



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

Submittal Date: _____

TDA No.: _____

Accepted By: _____

TENTATIVE PARCEL MAP / MINOR SUBDIVISION APPLICATION & INFORMATION

This application is required for subdivisions where four (4) parcels or less are created or reconfigured for the purpose of sale, lease, or finance and is governed by the California Subdivision Map Act (Government Code § 66410).

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No.: _____ Email: _____

PROJECT SITE INFORMATION:

Assessor Parcel Number: _____ Tent. Parcel Map No. _____

Zoning District: _____ General Plan Land Use: _____

PROJECT DESCRIPTION: (Please provide in-depth details)

EXISTING SITE DESCRIPTION: (Please provide in-depth details)

Describe the existing development within 300 feet of the site.

Is the site within a Planned Development (PD)? No Yes If "Yes": Which PD? _____

If this project is within an approved or proposed Planned Development, a Final Development Plan must be submitted as a concurrent filing with this application. To ascertain the requirements for the Final Development Plan, refer to the Planned Development Application packet and the Preliminary Development Plan Conditions of Approval.

Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs), or other restrictions that affect the property? No Yes (if "Yes", explain below and provide a copy with the application)

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

Electricity No Yes
Gas No Yes
Water No Yes
Sewer No Yes
Telephone No 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:

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

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

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.

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

PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)

Print Name: _____ Signature: _____
Print Name: _____ Signature: _____
Print Name: _____ Signature: _____

**CERTIFIED SURROUNDING PROPERTY OWNERS
MAILING LABELS/LIST DECLARATION**

The labels/list are required to provide surrounding property owners notification of the public hearing for the proposed project and is valid for six (6) months. If the original list is more than six (6) months old, a new list must be provided for the public hearing notification.

This list includes all properties: 300-foot radius from project site

EXAMPLE:

Assessor's Parcel
Name
Address
City, State, Zip Code

I certify under penalty of perjury that to the best of my knowledge, the enclosed labels contain the name and addresses of all persons to whom surrounding property is assessed as they appear on the latest equalized assessment roll maintained by the County Assessor or Tax Collector.

Print Name: _____ Signature: _____

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

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

- One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.
- One (1) copy** of the receipt of payment of Fire District Review Fees or letter stating such fees are not applicable. Payment of these fees may be accomplished at the Chino Valley Independent Fire District located at 14011 City Center Drive, Chino Hills, CA 91709. Phone Number (909) 902-5260.
- One (1) copy** of the appropriate assessor's map obtained from the Assessor's office.
- Two (2) copies** of preliminary title report for the property (obtained from Title Company), not more than sixty (60) days old.
- Twelve (12) copies** of a Tentative Parcel Map prepared by a licensed land surveyor or registered civil engineer. (See Tentative Parcel Map Checklist.)

GEOLOGY REPORT/GEOLOGIC FEASIBILITY STUDY:

- Three (3) copies** of Geologic Report for any property in a Geologic Hazard Overlay District.
- Three (3) copies** of preliminary Soils and Geology Report, if required by Building and Safety. For projects requiring a Geology Report or a Geologic Feasibility Analysis. Refer to the Community Development/Fee Deposit Schedule for application fee amount.

NOTE: All soils, geology, and other special studies shall be reviewed and approved by the City before the application may be deemed complete.

SURROUNDING PROPERTY OWNERS CERTIFICATION AND LABELS:

- One (1) copy** of the signed Certified Surrounding Property Owners Certification. (Property owner information may be obtained from Assessor's Parcel Books in the County Assessor's Office).
- One (1) copy** of a radius map showing a 300 foot radius line around the subject properties boundaries. In some cases the radius map be increased due to the nature of the project.
- Three (3) sets** and **one (1) Xerox copy** of mailing labels listing names and addresses of surrounding property owners which correspond with the 300' radius from the project site.

TENTATIVE PARCEL MAP CHECKLIST:

The following information must appear on the tentative map. **INCOMPLETE MAPS WILL NOT BE ACCEPTED.**

- Map shall be drawn to an Engineer's scale. A scale of 1" = 100' of preferred, but in no case should the scale be smaller than 1" to 200'. Entire parent parcel and all information must on one sheet.
- Parcel map number obtained from the county recorder.
- The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal and provide their California registration or license number and the date of expiration of such license or registration.
- Names, addresses and telephone numbers of the owner of record, subdivider and the engineer or surveyor preparing the map.
- List the names, addresses and telephone number of public utility companies which will serve the subject property, including water supply and method of sewage disposal.
- North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right hand side of the map.
- Show the entire assessor's parcel number; identify any remainder portion, and any contiguous properties under common ownership (whole of partial ownerships).
- Legal description of the land included within the proposed tentative parcel map.
- The parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in division shall be labeled as a remainder parcel.
- Indicate the approximate acreage, the number of numbered parcels, number of lettered parcels and parcel density proposed. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.
- Existing and proposed zoning by parcel number and/or letters.
- Proposed use of parcels.
- The number of lineal feet of new streets.
- Land Use district classification and development of uses of adjoining property, including across any streets. Indicate distance from property line to any off site structures that are within fifteen (15) feet of property line.
- Show and dimension all existing structures, indicating the use of each structure and whether the structure is to remain or be removed. In addition, show all parking facilities and driveways.
- Front and side street building setback lines, delineated on the map, including dimensions.
- Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
- The approximate gradient or centerline profile for each proposed highway, street, easement and drainage improvement shown on the tentative parcel map.

