

Dear Jean,

We are very excited about the opportunity to partner with you in the construction of your new project. We have attached the results of the Feasibility Study and Conceptual Budget.

During the course of this study, and based on the information that we were able to obtain, we feel your project is viable. For your review and consideration we have included the FSCB which is comprised of the following:

- 7 Step Process Of Off-Site Construction
- Floor Plan
- Conceptual Budget
- Appendices

After your initial review of the attached documents, please contact our office to arrange either a meeting or a conference call. That will allow us to address any questions or concerns that you may have. At that point we can proceed to the design agreement.

We look forward to working with you on your new project!

YOUR USMODULAR TEAM.

7 STEP PROCESS OF OFF-SITE CONSTRUCTION

Now that you have found USModular (USM), whether through the internet, word of mouth, or passing one of our projects, the process of converting your property into a home is simpler than you could imagine. USM will discuss your home ideas and answer any questions you have regarding off-site modular construction. This includes explaining the design, permitting and building process, gathering information about the type of home you desire and the property location.

What we offer is the next step in the evolution of building a home. Homes have come from a cave in a hillside through straw huts, barn style structures, to simple wood framed houses of the early settlers to the tract homes the dot our hillsides. Each was an improvement to the former style and, at the time, was considered revolutionary. Off-Site Modular Construction is evolutionary as well as revolutionary. The major difference is where the majority of the construction takes place, our selected Off-Site Building Center or in your yard.

To help you understand our approach we have outlined our 7 step process.

Step 1: Feasibility Study and Conceptual Budget

The USM Feasibility Study and Conceptual Budget (FSCB) includes an initial site inspection of your property to determine our route accessibility, the topography and availability of utilities. We will do extensive research with the local jurisdiction to determine zoning, setback/height requirements; developmental/mitigation fees; architectural restrictions and permit costs. Each project presents challenges specific to that location and our staff is experienced in identifying those needs. The non-refundable FSCB Fee will be credited towards your signed construction agreement.

USM will create a detailed preliminary construction budget based on a conceptual floor plan or the square footage of your desired home. This will include, but is not limited to, grading, foundation, fabrication, installation and finish of house, garage, site improvements, development and/or permit fees and all items necessary to complete the entire scope of your project. This budget can be used to obtain a pre qualification for construction financing.

Step 2: Conceptual Design

Once a complete FSCB has been completed and it has been determined that the project is feasible, USM can then enter into an agreement to design your project. Using the information gathered in Step 1, the USM design team will work with you to refine your floor plan and exterior elevations. This can be your floor plan, a standard plan from a catalog, or a full custom design.

It is during this step that the home specifications and design choices will be selected for inclusion into the plan. This can include window and door types, ceiling heights, appliances, other fixtures, interior and exterior trim and finish. These selections will allow us to separate items which will be installed at our selected building center from those which will be built on site. Exterior additions, such as garages, decks, driveways, landscaping, and drafting the site plan can be addressed.

If Planning Commission approvals are required in your jurisdiction, you will now have a complete set of floor plans, elevations and a site plan that can be submitted for approval.

Based on the design and specifications we will revise the conceptual construction budget to an actual total construction sum that will be basis for a Construction Agreement. The non-refundable design fee will be credited towards your signed construction agreement.

Step 3: Construction Agreement/Project Funding

Now that we have a design and budget established, USM will prepare an all inclusive construction agreement that will include every facet of the project from submitting your plans for approvals to handing you the keys. As a full service General Contractor we can provide every service to complete your project. Your construction agreement will include the proposed scope of work, conceptual design documents, payment schedule and allowances (if applicable). This agreement can be submitted to your lender to help secure your construction financing.

If you already have funding in place, go to the next step. However, if you need a financing the lending institution will require several items that may include a budget, floor plans, elevations and a construction agreement with USM before final approval. If you do not currently have a lender, USM has relationships with a number of lending institutions that are familiar with the off-site modular process. After the loan is approved an escrow account will be established for disbursement.

Step 4: Engineering

The structural, mechanical, electrical, plumbing and civil engineering is all completed at this time by State licensed engineering firms. These drawings will become part of the approval submittal package.

Step 5: Permitting

If local planning approval was required and has now been satisfied, the Off-Site Modular plans are then submitted to and approved by the State, not the local jurisdiction. Then, along with the State approved plans, USM will submit the site and building plans to the local jurisdiction, eliminating much of the back and forth plan review process with the local building department, saving up to 9 months in obtaining the building permits.

Step 6: Site Construction and Off-Site Fabrication

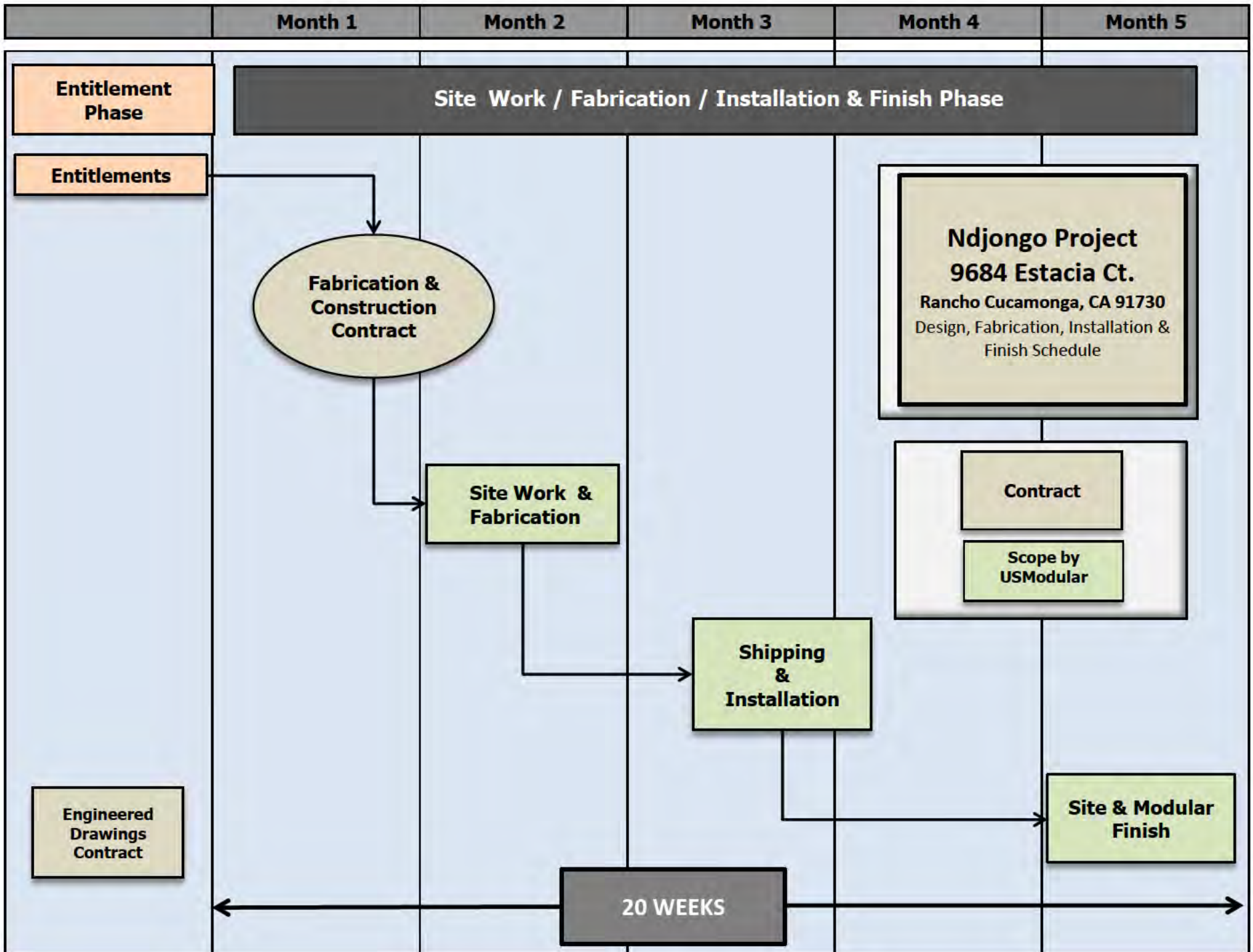
Once the building permit is issued, site construction and off-site home construction will begin simultaneously. While USM is completing your foundation, our selected Off-Site building center is completing the structure. The multi-tiered State licensed inspection, supervision and quality control system insures the highest quality product while conforming to all applicable building codes and industry standards. USM personnel physically visit the off-site building center during fabrication, thereby adding one more level of quality control.

Step 7: On-Site Completion

With the foundation complete and inspected by the local jurisdiction your site is ready to receive the modules. In one day your bare foundation transforms into a complete structure. The modules arrive on their individual carriers and are lifted into place by a massive crane. Since the modules typically arrive with windows, doors, plumbing, electrical, heating and air conditioning, drywall, cabinets, fixtures and appliances in place, the finish process is greatly abbreviated. Depending on if any specialized finishes were selected, the finish process can be as short as 30 days in duration. Any related site work such as garages, decks, and landscaping can now be completed.

The local jurisdiction inspects the structural hardware connecting the modules to the foundation and each other and then releases the project for utility connections and subsequent certificate of occupancy.

If you would like to build your project Faster, Better, Greener and for Less contact USModular, Inc. at 888-987-6638 or Info@USModularinc.com. For additional information please visit our website www.USModularinc.com



Date: July 16, 2018

Project: Ndjongo Commercial Project

Location: 9684 Estacia Ct., Rancho Cucamonga, CA 91730

Scope of Work: Conceptual budget to construct a one-story commercial building. Use and square footage to be determined (using 1,136 sf for budgetary numbers only).

USM Specifications: Custom

NDJONGO COMMERCIAL PROJECT	DESCRIPTION	CONCEPTUAL BUDGET
Conceptual Budget		
Feasibility Study	Comprehensive research, report and construction budget to determine the feasibility of building on a specific lot.	\$3,500.00
Architectural Design Services	Floor Plan(s), Elevations and Color Rendering	\$0.00
Civil Engineering	Site Engineering Included (See Complete List Below)	\$55,445.00
Structural Engineering	Foundation	\$2,625.00
Commercial Building	Design Specifications: 24' X 48' 1,136 SF	\$176,080.00
Grading	Mobilize, Clear, Grub, Grade, Excavate Footings etc.	\$4,725.00
Foundation	CMU Standard 24" High Foundation	\$25,200.00
Utilities	100/ 200 Amp Elect, Water, Gas, Sewer, Low Voltage - 100' Run inside property line included	\$13,128.00
Transportation	Delivery of Module, Pilots, Permits	\$7,350.00
Crane	Crane, Operator, Rigging Rental	\$13,125.00
Home Installation	Structural Connections, Mechanical, Plumbing, Electrical and Fire Suppression	\$17,154.00
Traffic Control	Traffic Plan and Control for Installation	\$5,250.00
Interior Finish	Drywall, Texture, Paint, Carpet Install, Millwork	\$4,725.00
Exterior Finish	Siding, Trim, Paint, roofing Shingles	\$4,725.00
Concrete Flat Work	Driveway, Patio, Sidewalk Min 800 SF	\$6,825.00
AC	1 - 2 Ton High Efficiency Condenser	\$4,725.00
Temporary Facilities	Portable Bathroom/Sink /Temp Electrical	\$3,675.00
Permit Processing	Administrative	\$7,875.00
Contingency	Provision for unforeseen costs	\$10,000.00
Plan Check / Permit Fees	Per requirements of local jurisdiction. (See list below)	\$44,921.00
Developmental Impact Fees	Per requirements of local jurisdiction. (See list below)	\$43,114.00
Warranty	2-10 Warranty	\$682.61
Feasibility Study	Previously Paid	-\$3,500.00
Total: Conceptual Budget		\$451,349.61

