_\_

### **APPLICABILITY:**

A Zoning Clearance is required for the following project types. Please check the box that relates to the scope of work proposed by this application.

- Change of business ownership for a property which has an existing Minor Use Permit or Conditional Use Permit
- A modification to a City approved Site Plan or Design Review that is consistent with applicable development standards of the Development Code and (a) does not increase the size of the structure by more than five (5) percent or 250 square feet (whichever is less) over the original approved plan, or (b) is a modification to the external appearance that substantially complies with the approved plan
- A change of business use within a commercial center approved with reduced parking through a shared parking study or other mechanism
- New or modified outdoor commercial dining patio

### **DETAILED PROJECT DESCRIPTION:**

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**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: \_\_\_\_\_

**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)*

- One (1) copy:** Completed application.
- One (1) SIGNED copy:** Trust Deposit Account (TDA) Application & Agreement.
- Initial Deposit:** Zoning Clearance Review. Refer to the Community Development Fee/Deposit Schedule for amount.
- Two (2) sets:** Site plan and elevations (if applicable) drawn to a standard scale, and in color (See below for site plan requirements.)
- Two (2) sets:** Color photo simulations (if applicable).
- One (1) original copy:** Property owner/management approval.
- One (1) digital copy (.pdf format):** ALL documents above and any supplemental documents being submitted with this application.

**SITE PLAN REQUIREMENTS:**

SITE PLAN TO BE DRAWN TO SCALE ON ONE SHEET (**MINIMUM 8.5" X 14"**) SHOWING THE FOLLOWING ITEMS:

- Names, addresses and phone numbers of the legal owner(s), applicant, and the person preparing the map.
- Legal description and Assessor's Parcel Number of the property involved.
- Dimensions of property lines or boundary lines of project and parcels within project.