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- The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- Approximate radius of all centerline curves on highways, streets or ways.
- The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
- Locate, by distance from existing and proposed property lines and other above ground structures, the placement of the property of all existing structures and other manmade features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the subdivision. Indicate which existing structures will remain and which will be removed.
- Topographic information (contour map) shall be required when the slope of any portion of the access route from the nearest public maintained road to a feasible building site exceeds ten percent (10%) including existing offers of dedicated or private road easements. Topographic information shall be required on all tentative maps except where a feasible building site (a feasible building site is at least ten thousand (10,000) square feet in area for parcels twenty thousand (20,000) square feet or greater in area and if fifty (50%) of the parcel area for all parcels less than twenty thousand (20,000) square feet.) is shown on natural ungraded slopes of ten percent (10%) or less. Where the above does not apply, the licensed land surveyor or registered civil engineer shall note on the tentative map that "average slope of both feasible access route and feasible building site does not exceed ten (10%)".

When topographic information is required the accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and if not more than five (5) feet if the slope of the land is then percent (10%) or greater.

Topographic information shall be obtained by aerial or field study done under the supervision of a licensed land surveyor or registered civil engineer. (Elevations shall be based upon 1929 datum and the bench shall be one accepted by the City Surveyor.)

- Vicinity map of the area showing the proposed parcel map in relation to any established roads, landmarks, etc., so that the site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.
- On a parcel map consisting of a condominium project or a planned development, the tentative parcel map shall show the approximate location from all existing and proposed property lines/structures of all building envelopes and other structures to be erected by dashed lines.
- Preliminary grading information shall be delineated on the tentative map when staff determines that the proposed site is located within a:
 - a. Geological Hazard Overlay District, or
 - b. Hillside area or an area of susceptibility to landslides or liquefaction.
 - c. The average slope of a feasible building site and/or the access to these sites exceeds ten percent (10%).
- When preliminary grading information is required it shall include maximum elevation of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill. Graded slopes shall not exceed thirty (30) feet in vertical height. Setbacks from top and bottom of graded slopes shall be a minimum of one-half the slope height. Pad elevations shall be shown, if applicable. In the event no such grading is proposed, a statement to that effect shall be noted on the tentative map.
- Indicate any regulated native trees or plants that are within one hundred (100) feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Indicate all regulated trees or plants that are proposed to be removed in accordance with the Development Code. All other regulated trees or plants may be indicated by note or general graphic representation of major clusters or stands of trees. If no regulated trees or plants are on the site, indicate this by a note on the map.

CITY OF CHINO HILLS

PLANNING COMMISSION POLICIES AND PROCEDURES

Date Accepted: 11/05/2019

EX PARTE COMMUNICATIONS

1. PURPOSE

The Planning Commission intends to make transparent its communications with project applicants and residents by establishing a policy for Planning Commission *ex parte* communications regarding adjudicatory and quasi-judicial proceedings.

2. BACKGROUND

An *ex parte* communication is any oral or written communication with a Planning Commissioner that is relevant to the merits of a proceeding, and which takes place outside of a noticed public hearing or similar proceeding open to all parties to the matter. These communications include oral and written information, but can also include any other communication, such as visual or auditory information obtained during a site visit. Casual communications that are non-substantive in manner are not *ex parte* communications.

Adjudicatory or quasi-judicial proceedings are proceedings in which “due process guarantees” apply because there is a property interest (ownership rights) at stake. Typical examples of these types of proceedings include property development applications (Tentative Tract Maps, Site Plan Applications, Specific Plans, Conditional Use Permits, Variances, etc.) or permit revocations.

For the purposes of this policy, *ex parte* communications are a concern only in adjudicatory or quasi-judicial decision-making matters. Planning Commissioners will follow the policy provided below for all such matters that have a proposed or active entitlement application with the City of Chino Hills or for permit revocations or modifications.

3. POLICY FOR ADJUDICATORY AND QUASI-JUDICIAL PROCEEDINGS

- 3.1 If anyone requests contact with a Planning Commissioner, the Planning Commissioner will endeavor to direct that person to use a City “Planning Commission” email address and phone line that staff will monitor and then forward applicable emails and messages to the Planning Commission.
- 3.2 Each Planning Commissioner will be provided business cards with the City “Planning Commission” email and phone contact information.
- 3.3 Any information intended for Planning Commission review on an adjudicatory or quasi-judicial proceeding will be submitted to staff who will distribute it. Should a Planning Commissioner receive information directly, the Commissioner will provide that information to staff as soon as feasible.
- 3.4 To the greatest extent possible, all communications with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, that occurs outside agendized meetings, will be directed through City staff. When such communication does occur without staff involvement, the Commissioner will notify staff as soon as feasible to ensure the communication is included in the public record for the proceeding.
- 3.5 To the greatest extent possible, all meetings with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, will be arranged and attended by staff. When a meeting does occur without staff involvement, the Commissioner will notify staff of the meeting and the content of the meeting as soon as feasible to ensure the information is included in the public record for the proceeding.
- 3.6 A Planning Commissioner will announce the details of evidence received in any communication or meeting outside of a Commission meeting, or outside of a staff attended meeting, at the beginning of the Planning Commission meeting at which the item will be considered.
- 3.7 There shall be no communications with a Planning Commissioner during the period between the closing of a public hearing and the final decision on an adjudicatory or quasi-judicial proceeding.
- 3.8 The Planning Commission will review this policy annually at its first regularly agendized meeting of the calendar year and have the opportunity to modify the policy at that meeting.

For the purposes of this policy, City staff shall mean the Planning Commission Secretary and the Community Development Department Director.