Civil Engineering

Site	Boundary and Topography
Site	Landscape/Irrigation Plan
Site	Site Plan
Site	Precise Grading plan
Site	Drainage Plan
Site	Erosion Control Plan
Site	Preliminary Soils Report
Site	Hydrology Report
Site	Storm Water Plan (BMP)
Site	Sewer Plan
Site	Street Improvement Plan

Plan Check / Permit Fees

Fees and Permits	Commercial Design Review
Fees and Permits	Sign Permit
Fees and Permits	Site Development Review
Fees and Permits	Certificate of Compliance
Fees and Permits	Construction Diversion Deposit
Fees and Permits	Administrative Fee
Fees and Permits	Rough Grading Permit
Fees and Permits	Precise Grading Application
Fees and Permits	WQMP Fee
Fees and Permits	Hydrology Study
Fees and Permits	General City Drainage Fees
Fees and Permits	Undergrounding Overhead Utilities

Developmental Impact Fees

Dev. Impact Fees	TUMP/ DIFF Fees (per 1,000 sqft)
Dev. Impact Fees	Police Impact Fees (per 1,000 sqft)
Dev. Impact Fees	Park and Recreation Fee N/A for commercial
Dev. Impact Fees	School Fees (\$0.56/sqft) TBD
Dev. Impact Fees	Erosion Control
Dev. Impact Fees	Water: Est. Connection Fees
Dev. Impact Fees	Water: Est. Installation Fees
Dev. Impact Fees	Water: Est. Inspection Fees

Email: info@usmodularinc.com

140 E. Stetson Ave. Suite 301, Hemet, CA 92543

www.usmodularinc.com

Phone: 951-679-9907

Initial _____

USMODULAR INC

Dev. Impact Fees	Sewer: Est. connection fees
Dev. Impact Fees	Power: Est. connection fees
Dev. Impact Fees	Power: establishment fee

Exclusions and Qualifications

Exclusions	Asbestos testing or remediation
Exclusions	Bonding, Performance or Material
Exclusions	Dewatering
Exclusions	Temporary or Permanent Fencing
Exclusions	Fixtures and Finishes, permanent
Exclusions	Import/Export any soils
Exclusions	Landscaping/Irrigation, installation, material
Exclusions	Over-excavation or handling of unsuitable or hazardous material, rock debris or saturated soil
Exclusions	Public utility fees or connection costs
Exclusions	Security, Passive or Active
Exclusions	Sewer Lateral
Exclusions	Special inspections, material testing, 3rd party consultants
Exclusions	Street improvements or work outside limits of construction
Exclusions	Unforeseen soil conditions or underground obstructions
Exclusions	Client responsible to provide all access necessary for heavy equipment, crane and module delivery
Exclusions	Construction water
Exclusions	Expenses for tire and equipment damage caused by subsurface unforeseen objects, (rebar, steel pipe, etc.)
Exclusions	Screening or sifting of materials
Exclusions	BMP's (i.e.: sand bags, straw bales, silt fence, etc.)
Exclusions	Environmental surveys and/or studies
Exclusions	Encountering and disposing of any rock over 8"
Exclusions	Projects requiring a retention will incur a \$500 service charge
Exclusions	Any additional insurance required above industry-standard will be charged at an additional rate
Exclusions	All printing costs will be charged at cost +15%
Exclusions	All french Drains are excluded
Exclusions	All rain gutters are excluded
Exclusions	All WUI zone fees are excluded
Exclusions	All percolation testing is excluded

Exclusions
Exclusions
Terms

All demolition is excluded
Rough or Finish Grade Certificates
This budget is valid for 90 days from the date of this document.

Disclaimer

Disclaimer: Permit and developmental costs are deemed reliable but not guaranteed.

This document shall not be considered in whole or in part, an agreement to provide goods or services.

This is a conceptual budget with allowances of assumed costs only and is intended to be used as such.

Client is responsible to provide accessibility for modular home delivery.

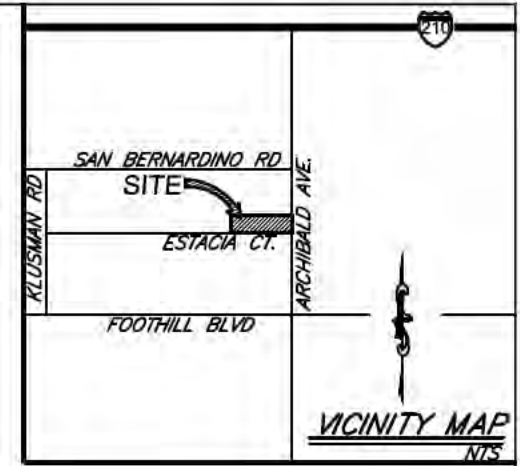
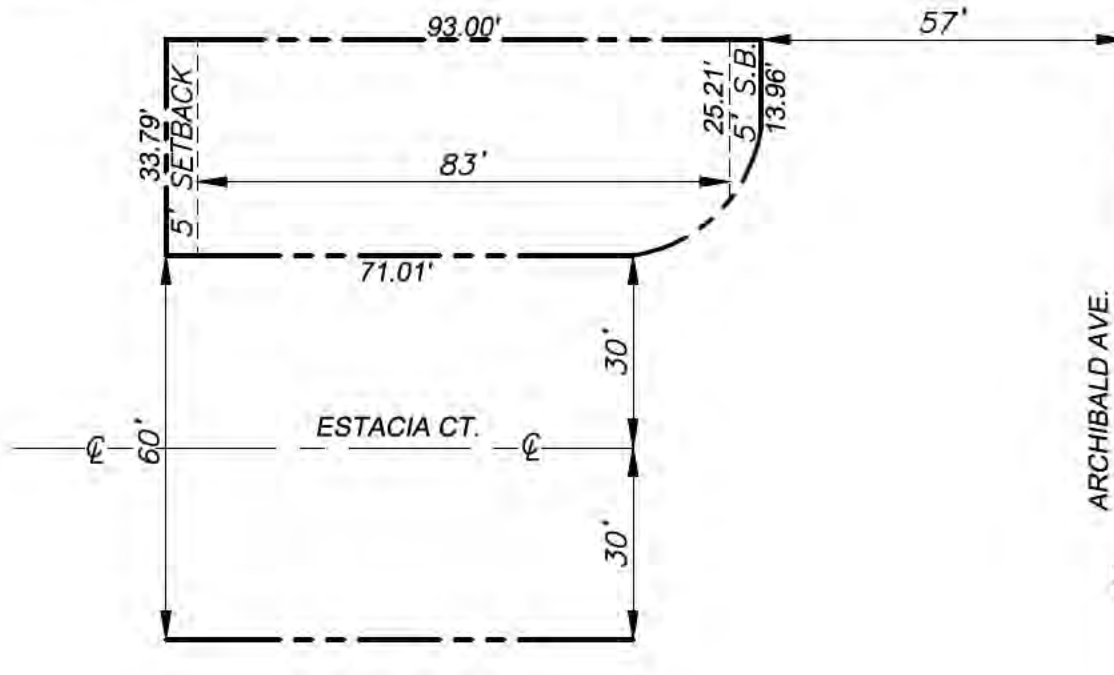
SITE PLAN - 9684 ESTACIA CT.

OWNER/DEVELOPER:

JEAN NDJONGO
9684 ESTACIA CT.
RANCHO CUCAMONGA, CA 91730

LOT INFO:

APN 0208-152-18-0000



NOTE:
ZONE SC SETBACK
APPLIED.



1 inch = 30 ft.

Project Profile:

Client: Jean Ndjongo
Site: 9684 Estacia Court, Rancho Cucamonga, CA 91730
APN: 0208-152-18-0000

Project Summary:

Proposed project is for a single story commercial use building.

Building sqft: TBD

Garage sqft: N/A

Total sqft: TBD

Design Specification:

TBD / Custom Commercial Structure

Disclaimer:

USModular, Inc. makes every reasonable effort to ensure the accuracy and validity of the information provided. However, as jurisdictional policies, procedures, personnel, fee schedules, dates, conditions, and information are continually changing, USM and its clients reserve the right to change the information in this report at any time without notice and makes no warranties or representations as to its accuracy. As USM is beholden to the information provided to them by the jurisdiction, this report is provided with no express or implied warranty and that USM and its clients accept no liability or responsibility for any errors or omissions in the content of this report or for damages as a result of relying on information contained within this site.

Property Profile Information

Building & Planning Jurisdiction:

City of Rancho Cucamonga

10500 Civic Center Drive, Rancho Cucamonga, CA 91730

Phone: 909-477-2750 ext. 4330

Business License Division at (909) 919-2948

Lot Size: 3,145sqft./ .0722acres

Lot Width: See site Plan

Lot Length: See Site Plan

Land Use: Specialty Commercial

Zoning: SC

Notes

Per the City of Rancho Cucamonga zoning regulations, this property is zoned SC, specialty commercial, located in the Foothill Blvd. Overlay and the Foothill Blvd Special Plan area.

The mixed use - Commercial/Residential is not permitted in this zone. This parcel is located in a commercial only zone. No residential uses are permitted.

Commercial Building setbacks

Street yard major commercial block □□□

Rear yard adjacent to residential □□□

Rear yard adjacent to commercial or industrial □□

Interior side adjacent to residential □□□

Interior side adjacent to commercial or industrial □□

Front □□□

Maximum height 25' - The property is within 100 feet of a residence.

□□□□ Not applicable in Specialty Commercial zones

Commercial Parking Requirements:

Food service (if over 15% of GLA) Gross Leasable Area: - +1 per 100sqft.

Restaurants and lounges: - 10 per 1,000sqft.

1. *Standards.*

- a. Screen **parking** areas from public view with mounding, landscaping, low walls, grade differentials, and building orientation.
- b. For **parking** areas, include one tree for every three **parking** stalls for shade.

2. *Guidelines.*

- a. Distribute **parking** evenly throughout a site instead of concentrating all in one large **parking** lot.
- b. Consider the types of users desired and plan the project accordingly rather than trying to maximize building floor area.
- c. **Parking** areas should not be the dominant element in the overall design of a project and should be designed to minimize visual disruption.
- d. The design of **parking** areas should also minimize auto noise, light and glare, and ambient air temperature. This can be accomplished through the use of sound walls, general location, use of well-designed lights, and landscaping throughout the **parking** lot.

COMMERCIAL STREETScape SETBACK STANDARDS

Land Use and Street Classification	Building Setback	Parking Setback	Landscape and Wall Setback
<i>Street yard setback (measured from face of curb)</i>			
Major/Special Boulevard	45 ft	30 ft	45 ft average 30 ft minimum
Secondary Collector Streets/Local Streets	35 ft	25 ft	35 ft average 25 ft minimum
<i>Rear Property Line Setback</i>			
Adjacent to existing or planned residential development	20 ft	10 ft	10 ft
Adjacent to other existing or planned commercial or industrial development	0	0	0
<i>Interior Side Property Line Setback</i>			
Adjacent to existing or planned residential development	20 ft	10 ft	10 ft
Adjacent to other existing or planned commercial or industrial development	5 ft	5 ft	5 ft

School District:

Central School District

10601 Church Street, Rancho Cucamonga, CA 91730

Phone: 909-989-8541

School Fees: \$0.56/sqft.

Fire Department: Rancho Cucamonga Fire Dept.- 909-477-2770

Trash/Recycling: Burrtec- 909-804-4291

Water Service: Cucamonga Valley Water District-909-944-6000

Sewer Service: Cucamonga Valley Water District-909-944-6000

Electric/Power: Southern California Edison - 800.655.4555

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FORMS / CERTIFICATIONS

- **Building Permit Application**
- **Grading Permit Application**
- **Hydrology Study**
- **Storm Water Plans**
- **Construction Waste Management Plans**
- **Fire Department Clearance**

Attachments

- *Site Plan*
- *Permits*
- *Applications*
- *Development Guidelines*



US Realty Records

Property Report

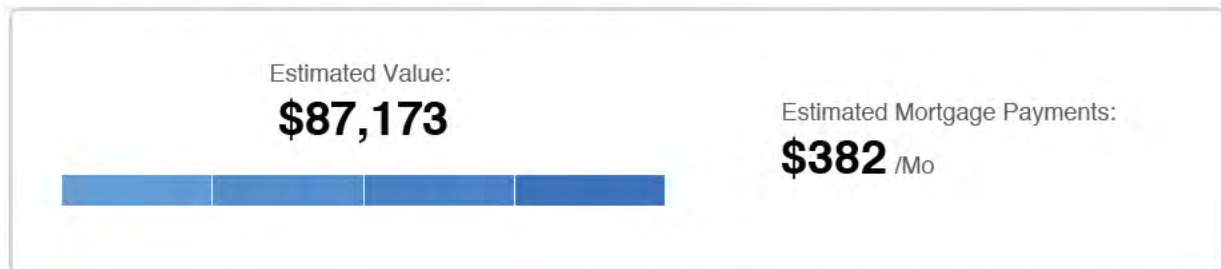
WWW.USREALTYRECORDS.COM



9684 Estacia Ct – Rancho Cucamonga, CA, 91730

Overview Unavailable

Value & Financial Overview



USRealtyRecords.com property valuations are calculated from a variety of sources. Confidence ratings shown are based on how recent and reliable these sources are. Our estimate is not an appraisal and should be used as a starting point to determine a home's value.

Value Forecast



In the next year, we expect median listing prices to **decrease** by approximately **3.35%**



In comparison, we expect an average **increase** of **9.47%** to median listing prices across the country.

Property Details

Structure & Size Details

Category: Vacant	Electricity Type: Overhead Wires	Sewer Type: Public	Water Type: Public
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Site Information

Census Tract 2027	County Fips 06071	County San Bernardino	Zoning Category Vacant
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Zoning Description Vacant Land (Nec)	Size 3,145 sq. ft.	Acres 0.0722	Range 07W
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Township 01S	Section 3	Parcel Id 0208152180000	Tax Account Id 0208-152-18
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Jurisdiction Data

Upper State Legislative District: State Senate District 20	Lower State Legislative District: Assembly District 52
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Fire Jurisdiction:

Rancho Cucamonga Fire Protection District

10500 Civic Center DR,
Rancho Cucamonga, CA,
91730

Department Type: Career
P: 909 477 2700
• Station Count: 7
• Fire Fighters: 92

Police Jurisdiction:

San Bernardino County Sheriff's Department

Department Type: County
City:

Elementary School District:

Central Elementary School District

Type: Elementary
Grades: KG - 8
Distance: 0.33 miles

Secondary School District:

Chaffey Joint Union High School District

Type: Secondary
Grades: 9 - 12
Distance: 2.34 miles

Property Owner History

Type	Name(s)	Address	Phone
Owner	NDJONGO	[REDACTED]	
Owner	NDJONGO FAMILY LIVING TRUST 7/17/06 Corporate Owner	[REDACTED]	
Owner	DAH-CHANG DAVID	Address Unavailable	

Financial History

Sale History

Date	Sale Amount	Seller's Name	Deed Type	ID
Jul 18, 2005	\$90,000	DAH-CHANG DAVID	Grant Deed	200508081970
Jan 31, 1991	\$4,500	-	Grant Deed	1935010699387

Tax History

Year	Taxes	Land Value	Improvements	Total Taxable Value
2016	\$366	\$30,700	-	\$30,700

* The tax information above may not be used to determine tax payments or for legal purposes. Please consult your local tax assessment authority for verification.

Nearby Schools

Name/Address	Type	Distance
Central Elementary School 7955 Archibald Avenue, Rancho Cucamonga, CA 91730 District: Central Elementary	Public	0.27 Miles
Cucamonga Elementary School 8677 Archibald Avenue, Rancho Cucamonga, CA 91730 District: Cucamonga Elementary	Public	0.57 Miles
Cucamonga Middle School 7611 Hellman Avenue, Rancho Cucamonga, CA 91730 District: Central Elementary	Public	0.92 Miles
Bear Gulch Elementary School 8355 Bear Gulch Place, Rancho Cucamonga, CA 91730 District: Central Elementary	Public	1.07 Miles
Dona Merced Elementary School 10333 Palo Alto, Rancho Cucamonga, CA 91730 District: Central Elementary	Public	1.16 Miles
Montessori Academy Of Education, Inc, Dba Montessori Academy 7135 Haven Avenue, Rancho Cucamonga, CA 91701	Private	1.16 Miles
Alta Loma High School 8880 Baseline Road, Alta Loma, CA 91701 District: Chaffey Joint Union High	Public	1.26 Miles
Rancho Christian Academy 10700 Town Center Drive, Rancho Cucamonga, CA 91730	Private	1.37 Miles
Valle Vista Elementary School 7727 Valle Vista Drive, Rancho Cucamonga, CA 91730 District: Central Elementary	Public	1.51 Miles
Alta Loma Christian School 9974 19th Street, Alta Loma, CA 91737	Private	1.56 Miles

Crime & Safety

Safety Information

	Rate Per 100K	National Avg.
Property Crimes	2,254	2,810
Robbery	49	135
Aggravated Assault	77	281
Burglary	550	498
Larceny Theft	1,447	2,036
Vehicle Theft	256	282

Crime Rate Index 100 is the safest

36

This neighborhood is not as safe as others.

According to our exclusive data and analysis, this neighborhood is safer than only 36% of neighborhoods in the United States.

Natural Disasters

Disaster Type:	Events in this area ¹	Risk Level
Flooding	566	Very High
Wildfires	91	Very High
Tornadoes	14	Very High
Landslides	9	Very High
Snow/Ice/Hail	272	Very High
Extreme Heat	1	Very Low
Heavy Wind	162	Very High

¹ Events within this area that have occurred since 1980.



CITY OF RANCHO CUCAMONGA

10500 Civic Center Drive • Rancho Cucamonga, CA 91730

Tel: (909) 919-2948 • Fax: (909) 919-2959

cityofcucamonga.us

BUSINESS LICENSE APPLICATION

(Please print or type clearly, using ink)

Business License Application Form Header with start date field and processing instructions.

Business Name (DBA), Business Name #2, Business Location, Business Phone, Mailing Address, Business Email Address, BUSINESS LICENSE NO., RECEIPT NO., PAYMENT DATE, BATCH NO., DATE ENTERED, DATE RECEIVED, RECEIVED BY.

Note: It shall be unlawful for any packaging supplier in the City of Rancho Cucamonga to store, sell or provide Chloro Fluoro Carbons processed packaging within the City of Rancho Cucamonga.

Business Type selection: Retail, Wholesale, Contractor/Developer, Service, Professional, Manufacturing, Administrative Headquarters, Warehouse, Delivery Vehicle, Property Rental, Entertainment/Amusements, Non-Profit Organization.

Description of Business, State License No., Seller's Permit No., FEIN, No. of Employees, Contractor's State License No., Project Name, Project Location, Total Contract Amount, General Contractor.

Enter below names of Owners, Partners or Corporate Officers. Use Additional Sheets as necessary.

Ownership type selection (Corporation, Ltd Liability Corp, Sole Proprietor, General Partnership, Trust, Ltd Liability Partnership) and Owner Name, Title, Phone, Home Address, Social Security No., City, State, Zip, Driver's License No. for two owners.

Acceptance of payment does not constitute approval of Business License. Authorization to conduct business is not granted until license is issued. I declare, under penalty of perjury that this application is true and correct to the best of my knowledge and belief.

Signature and Date fields for Business Owner or Agent.

Name (type or print) field for Business Owner or Agent.

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of this Business License application.

Signature and Date fields for Property Owner or Legal Representative.

Name (type or print) field for Property Owner or Legal Representative.

Planning Department selection (Approved, Denied), Signature, Date, Conditions, Reasons, Fire Safety selection.

Table with 2 columns: Description (Enter the amount from Box 8 on reverse of this form, Penalty: 50% (if applicable), AB 1379 State Fee) and Amount (\$, \$, \$ 4.00, \$).

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public.

Please make check payable to: City of Rancho Cucamonga. Total Amount Received: \$, REFUND/BILLED: \$.

The payment is based on your estimated gross receipts (or payroll) for a 12-month period. This amount will be adjusted at renewal time when you report your actual gross receipts.

Box 1: Enter your estimated gross receipts for a 12-month period commencing with the first day of business. (1)

* Find your business type on the table below and check the box that corresponds with the amount in Box 1.

Box 2: Enter the amount from Column A of the same line on the table you selected. (2)

Box 3: Subtract Line 2 from Line 1. (3)

Box 4: Enter the amount from column B of the same Line. (4)

Box 5: Multiply Line 3 by Line 4. (5)

Box 6: Enter the amount in Column C of that same Line. (6)

Box 7: Add Line 5 and Line 6. (7)

Box 8: (8)

1. RETAIL, WHOLESALE, MISCELLANEOUS - GROSS RECEIPTS

	A	B	C
<input type="checkbox"/> \$ 0 to \$ 25,000	0	0	\$ 23.00
<input type="checkbox"/> \$ 25,001 to \$100,000	25,000	.0006	\$ 23.00
<input type="checkbox"/> \$100,001 to \$500,000	100,000	.0003	\$ 68.00
<input type="checkbox"/> \$500,001 and over	500,000	.00015	\$188.00

2. CONTRACTORS, OWNER/BUILDER, SERVICES, PROPERTY RENTALS - GROSS RECEIPTS

	A	B	C
<input type="checkbox"/> \$ 0 to \$ 100,000	0	.0009	\$ 20.00
<input type="checkbox"/> \$100,001 to \$750,000	100,000	.0004	\$110.00
<input type="checkbox"/> \$750,001 and over	750,000	.00025	\$370.00

3. PROFESSIONAL AND SEMI-PROFESSIONAL - GROSS RECEIPTS

	A	B	C
<input type="checkbox"/> \$ 0 to \$ 25,000	0	0	\$ 23.00
<input type="checkbox"/> \$ 25,001 to \$100,000	25,000	.0012	\$ 23.00
<input type="checkbox"/> \$100,001 to \$500,000	100,000	.0005	\$113.00
<input type="checkbox"/> \$500,001 and over	500,000	.0002	\$313.00

4. MANUFACTURING, ADMINISTRATIVE HEADQUARTERS, WAREHOUSING - GROSS PAYROLL

	A	B	C
<input type="checkbox"/> \$ 0 to \$ 100,000	0	.0006	\$ 20.00
<input type="checkbox"/> \$100,001 to \$1,000,000	100,000	.00025	\$ 80.00
<input type="checkbox"/> \$1,000,001 and over	1,000,000	.0001	\$305.00
			Maximum Due \$1,000.00

5. DELIVERY VEHICLES - GROSS INVOICES/RECEIPTS IN RANCHO CUCAMONGA

	A	B	C
<input type="checkbox"/> \$ 0 to \$ 10,000	0	0	\$ 36.00
<input type="checkbox"/> \$ 10,001 and over	10,000	.0006	\$ 36.00

6. ENTERTAINMENT AND AMUSEMENT - GROSS RECEIPTS

	A	B	C
<input type="checkbox"/> \$ 0 to \$100,000	0	.0018	\$ 20.00
<input type="checkbox"/> \$100,001 and over	100,000	.001	\$200.00



Business License Questionnaire

Business Name: _____ Building /Unit Size (in Sq. Ft.): _____

Business Address (include unit or Suite #): _____

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Please answer each question listed below. Fully describe/explain all **yes** answers on second page of this form.

Yes No

1. Will the building be used for education, instruction, daycare, worship, or dining? If yes, how many square feet will you be using? _____ What is the maximum number of people anticipated at any given time? _____
2. Will the business operation include selling or serving alcoholic beverages? If yes, what type of ABC license? _____ What is the size in square feet of the seating area? _____
3. Will the business include any type of adult entertainment?
4. Will the business operation include the sales or serving of tobacco products? If yes, what is the tobacco resale number? _____ What type of tobacco products will be sold? _____
5. Will your business sell, distribute, or cultivate marijuana? _____ **(Business Owner Initials)**
6. Will the business operation include any work, use, or storage conducted outside of a wholly enclosed building? If yes, explain _____
7. Will the business operation include the preparation of food or beverages?
8. Will the business store rolled paper, bundled cardboard, baled paper and/or cardboard, baled hay or straw, or similar products?
9. Will the business operation include discharging any waste, waste water, or rinse water to the ground, street, or storm drain?
10. Will the business operation include washing of any equipment or vehicles?
11. Will the business operation include the repair or maintenance of motor vehicles?
12. Will the business operation include motor vehicle fuel dispensing including gasoline, diesel, compressed natural gas, liquefied natural gas, liquefied petroleum gas (propane), or hydrogen gas?
13. Will the business operation include any use, processing, handling, storage, or discharge of chemicals, including hazardous chemicals and solvents?
14. Will the business generate any hazardous waste or e-waste at this site?
15. Will the business operation include sanding, cutting, or shaping of wood, metal, plastic, or other products producing combustible dust or fibers?
16. Will the business operation include manufacturing?

17. BUILDING OWNER/PROPERTY MANAGEMENT COMPANY INFORMATION

Building Owner Property Management Company

Name _____

Address _____ City and Zip _____

Telephone contact _____

Approval of the Business License Application does not alleviate the business owner from obtaining the required building permits for previously unpermitted construction or any proposed improvement.



Business License Questionnaire

Page 2

Business Name: _____

*If any **Yes** answers to the questions on the questionnaire, please list the number and answer them fully below:*



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Site Development Review | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Uniform Sign Program | <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Plan Check/ Zoning Clearance |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Large Family Day Care Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Design Review | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Public Convenience or Necessity |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Hillside Development | <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Mills Act | <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Planned Community |
| <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



CHECKLIST FOR A DESIGN REVIEW

This Section establishes the review procedures for residential, commercial, industrial, and institutional development proposals to facilitate project review by local responsible agencies and the Development/Design Review Committees in a timely and efficient manner; to ensure that development projects comply with all applicable local design guidelines, standards, and ordinances; to minimize adverse effects on surrounding properties and the environment; and to maintain consistency with the General Plan, which promotes high aesthetic and functional standards to complement and add to the physical, economic, and social character of Rancho Cucamonga.

SECTION 1: Filing Requirements

- 1. Design Review Application through ACCELERATE, our online Citizen Portal.
<https://aca.accela.com/cityofrc/>
- 2. Part I of the Initial Study (Environmental Assessment).
- 3. Six (6) sets of the development package (see Section 3) to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be individually rolled, collated, stapled, and secured with a rubber band.
- 4. Water Quality Management Plan (one copy). Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site:
[http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate\(editable\).doc](http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate(editable).doc)
- 5. Public Hearing Information, as determined by the Planning Department, to include the following:
 - Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.
 - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660-foot radius drawn around the property as shown in the attached example.
 - Supplemental notification information may be required as determined by the Planning Department upon completion of the review of the Initial Study.
- 6. Filing Fees (see Section 2).

SECTION 2: Filing Fees

Contact the Planning Department to determine which fees are applicable.

- Design Review - Commercial/Industrial..... See current fee list.
- Design Review - Residential..... See current fee list.
- Hillside Development - Greater than 4 DUs (where applicable)..... See current fee list.
- Environmental Assessment See current fee list.
The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.
- Environmental Challenge/Appeal Fee See current fee list.
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all cost related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.

SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing.

- 1. All plans should be drawn on uniform size sheets no greater than 30" x 42".
- 2. All site and landscape plans should be drawn to an appropriate engineering scale, with the scale clearly labeled (Grading Plan scale should not exceed 1" = 40'). All elevations should, where feasible, be drawn to an architectural scale no smaller than 1/4" = 1'. All plans should be clear, legible, and accurately scaled.
- 3. **All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with a rubber bands. Site Utilization Map should be the first sheet of the development package. All plans should be clear, legible, and accurately scaled.**
- 4. All plans should be clearly labeled with the title of each sheet and have a unique sheet number.
- 5. All site plans need to contain a north arrow and a legend identifying any symbols.
- 6. A one-sheet index map should be provided when a plan cannot contain the entire project on one sheet.
- 7. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

SECTION 4: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. **Site Utilization Map:** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use (the scale of this map shall not be less than 1" = 100').
- B. **Detailed Site Plan:** This plan shall include the following:
 - Name, address, and phone number of the applicant and the author of the plan.
 - Property lines and lot dimensions.

- Dimensioned locations of:
 - Setbacks (actual) from all buildings to street curb face, and the side and rear property lines.
 - Street dedications and improvements (existing and proposed), including overhead utilities.
 - Access, both vehicular and pedestrian, showing service areas and points of ingress and egress.
 - Off-street parking and loading or outdoor storage areas showing location, number, and typical dimension of spaces and wheel stop location (where used).
 - All street improvements and driveways on adjacent and across-the-street properties within 200 feet of the site.
 - Any existing or planned median islands within 200 feet of the site.
 - All buildings within 200 feet of the site.
- Internal circulation pattern both vehicular and pedestrian. Show truck turning radii where applicable.
- Distances between buildings and/or structures.
- Building and accessory structure locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, double detector check (DDC), Fire Department connections (FDC), and monument signs, including dimensioned setbacks (front, rear, and sides).
- Location, height, and materials of walls and fences.
- For residential projects: Summary Table listing each lot, its floor plan, elevation treatment, and lot coverage. Also, provide a Unit Mix Table tallying how many of each floor plan, and elevation treatment.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- C. Conceptual Landscape Plan:** This plan shall include the following:
 - All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
 - Conceptual location of plants and a planting legend which identifies such things as:
 - Trees, shrubs, and ground cover areas or other softscape elements. Indicate intended function of plants (i.e. street tree, accent tree, canopy shade tree, screening hedge, etc.).
 - Water elements and public art.
 - Berming and/or mounded areas (show contours and height).
 - Slope planting scheme.
 - Plazas, sidewalks, or other hardscape elements, such as special paving materials or rockscape.
 - Walls or fences and their materials.
 - Location and design of community amenities and a legend which identifies such things as:

- Common or public open space/recreation areas.
- Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
- Primary and secondary project entry points and their treatment (textured paving, security gates, accent planting, entry walls, and/or monument signs).
- Private and public sidewalks, greenbelts, and/or equestrian trails.
- Emergency vehicle access.
- Line of sight (see separate handout available from the Engineering Department).
- When the project is located in fire area, "VHFHSZ" the design must comply with the RCFPD Landscaping Guidelines.
- D. **Elevations:**
 - Illustrative elevations of all sides of all buildings and structures. "Illustrative" building elevations means drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people -- place them behind or on the side.
 - Conceptual uniform sign program (location, size, type).
 - Illustrative elevations of all walls and/or fences.
 - Illustrative cross sections and enlargements or architectural elements or details as needed.
 - All exterior building materials shall be clearly labeled on each sheet of elevations.
 - For projects within the Etiwanda Specific Plan or Etiwanda North Specific Plan areas, label the architectural style (i.e. Santa Barbara Revival, California Ranch, etc.).
 - Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas.
 - Front elevations for single-family residential structures shall be drawn to an architectural scale of 1/4" = 1'0" (rear and side elevations may be drawn at 1/8" = 1'0").
- F. **Floor Plans:**
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
 - Dimension all exterior walls, doors, windows, and room sizes.
- G. **Roof Plans**
- H. **Phasing Plan:** If phasing is to occur, a plan should indicate the limits of each phase.
- I. **Conceptual Master Plan:** If the project site is located adjacent to vacant/undeveloped property and/or minimally developed property that could be subject to future additional development, then a conceptual Master Plan is required to show (on the adjoining property) potential features/improvements such as, but not limited to, building locations (commercial/industrial); subdivision layout (residential); streets; trails; parking areas; access driveways and drive aisles; and landscaping.
- J. **Conceptual Grading Plan:** Proposed items shall be designated with solid lines and existing items with short dashes or screened. Projects which are subject to the Hillside Development Ordinance should refer to the Ordinance for additional submittal requirements.

- Proposed grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
- Existing grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.
- Maximum contour intervals shall conform to the following:

Slope	2% or less	From 2% to 9%	Over 9%
Interval	2'	5'	10'

- Prior to preparing the topographic survey, the applicant should meet with City staff to determine the limits of topography or the applicant shall provide a topographic map showing the existing features within 200 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.
- Structures -- footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent.
- Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.
- Easements, property lines, rights-of-way.
- Natural areas to be preserved (undisturbed -- no grading).
- Parkway culverts where drainage is directed to streets, except for single family residences.
- Retaining walls -- top and footing elevations.
- Location, elevation, and size of proposed building pads.
- For new development and significant redevelopment projects where a Preliminary Project-Specific Water Quality Management Plan (WQMP) is required, the Preliminary Project-Specific WQMP may consist of only a complete WQMP Site and Drainage Plan. This Plan shall be labeled "Preliminary WQMP Site and Drainage Plan."
- Streets -- existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
- Existing and proposed sewers or other method of sewerage.
- Custom lot subdivision -- show grading for streets, drainage, and trails only. In addition, provide a separate plan showing possible future house plotting and lot grading to be completed on a lot-by-lot basis.
- Indicate location of benchmark(s).
- Line of sight (see separate handout available from the Engineering Department).
- All sheets shall have the Geotechnical Engineer and Civil Engineer's California registration seal and original signature prior to plan submittal.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. Scale selected for each sheet. One inch equals 40 feet (maximum) or one inch equals 20 feet for all projects.

- Cut and fill quantities, exclusive of street quantities in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter.
- Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains.
- Provide dimensions, elevations, or proposed contours to be achieved by the grading.
- Show side yard swale at least 3 feet away from the building with a 2 percent slope longitudinally and 5 percent minimum – 20 percent maximum transversely.
- Show rear yard swale at 10 feet minimum away from the building with a 2 percent minimum and 6 percent maximum slope longitudinally and 5 percent minimum – 20 percent maximum transversely, or if greater than 10 feet from the building, 1 percent minimum longitudinally.
- Extend the earthen swale to the back of the sidewalk when the lots are at the cul-de-sac or knuckle.
- Provide all wall and retaining wall height, both existing and proposed with elevations.
- Show typical required setbacks for corner and interior lots on the cover sheet.
- Show the actual setbacks (property line to structure and all distance between structures).
- Provide cross-sections along the property parameters and typical interior lots. If requested, additional cross-sections shall be provided.
- Provide driveways with a maximum slope of 10 percent; subject to Planning review and approval.
- Provide 18-foot area at 5 percent maximum slope in front of the garage. If not applicable, a driveway slope of 10 percent shall be provided. Any slopes exceeding 10 percent shall be subject to Planning Department review and approval.
- Total existing impervious area (square feet)
- Total new impervious area (square feet)
- Total removal and replacement of impervious area (square feet)
- K. Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2" x 11" format showing the location and type of existing utility lines and supporting poles on both sides of all streets, alleys, railroad and flood control channel rights-of-way adjacent to the project limits and extending to the first existing pole off-site from the site boundaries (see separate handout available from the Engineering Department).

SECTION 5: Additional Submittal Requirements

Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:

<input type="checkbox"/> Air Quality/Greenhouse Gases	<input type="checkbox"/> Phase 1 Environmental	<input type="checkbox"/> Photometric/Lighting
<input type="checkbox"/> Alquist-Priolo/Fault Hazard	<input type="checkbox"/> Health Risk (Air Emissions)	<input type="checkbox"/> Soils
<input type="checkbox"/> Arborist/Tree	<input type="checkbox"/> Line of Sight	<input type="checkbox"/> Slope (Hillside Development)
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Local Significance Thresholds	<input type="checkbox"/> Traffic
<input type="checkbox"/> Cultural/Historic Resources	<input type="checkbox"/> Noise/Acoustic	<input type="checkbox"/> Other:
<input type="checkbox"/> Drainage	<input type="checkbox"/> Parking	

The contents of these documents are described in other handouts, the City's Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.

SECTION 6: Fire District Submittal Requirements

For Further information, please contact the Building and Safety Services Department at (909) 477-2711 ext. 4209

- 1. The specifics of the buildings for this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance to the current California Building code must be included in the plans. The Building and Safety Services Department requires this information to provide the applicant with a complete review and applicable comments.
- 2. Annexation of the project into the Community Facilities District #85-1 or #88-1 for fire protection services is required for new construction on sites that have not been previously annexed, this site may be required to be annexed.
- 3. **Proof of available fire flow** must be obtained from the Cucamonga Valley Water District (CVWD). The applicant must contact CVWD's Engineering Department located at 10440 Ashford Street, Rancho Cucamonga. They may be contacted by calling 909-987-2591. Their office hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. Allow sufficient time for CVWD to perform the test and produce a letter confirming the available fire flow. The applicant may e-mail the proof of the fire flow letter to Moises.Eskenazi@cityofrc.us. The letter must be current (within one-year of the request) and be site specific. When FCS receives the letter, this fire flow item will be deemed complete only if the available fire flow, as stated on the CVWD letter, meets or exceeds the fire flow required for the building in accordance with the California Fire Code. Fire flow is a requirement of the California Fire Code Section 903 and Appendix III-A. This fire flow may be reduced by up to 50%, but not less than 1,500 GPM at 20 psi if the building will be equipped with an automatic fire sprinkler system in accordance with NFPA 13, NFPA 13R, or NFPA 13D.
- 4. **The fire department access** must be submitted in compliance with the minimum requirements established by the RCFPD Fire Access/Fire Lane Standard 5-1. The designer is required to design the fire lanes in accordance with the Standard. The following is a summary of some the fire lane requirements.
 - a. Access to all portions of the building must be within 150' of the available fire department access.
 - b. The project with a depth exceeding 300 feet generally requires two separate points of access.
 - c. The maximum cul-de-sac length on a single-family residence projects must not exceed 600'.
 - d. The maximum cul-de-sac length on a commercial/industrial/multi-family dwelling project must not exceed 300'.
 - e. The maximum length of the required fire department access roadway without an approved turn around must not exceed 150'.
 - f. The minimum width of the fire lane road must be 26'.
 - g. A maximum inside turning radius of 20' and a minimum outside turning radius of 46' is required at all the fire lane turns.
 - h. The minimum radius of a cul-de-sac is 45'.
 - i. The minimum vertical clearance at the fire lane is 14' 6".
 - j. At any private entry median, the minimum width of the traffic lane shall be 20' on each side.
 - k. A paved all weather surface is required for all fire access roads. Roads must be capable of supporting 80,000 pounds gross vehicle weight.
 - l. The maximum grade of the driving surface shall not exceed 12%.
 - m. The angle of departure and approach shall not exceed 9-degrees or 20%.
 - n. Please prepare a fire department access plan in accordance to RCFPD standard 9-7 indicating the location of the proposed Fire Department Emergency Access Roadways in compliance with the Standard.
 - o. Please shade the proposed fire lane to distinguish it from other roads on the site plan.
- 5. **Reciprocal agreements** for Fire Department Emergency Access and Water Supply are required were access and water supply is on private property and is shared between property owners. A reciprocal agreement may be required to be

recorded between property owners and the Fire District. The recorded agreement shall include a copy of the site plan. The Fire Construction Services shall approve the agreement, prior to recordation. The agreement shall be recorded with the County of San Bernardino, Records Office.

Reciprocal access agreement – Is permanent access agreement between the owners granting irrevocable and a non-exclusive easement, favoring the Fire District to gain access to the subject property. The agreement shall include a statement that no obstruction, gate, fence, building or other structure shall be placed within the dedicated access, without Fire Department approval. The agreement shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

Reciprocal water covenant – A permanent maintenance and service covenant between the owners granting an irrevocable and non-exclusive easement, favoring the Fire District for the purpose of accessing and maintaining the private water mains, valves and fire hydrants (fire protection systems & facilities in general). The covenant shall have provisions for emergency situations and the assessing of cost recovery to the property by the fire District.

If the document cannot be prepared before the Planning Division's deadlines the applicant may contact Building and Safety Services Department to mitigate the time frame.

- 6. **Fire protection plans:** when required must be prepared in accordance to RCFPD Standards. Fire protection plans are required for projects located in the Very High Fire Hazard Severity Zone "VHFHSZ" that are not considered infill or when defensible space is not adequate. The required components of the plans are:
 - a. Defensible space and vegetation management (fuel modification plans) requirements must be designed per RCFPD Guidelines.
 - b. Water supply, access, building ignition & fire resistive/protection systems requirements must be addressed in accordance with the current edition of the California Building Code and/or the California Residential Code.

- 7. **Change of Occupancy plans:** When required must be submitted to Building & Safety for the evaluation of a CUP application regarding a new use in the existing residential or commercial/industrial building. Some of the issues that must be addressed to change the occupancy of a Building include (but are not limited to): California Disabled Accessibility Regulations to buildings and facilities (such as restrooms and parking,) mix occupancy allowable area ratios, fire walls/barriers, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, structural importance factor for seismic upgrade, or fire alarm installation or upgrade and direct exiting criteria. Usually change of occupancy plans are required to be submitted by a licensed Architect and evaluated before the CUP is approved.

- 8. **Gates Standards:** All proposed gates across Fire Department access roadways shall be installed in accordance with RCFPD Standard 5-3 or 5-4. The following are the applicable general design requirements:
 - a. The gate shall be motorized and slide open horizontally or swing inward.
 - b. All motorized gates must fully open at the rate of one second per foot of required width, (e.g., 20 ft./20 sec.).
 - c. When fully open, the minimum width shall be 20 feet.
 - d. Gates on access roads designated "Emergency Services Use Only" may be manually operated.
 - e. Gates on Commercial/Industrial facilities may be manually operated.
 - f. After project approval the applicant shall contact the Fire Safety Department for complete standards.
 - g. A traffic preemption device is required on all residential gates required to be motorized.
 - h. For information visit the Building and Safety Services Department and or the Fire District website at:

http://www.cityofrc.us/cityhall/fire_district/prevention/default.asp



CHECKLIST FOR A SIGN PERMIT

PURPOSE: A sign permit may be granted by the Planning Director or her designee in accordance with the criteria and standards established by the Sign Ordinance and/or an approved Uniform Sign Program.

SECTION 1: Filing Requirements

- 1. Sign Permit Application through ACCELERATE, our online Citizen Portal.
<https://aca.accela.com/cityofrc/>
- 2. Signed Property Owner Declaration Form. (Attached)
- 3. Three sets of the sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. One set of the sign plans shall be to the size of 8 ½ x 11 inches and colored to resemble the proposed colors of the sign.
- 4. Filing fees.

SECTION 2: Filing Fees

- Sign Permit.....See current fee list.
The fee is required regardless if the proposed sign is within an approved Uniform Sign Program. Pertinent fees from the Building and Safety Department are required.

SECTION 3: Contents of Sign(s) Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. Building Wall Signs:
 - 1. Detailed Site Plan, drawn to scale, shall include the following:
 - Project site area including dimensioned property lines.
 - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
 - Shade the building where the proposed building signs are to be located.
 - 2. Building Elevations:
 - Accurate building elevations showing building face with dimensions.
 - Exact location and placement of the proposed signs.
 - 3. Detailed Elevations of Signs:
 - Dimensions of proposed signs
 - Depth of signs (thickness)
 - Letter style, size, materials, and colors of sign copy
 - Method of illumination

- ❑ B. Monument Sign:
 - ❑ 1. *Detailed Site Plan shall include the following:*
 - ❑ *Project site area including property lines.*
 - ❑ *All site improvements including, but not limited to, buildings, parking areas, driveways, etc.*
 - ❑ *Public street frontages and improvements.*
 - ❑ *Proposed landscaping and irrigation system around the monument sign.*
 - ❑ 2. *Detailed Elevations of monument sign:*
 - ❑ *Dimensions of the proposed sign and the base.*
 - ❑ *Depth of signs (cross sections).*
 - ❑ *Letter style, size, materials, and colors of sign copy and the background.*
 - ❑ *Full base description including materials, colors, and height.*
 - ❑ *Landscape materials around the base of the sign.*
 - ❑ *Method of illumination.*



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Site Development Review | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Uniform Sign Program | <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Plan Check/ Zoning Clearance |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Large Family Day Care Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Design Review | <input type="checkbox"/> Similar Use Determination |
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| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Vacation of Easement |
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| <input type="checkbox"/> Mills Act | <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Planned Community |
| <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



CHECKLIST FOR A **SITE DEVELOPMENT REVIEW**

A Site Development Review is provided for all commercial, industrial, and residential projects which meet any of the following criteria:

- ✓ **Residential Projects. The following residential projects require Site Development Review:**
 - Modification to approved architectural designs and building configurations for multifamily development, which do not create greater bulk, scale, or change in the line of sight;
 - Residential additions equal to or greater than fifty percent (50%) of the existing square footage.
 - Architectural changes which change the basic form and theme;
 - Exterior material or color changes which conflict with the original form and theme and which are not consistent and compatible with the original materials and colors;
 - New construction, expansion, reconfiguration or significant reconstruction of driveways.
 - Installation of a satellite dish or antenna greater than twenty (20) square feet in surface area.

- ✓ **Commercial, Industrial, and Institutional Projects. The following commercial, industrial, and institutional projects require Site Development Review:**
 - Changes to gross floor area of existing buildings or approved design plans which do not result in more than a 10 percent change;
 - New construction, expansion, reconfiguration or significant reconstruction of parking lots or driveways.
 - Modification to approved architectural designs and building configurations, which do not create greater bulk, scale, or change in the line of sight.
 - Modifications to approved plans, which do not change the general location and layout of the site.
 - The establishment and/or construction of an outdoor storage area on the same site as, and in conjunction with, an existing business that is less than ten percent (10%) the gross floor area of the primary use.
 - The construction and/or placement of silos, antennas not regulated by Chapter 17.16.100, water tanks, roof- or ground-mounted equipment visible from public view, or similar structures and equipment.
 - Grading alterations to approved plans that do not change the basic concept, increase slopes or building elevations or change the course of drainage.
 - Modification to existing landscaping or landscape plans in excess of five thousand (5,000) square feet.
 - Architectural changes which do not change the basic form and theme.
 - Exterior material or color changes which do not conflict with the original form and theme and which are consistent and compatible with the original materials and colors.
 - Modifications to existing site features (e.g., trellis, pergola, water features).
 - Minor modifications to exterior elevations (e.g., awnings, new/relocating doors and windows).

For a description of the review process, please refer to *The Development Review Process*, a booklet available from the Planning Department.

SECTION 1: Filing Requirements

- 1. Site Development Review Application through ACCELERATE, our online Citizen Portal.
<https://aca.accela.com/cityofrc/>
- 2. Signed Property Owner Declaration Form. (Attached)
- 3. Signed Hazardous Waste Site Statement. (Attached)
- 4. Six (6) sets of the development package (see Section 3) to be reviewed by staff for completeness and accuracy.
- 5. Water Quality Management Plan (one copy). Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site:
[http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate\(editable\).doc](http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate(editable).doc)
- 6. Filing Fees (see Fees on City's website under Planning for a Site Development Review).
<https://www.cityofrc.us/cityhall/planning/default.asp>

SECTION 2: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing.

- 1. All plans shall be drawn on uniform size sheets no greater than 30" x 42".
- 2. All plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50' with the scale clearly labeled and with the north arrow oriented towards the top of the sheet.
- 3. **All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with rubber bands.**
- 4. All plans shall be clear, legible, and accurately scaled.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. Detailed Site Plan shall include the following:**
 - Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.).
 - Property lines with lot dimensions.
 - Dimensioned locations of:
 - Setbacks (actual) from all buildings to street curb face and the side and rear property lines.
 - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths.
 - Access, both vehicular and pedestrian, showing the service areas and points of ingress and egress.
 - Off-street parking and loading or outdoor storage area. Show location, number, and typical dimension of spaces and wheel stop placements (where used).
 - All street improvements and driveways, including adjacent and across-the-street properties.

- Distances between the buildings and/or structures.
- Location, height, and materials of the walls and fences (Sections if required).
- Nearest cross streets in both directions with plus or minus distances from the subject property.
- A vicinity map showing the closest major cross streets, zoning, and existing land uses (Does not need to be to scale).
- Total existing impervious area (square feet).
- Total new impervious area (square feet).
- Total removal and replacement of impervious area (square feet).
- B. Elevations:**
 - Building elevations of all sides of all proposed buildings and structures.
 - Building elevations should include typical materials used, trees, and landscaping.
- C. Floor Plan:**
 - All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
 - Dimension all exterior walls, doors, windows, and room sizes.
- D. Roof Plans**
- E. Fire Department Access:** When applicable, illustrate existing and/or proposed fire access roadways. Reference RCFPD Standard 5-1

SECTION 4: Additional Submittal Requirements

Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:

<input type="checkbox"/> Air Quality/Greenhouse Gases	<input type="checkbox"/> Phase 1 Environmental	<input type="checkbox"/> Photometric/Lighting
<input type="checkbox"/> Alquist-Priolo/Fault Hazard	<input type="checkbox"/> Health Risk (Air Emissions)	<input type="checkbox"/> Soils
<input type="checkbox"/> Arborist/Tree	<input type="checkbox"/> Line of Sight	<input type="checkbox"/> Slope (Hillside Development)
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Local Significance Thresholds	<input type="checkbox"/> Traffic
<input type="checkbox"/> Cultural/Historic Resources	<input type="checkbox"/> Noise/Acoustic	<input type="checkbox"/> Final Project-Specific WQMP
<input type="checkbox"/> Drainage	<input type="checkbox"/> Parking	<input type="checkbox"/> Other

The contents of these documents are described in other handouts, the City's Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit |
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I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (*attached*) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as of the date of executing this Statement OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within any area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Dated: _____

There are facilities in the City and its SOI that handle hazardous materials and are listed on various databases for hazardous materials. These facilities are listed below by location and/or ownership.

- 6th Street/Hellman Avenue
- 9805 6th Street, Suite 104, Brownwood Furniture Incorporated
- 9810 6th Street, Hartwell Corporation
- 12150 6th Street, Mobil Oil Corporation
- 8477 Archibald Avenue
- 9393 Arrow Highway, Intermetro Industries Corporation
- 11200 Arrow Highway, Steelscape Incorporated
- 11711 Arrow Highway, Schlosser Forge Company
- 12167 Arrow Highway, Soil Treatment, Rancho Cucamonga
- 12281 Arrow Highway, Parallel Products of California
- 12281 Arrow Highway
- 12451 Arrow Highway, CMC Fontana Steel
- 12455 Arrow Highway, Ameron International
- 12455 Arrow Highway, Ameron International Concrete and Steel Pipe GRP
- 12459 Arrow Highway, Tamco
- 12459 Arrow Highway A, TI Wire
- 9133 Center Avenue, Metal Coaters of California, Incorporated
- 8939 Etiwanda Avenue, Sterling Can Corporation
- 8996 Etiwanda Avenue, Generating Station, Etiwanda
- 9082 Foothill Boulevard, Unocal #6972
- 12549 Foothill Boulevard
- 5885 Haven Avenue
- 7211 Haven Avenue, Terra Vista Cleaners
- 9060 Haven Avenue, Degussa Construction Chemicals Operations, Inc.
- 8613 Helms Avenue
- 8740 Hellman Avenue, Vacuum Metalizing Company, Inc.
- Arlon Materials for Electronics Division
- 9433 Hyssop Drive
- 8786 Industrial Lane
- 8875 Industrial Lane, Western Metal Decorating Company
- 10667 Jersey Boulevard, Robert Manufacturing Company
- 11000 Jersey Boulevard, PAC Rancho, Incorporated
- 11155 Jersey Blvd, Suite K, Precision Aerospace Corporation
- 11239 Jersey Boulevard, Rancho Cucamonga Fire Station #174
- 11266 Jersey Boulevard, General Latex and Chemical Corporation
- 11559 Jersey Boulevard, Mission Foods Rancho Cucamonga
- 10477 Lemon Avenue
- 6539 Milliken Avenue
- 8530 Milliken Avenue, Innovative Polymer Systems Incorporated
- 8075 Monet Avenue, Chevron 301784
- 9121 Pittsburg Avenue
- 9060 Rancho Park Court, Studio 1
- 9420 Santa Anita Avenue, Pacer Technology
- 11060 Tacoma Drive, Alshin Tire Corp
- Victoria Avenue/East Avenue, Etiwanda High School Expansion

COMMERCIAL & INDUSTRIAL DESIGN GUIDELINES



CITY OF RANCHO CUCAMONGA
PLANNING DIVISION

INTRODUCTION

These guidelines were prepared in response to the needs of many users: developers, property owners, architects, planners, landscape architects and civil engineers. Each of these interests plays a vital role in the successful design of a project.

The City of Rancho Cucamonga's goal is to foster the quality design that enhances the community. The more familiar you are with the City's expectations for design, the more prepared you will be and the better able we will be to help guide your project through to its successful completion.

The guidelines presented here are intended to inspire development of lasting quality. This manual will also serve as a guide for staff in reviewing your application. A summary, *The Development Review Process*, is also available from the Planning Division.

These guidelines are intended to be used only in combination with the City's Development Code, Industrial Specific Plan, and General Plan design policies and standards.

SITE PLANNING

Proper site planning is crucial in the development of successful projects. In addition to the standards outlined in the Development Code and Industrial Area Specific Plan, the following should be considered. □

Relate the location of site uses with adjoining properties to avoid possible conflicts and take advantage of mutual potentials.

Consider sharing access with adjoining properties.

Plot buildings to create plazas and logical pedestrian connections.

For multiple buildings, vary placement to avoid parking areas that dominate streetscape.

Clearly delineate on-site pedestrian walkways with special pavement, landscaping, and lighting.

Provide buffer where site adjoins residential development; such as increased setbacks, height limited to one-story, dense landscaping.

Provide a minimum of 10 feet of landscape area against building walls, exclusive of sidewalks, in order to allow trees.

Align access with existing driveways, intersections, or median openings.

Circulation system to address needs of both motorists and pedestrians. Avoid design that creates vehicle/pedestrian conflicts.

Provide two means of ingress and egress, not including emergency only access.

Screen parking areas from public view with mounding, landscaping, low walls, grade differentials, and building orientation.

Create a strong entry statement with textured pavement at project entrances.

Consider street setbacks on adjacent properties. While variety is generally desired, the street must function as a whole and the setbacks must relate.

Preserve existing mature streets as a focal point.

Avoid "strip-commercial" appearance where buildings are plotted in a straight row with parking along entire street frontage.

For industrial projects, provide plazas where employees can rest and eat lunch, preferably away from public entrances to buildings, loading areas, or other high-traffic areas. Provide tables, benches, shade trees, or structures.

Provide proper vehicle stacking distance at entrances.

For parking areas, include one tree per every three parking stalls for shade.

Distribute parking evenly throughout.

Consider the types of users desired and park project accordingly rather than trying to maximize building floor area.

Avoid dead-end parking aisles.

Access points must conform to the City's access control policies and standards.

Orient loading areas away from the street. Where it is necessary for loading areas to face street, screen them with buildings, walls, and landscaping.

Screen trash enclosures, ground-mounted equipment and utilities from public view. □□

ARCHITECTURE

The City of Rancho Cucamonga seeks well thought out design solutions, which reflect the best of a particular style, respect the community's heritage, and relate well to their surroundings.

Provide architectural treatment to all elevations (i.e., 360-degree architecture).

Make medium-and high-rise buildings less imposing by physically stepping them back from the street level.

Design rear elevations to be visually attractive by providing articulation to the building plane, and vertical variation of the roofline.

Avoid expanses of blank wall, devoid of any articulation or embellishment.

Integrate screening for roof mounted equipment into the building design (i.e., extend parapet walls) rather than have a "tacked-on" appearance.

For commercial projects, vary the roof through the use of vertical separations, varying roof structure, varying the parapet line or ridge line.

For commercial projects, give special attention to creating pedestrian scale and an inviting place for pedestrians to shop.

Storefront designs for shopping centers to complement the architectural style, provide interest and variation. Design elements to be considered: providing offsets or bays, strong base material, vary storefront treatment, multi-pane windows, varying the bulkhead treatment.

Provide focal points in the architectural theme to create strong entry statements and provide a sense of place. Towers, spirals, domes, massing, color, trellises, fountains, public art, and plazas are encouraged.

Provide shelter from seasonal high winds through building orientation, materials, and entrances, particularly east of Haven Avenue.

Paint roll-up doors and service doors to blend-in

with main building colors.

Architectural style to have timeless quality rather than trendy designs that quickly become "dated."

Architectural details can introduce accent colors; however, avoid too many bright colors which overpower the building.

Fit buildings into their context, including architectural style, massing, and proportion.

Design to be sensitive to, but not necessarily mimic, adjoining historic structures.

Consider site amenities, such as walls, hardscape, street furniture, trash enclosures, lighting, and monument signs, as part of the total architectural package for the project.

Screen drive-thru lanes from public view by orienting the building and a combination of landscaping, berming, and low screen walls.

For shopping centers, vending machines and newspaper racks are to be recessed into the building facade.

Completely screen long-term shopping cart storage.

Integrate signs into the architectural program.

Articulate building entrances to create a formal entry statement.

For industrial buildings, design the office portion as the architectural focus with appearance of an office building in terms of detail, amount of glass.

For industrial buildings, provide two primary building materials, as required by Planning Commission Resolution No. 89-158, such as concrete, textured concrete, textured block, brick, granite, marble and similar materials.

Include path of travel requirements for the Americans with Disabilities Act on the site plan and elevation where applicable.

LANDSCAPING

The appropriate use of plant materials is an important element of successful development. Plant materials should be used extensively to reinforce community identity, to create a pleasant and livable environment, to control erosion, to provide protection from wind and hot summer sun, and to tie new development into the surrounding context. □

Locate plants in response to architectural design and site planning. Plants can be used to keynote entries, contrast with or reinforce building lines and volumes, and soften hard lines or blank wall expanses.

Select plants for their year round interest, as well as their form, texture and shape values.

Provide canopy shade trees in parking areas.

Use mixture of evergreen and deciduous trees along streetscape for year round interest.

Twenty percent of all trees are to be box size for industrial projects. For commercial and office projects, 30 percent of all trees are to be box size.

Preserve existing mature trees as a focal point.

On southern and western exposures, use deciduous trees for summer shade and winter sun.

Use evergreen trees to block winter winds, screen unsightly features, and decrease heat gain.

Provide special landscaping treatment, such as intensifying the density (size and/or number) of trees, accent trees, and special paving, at all project entries and building entrances.

Provide one tree per every three parking stalls in parking lot.

Select plants of appropriate size at maturity for their intended use to minimize maintenance or replacement when plant outgrows the available space.

Avoid plants that have messy fruit/seed/flower drop or brittle branches near paving, as they are a

potential safety hazard and long term maintenance liability.

Use plants to define outdoor spaces such as street edge, outdoor plazas, or movement paths between parking and building entrances.

Simple plant palettes are preferred over complex schemes.

Maintain adequate sight lines for motorists at intersections and driveways.

Provide dense landscaping to screen unattractive views and features, such as parking lots, loading and storage areas, trash enclosures, freeway structures, utility equipment (i.e., transformers, meters, backflow valves), and air conditioning units. Plant trees to achieve a continuity of form. General guidelines for the use of landscaping to achieve this

XERISCAPE GUIDELINES

- ! Select plant materials for their suitability to the environment and compatibility with Xeriscape principles.
- ! Use drought resistant plants.
- ! Group plants according to their watering needs.
- ! Minimize turf by using more ground covers or decorative hardscape.
- ! See Xeriscape: A Guide To Water Conservation, for further information.

continuity include:

- ! Using the same tree form (i.e., columnar or round headed) along streets of the same type to reinforce the hierarchy of street types.
- ! Planting trees in similar patterns on streets of the same type.
- ! Using the same species for the entire length of a street or throughout an entire area. □□

SIGN PROGRAMS

The City of Rancho Cucamonga's goal is to promote a quality visual environment by allowing signs, which are compatible with their surroundings and which effectively communicate their message. □

Combining Signs and Architecture

Integrate signs into the architectural scheme. Indeed, the building itself can serve as a large and impressive sign. To achieve this effect, however, the individual signs on the facade must reinforce the character of the building, not obscure it or detract from it.

Use signs as a means of business identification rather than as a form of advertising.

Simple messages, simple layout, and simple color scheme make signs easier to read.

Select colors and materials which complement the architecture, including monument signs.

Size of signs must be proportional to the scale of the building and the surface they are affixed to.

Use wall sign placement to direct the customer to the business location.

Visually balance the sign area with the building mass and height rather than designing to the maximum standard.

Office and Industrial

Consider the layout and shape of the architectural features of the building. Design elements such as window patterns (vertical and horizontal rectangles, arches, squares, etc.) will help determine the sign shape that will suit the building.

For industrial buildings, use a non-illuminated type of sign because they are typically not open at night, nor do they need to attract customers like a retailer.

Use individual letters rather than canister type signs.

Uniform Sign Programs

Provide a Uniform Sign Program for shopping centers and office or industrial complexes with multiple buildings to create a coordinated project theme of uniform design elements, such as color, lettering style, and placement.

Specify a consistent sign type and avoid mixing different sign types, such as canister signs with channelized letters.

For further information regarding sign design, please refer to a Guide To Better Signs available in the Planning Division.

Use a consistent size (i.e., maximum height and length) which is proportionate to the building.

For shopping centers, use an 18-inch maximum letter height. For buildings plotted at the street setback line, use a 12-inch maximum letter height.

Limit sign length to be no greater than 65 to 70 percent of the leased space width.

Major anchor tenants may have variation in sign letter style, color, and size (i.e., height, area, and length).

For sign programs with a single lettering style, up to three color may be used. Where lettering styles vary; use a single color to maintain a consistent theme.

Use a single letter style and color for small projects.

Select colors for day and night visibility. For example, certain shades of blue or green do not read well at night.

Logos (i.e., graphic symbols) may be used to retain corporate or trademark identity. □□

MASTER PLANNING

The intent of the Master Plan is to "plan ahead" and look beyond the limits of a particular property to solve circulation, drainage, and neighborhood compatibility problems. Through the Master Plan process, there is opportunity to provide for integrated development and coordinate the efforts of many property owners and discourage piecemeal development. Master planning of defined areas will avoid development in a manner that would prevent or preclude future development of surrounding land in the best way possible. The intent of the Master Plan process is not to cast future development patterns in stone. Rather, it is an attempt to discover problems before they develop, to deal with issues while they can be solved, and to take advantage of opportunities while they exist. □

individual buildings and maintain the integrity of the Master Plan concept. □□

Base the area of a Master Plan on logical planning boundaries and site conditions, rather than being limited by individual parcel lines.

Encourage harmonious site plan relationships, such as the potential for shared access and reciprocal parking.

Master Plans may be required by the zoning of a property, or where deemed necessary by the City Planner.

At minimum, a Master Plan must address conceptual building locations, overall circulation, points of ingress and egress, parking layout, and conceptual grading and drainage. Areas for common use, such as shared access or pedestrian plazas, must be identified.

Provide a statement of architectural intent and/or conceptual elevations, which includes style, various product types, form, bulk, height, orientation, and materials.

Future development may be allowed to vary from a Master Plan, provided the proposed project is compatible with the intent of the Master Plan or develops an acceptable alternative Master Plan. For larger master planned projects, develop a package of design guidelines to guide future

CITY OF RANCHO CUCAMONGA
GRADING AGREEMENT TO INSTALL IMPROVEMENTS

WHEREAS, the Engineering Services Division of the City of Rancho Cucamonga has approved _____
located at _____
subject to certain conditions; and

WHEREAS, the owner of said property wishes to defer performance of certain of the conditions; and

WHEREAS, the City of Rancho Cucamonga wishes to guarantee the ultimate performance of said conditions should the owner fail or neglect to perform the required conditions to wit:

NOW, THEREFORE, said applicant for _____ to wit: _____
_____, a _____

does hereby covenant and agree with the City of Rancho Cucamonga that pursuant to the conditions established by Engineering Services Division that I/We will perform and install the on-site improvements as set forth above to the satisfaction of the City Engineer.

1. TIME

Said applicant shall complete the work by installing said improvements within from the date of this agreement.

2. DEFAULT OF APPLICANT

In the event that the applicant fails to diligently prosecute the work prescribed by this Agreement in a workman like manner, or fails to prosecute said work in accordance with the City Standards and directions, or fails to furnish therefor the necessary

quantity or the required quality of material, labor, tools or equipment, the City Engineer may so certify to the City Council. And, if said applicant fails to correct the faulty conditions within a period of five (5) days following the receipt of a written demand from the City to do so, or if, having complied with such demand within said five (5) day period he thereafter fails to continue to do so, the City may then exclude him or his contractors or agents from the site and take possession thereof, together with all materials and equipment thereon, and may complete the work contemplated by said applicant and his contractors and agents either by furnishing the necessary materials, labor and equipment, or by awarding a contract for the purpose of finishing said work or both of such methods. In either event, the procuring of the completion of such work shall be a charge against the applicant and the cost thereof shall be deducted from the security furnished to said City forthwith. In lieu of the foregoing, and in the event the security furnished is in the form of a Grading Faithful Performance Bond, the City may demand of and require of the applicant's surety that said work be completed in accordance with this Agreement.

Should any default, act or admission of the City, act of public enemy, or act of God, epidemic, quarantine, restriction, strike, freight embargo, fire, flood, or unusually severe weather, cause any delay in completion of the work, the applicant's time to complete this project shall be extended for a corresponding number of days. Otherwise, all extensions of time must be procured by the applicant from the City Engineer.

3. SAFETY PRECAUTIONS

The applicant shall take due precautions and shall exercise the same at all times to safeguard the general public, both adults and children or any other person who may be by right in or about said construction premises. It shall be the duty and responsibility of the applicant and his contractors or agents to establish and maintain reasonable and safe precautions and safeguards protecting life and property in the construction area.

4. PERMITS AND LICENSES

The applicant shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and identical to the due and lawful prosecution of the work.

5. PUBLIC CONVENIENCE AND SAFETY

The applicant shall so conduct his operation as to cause the least possible obstruction and inconvenience to the public use of any public property involved in this Agreement.

6. RESPONSIBILITY FOR THE WORK AND DAMAGES

The City of Rancho Cucamonga, the City Council, or any officer thereof, shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any material or equipment used in performing the work; or for injury or damage to any person or persons, either workman or the public; or damage to adjoining property from any cause whatsoever during the progress of the work, or at any time before final acceptance.

Except as provided above, until the formal acceptance of the work by the City, the applicant shall have the charge and care thereof and shall bear the risk of injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The applicant shall rebuild, repair, restore and make good all injuries or damages to any portion of the work occasioned by any of the above causes before final acceptance and shall bear the expense thereof, except such injuries or damages occasioned by acts of the City Government.

7. SPECIFICATIONS

The work shall be performed by the applicant or its contractors or its subcontractors or agents in accordance with the terms and provisions of this Agreement, the Municipal Code and the rules and laws of the City of Rancho Cucamonga.

8. CHANGES IN WORK

The work shall be performed in accordance with the terms and provisions of this Agreement, and no changes shall be made therein unless of a minor nature and where so approved by the City Engineer. Otherwise all changes shall be approved by the City Council.

9. APPLICANT NOT A CITY CONTRACTOR

Nothing herein contained shall be construed to mean that the applicant is a City contractor, or any contractor or subcontractor or agent of the applicant is a City contractor or agent of the City.

10. INDEMNIFICATION

Applicant, on behalf of its self, its agents, employees and contractors, hereby agrees to, and shall, hold the City, its elective and appointive boards, officers, agents and employees, harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for damage for personal injury, may arise from its operations under this Agreement, whether such operation be by applicant, its agents and employees or contractors or any subcontractor. Applicant agrees to and shall defend the City and its elective and appointive officers, boards, agents, and employees from any suits, claims or actions for damages caused or alleged to have been caused by reason of any of the aforesaid operation.

11. CONTRACT SECURITY

As security for the faithful performance of this agreement, applicant shall concurrently herewith furnish the City with Security in the amount hereinafter set forth, which is the estimated cost of said improvements and other work required to be performed by the applicant pursuant to this Agreement. If applicant shall be relieved of the obligation to perform the work described in paragraph 1 above, by action of the City of Rancho Cucamonga or otherwise, such security shall be forthwith returned to applicant. That said security shall be in the form of a cash bond which the applicant shall deposit with the City Treasurer, subject to the approval of the City Engineer, or a bond in the form of negotiable paper made payable to the City,

or in the form of savings and loan certificates or shares assigned to the City, or a bond for faithful performance assuring completion by the subdivider of the work. Any assignments to savings and loan certificates or shares shall be deposited with the City Treasurer and shall be unconditionally assigned to the City, with the exception that the same are made subject to all the terms and provisions of this Agreement, and, in addition, are subject to the following conditions:

- A. In the event of the default of the applicant and the completion of all or any part of the work by the City in accordance with paragraph 3 of this Agreement, the City Engineer, upon the completion and acceptance of said work, shall prepare and cause to be mailed or delivered to the applicant and the City Treasurer a report in writing of the total cost of the completion of said work by the City.
- B. The City Treasurer shall then deduct or negotiate, as the case may be, from said funds or securities on deposit with the City the total amount of the City's cost of said work and transfer the same to the appropriate fund of the City.
- C. The balance, if any, remaining shall be refunded to the applicant.

The amount necessary to secure the performance of this Agreement is _____

12. TIME EXTENSION

Time is the essence of this Agreement. Upon reasonable cause being shown, extensions of time may be granted by the City Engineer, not exceeding one year. Further extension of time upon reasonable cause being shown may be granted by the City Council.

13. APPLICANT'S CONTACT AND ADDRESS

Phone Number: _____

14. SURETY'S CONTACT AND ADDRESS

Phone Number: _____

IN WITNESS HEREOF, the parties hereto have caused these presents to be duly executed and acknowledged with all formalities required by law on the dates set forth opposite their signatures.

CITY OF RANCHO CUCAMONGA,
A Municipal Corporation

Date _____ by _____
Associate Engineer

Date _____ by _____ Applicant
Signature

Printed

Date _____ by _____ Applicant
Signature

Printed

**APPLICANT'S SIGNATURE MUST BE NOTARIZED
AND COMPLETED IN TRIPLICATE**

**CITY OF RANCHO CUCAMONGA
GRADING FAITHFUL PERFORMANCE BOND**

WHEREAS, the Engineering Services Division of the City of Rancho Cucamonga, State of California, and _____ (hereinafter designated as "principal") have entered into an agreement whereby principal agrees to install and complete certain designated improvements, which said agreement, dated _____, and identified as project _____; and,

WHEREAS, said principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we the principal and _____ as surety, are held and firmly bound unto the City of Rancho Cucamonga (hereinafter called "City"), in the penal sum of _____ Dollars (\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anyway affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

IN WITNESS WHEREOF, this instrument has been duly executed by the principal and surety above named, on _____, 20__.

(Principal)

(Surety)

(Signature)

(Attorney in Fact)

**PLEASE ATTACH POWER OF ATTORNEY TO ALL BONDS
SIGNATURES MUST BE NOTARIZED
MUST BE COMPLETED IN TRIPLICATE**



ZONING INFORMATION

What is Zoning?

Zoning is based on the philosophy that certain land uses are incompatible and should be separated. Without zoning, a car repair shop, steel factory, or high rise apartment could be built anywhere, even in an area that is occupied primarily by single family homes. Additionally, zoning balances development so that public services and facilities, such as sewers, transit, schools, and streets are used efficiently.

A zoning "district" is an area of a city or county which is set aside by law for a particular purpose. Zoning shapes the look of Rancho Cucamonga because it controls what can be built and where. The uses that are allowed for each property in Rancho Cucamonga are specified in the Development Code and shown on a Development Districts Map. To make different types of land uses compatible, some areas (i.e., residential) are protected from more intense uses (i.e., industry).

How Does It Work?

The Development Code describes, among other requirements, for each district or "zone:"

- The land uses allowed.
- The minimum lot area required.
- The maximum percentage of ground that a building may

cover on a lot.

- The minimum number of feet (called a "setback") that must be provided between buildings and front, side, and rear property lines.
- The maximum height of any building.

What are the Zones?

The City of Rancho Cucamonga Development Code establishes three major land use categories. Within each land use category, there is a progression from lowest to highest density or intensity of uses. Residential uses range from single-family residences (lower density) to multiple residences in multi-story buildings, such as apartments and condominiums (higher density). Typical examples of land uses within each category include:

Residential

Single-family homes, duplexes, apartments, condominiums, and mobile homes are examples of the range of residential uses allowed within different residential zones. Other uses include, schools, churches, parks, stables, and libraries.

Commercial/Office

Grocery stores, drug stores, automobile service stations, retail stores, restaurants, banks, and offices are typically found in commercial or office

zones. Other uses which are permitted include, hospitals and medical offices, health clubs, automotive sales and repair, beauty salons, home improvement centers, hotels, and motels, mini-storage, and landscape nurseries.

Industrial

Manufacturing and machine shops, laboratories, warehouse and distribution centers, and research and development facilities are found in the industrial zones of the City. Other uses would include: public storage, heavy manufacturing (i.e., forges) recycling operations, building contractor yards, heavy equipment sales and rentals, trade or business schools, and business support services.

Large areas of Rancho Cucamonga are developed under Specific Plans or Planned Communities. Whereas zoning regulations must be applied broadly throughout the City, the Specific Plan or Community Plan is designed to deal with particular features or character of a given area. The zoning regulations for the Etiwanda area can be found in the Etiwanda Specific Plan. Likewise, the regulations for Terra Vista and Victoria are each contained in their respective Community Plans.

What is a CUP?

Each zone has certain uses which are permitted without questions (i.e., "permitted by right"). There are also other uses, called "conditional uses," which may be allowed, after notice and public hearing, if it is determined that the use is compatible with existing uses in the area. Those uses which are conditionally permitted require Planning Commission review and approval of a Conditional Use Permit (CUP).

The CUP is a discretionary permit that may be granted for a specific use on a specific property. The impacts of the proposed use on neighborhood character, noise, traffic, and parking are carefully considered. Through the CUP process, the Planning Commission would impose conditions to ensure compatibility with the surrounding neighborhood.

What About My Property?

To find out the zoning for your property, or any property in the City, call the Planning Department at (909) 477-2750, or visit their offices. The planners there can explain how your property and others in your neighborhood are zoned and the uses which are allowed. Maps which show these zones may be purchased in the Planning Department offices located at 10500 Civic Center Drive (on Haven Avenue, one block south of Foothill Boulevard).

Many different factors influence whether or not work which you are planning on your property, such as a room addition, will meet the Code's requirements. When

calling or visiting the Planning Department, have the following information handy: your property's tax Assessor's parcel number (found on your tax bill), street address, a plot plan (showing property lines and the dimensions of all existing buildings) and building elevations or pictures. With those specifics before them, the planners will be able to answer your questions more completely.

Can I read the Development Code?

The Development Code is available online and can be viewed at <http://gcode.us/codes/ranchocucamonga/>. The Development Code can be found under title 17. Please note the Development Code is amended periodically, it is recommended that you contact the Planning Department for specific information. The planners are there to assist you in acquiring the information you need.

Are There Exceptions?

In order to enable the City to respond to unique properties and the constantly changing demands on the uses of land, provisions are available which allow for consideration of special circumstances. These provisions are contained in the Development Code and are briefly described here.

Rezoning

Rezoning (i.e., "Development District Amendments") are changes in the district designation for a property, such as from commercial to office. These changes required

recommendations by the Planning Commission and final approval by the City Council. A request to change the zoning designation is evaluated for consistency with the City's General Plan, compatibility with surrounding area, whether the change is logical, whether the change extends an established zone, and whether the change responds to a general public need. The process requires public hearings and environmental review. An Environmental Impact Report (EIR) may be required depending on the magnitude of the proposed change.

Variations

A Variance is the means by which citizens may be granted flexibility from the strict application of the Development Code because of undue hardship arising from unique property conditions, such as topography or shape of the lot. The power to grant variances does not extend to land use regulations. The Variance process is intended to remedy situations in which uniformity would unduly burden one property owner more than others in the area. For example, if a lot has a steep hills, the required setbacks may be modified to allow construction of a home. The Planning Commission conducts a public hearing to consider public input on the Variance request before making a final decision.

Minor Exceptions

A Minor Exception may also be granted by the Planning Department staff for certain site development regulations, but on a much smaller scale than a Variance. For example, a fence height might be increased by a

maximum of two feet to maintain a level of privacy because of unusual grading. Other examples of regulations which may be modified through the Minor Exception process include, setbacks and height restrictions.

encouraged to call the Planning Department for further information on any proposal at (909) 477-2750.

How Can I Learn About Zoning Changes?

The City laws require that residents be informed of proposed land use changes and development proposals and gives them the right to be heard. The public is encouraged to testify at public hearings. Everyone who owns property within 660 feet of property proposed for rezoning is mailed a notice of the proposed action and listing the date and time of the hearing. The same notice is also published in the Inland Valley Daily Bulletin. Public hearings are held in the Council Chamber located at the Civic Center, 10500 Civic Center Drive.

In addition, to assure that there is ample opportunity for public comment as early in the process as possible, large 4-foot by 8-foot signs are posted on the site prior to City review of the request. These large "NOTICE OF FILING" signs contain the project file number, developer's name, and a brief description of the proposal. Developers are also encouraged to hold neighborhood meetings to explain their proposal and obtain community input.

The Planning Department maintains an official calendar of all public hearings. Copies of staff reports on the proposal are available a few days before the hearing. Residents are



THIS BOX FOR TRACT SUBMITTALS ONLY: Tract Number: _____ Plan Type: _____
 Lot #: _____

PLAN CHECK/PERMIT SUPPLEMENTAL WORKSHEET

APPLY ONLINE, SUBMIT ELECTRONIC PLANS, TRACK YOUR STATUS, REQUEST INSPECTION AT
WWW.CITYOFRUC.US/ACCELERATE
BuildingandSafety@cityofrc.us

Job Site Address (w/Unit or Suite Number (if applicable))	Contact (Contractor/Developer/Engineer/Architect/Owner) Name:
Property Owner Name:	Contact Business/Company Name:
Property Owner Mailing Address:	Contact Mailing Address:
Property Owner City, State, Zip Code:	Contact City, State, Zip Code:
Property Owner Email Address:	Contact (Accelerate) Email Address:
	Contractor State License Number:

Description of proposed work (include tenant business name, if applicable)

RESIDENTIAL CONSTRUCTION		COMMERCIAL CONSTRUCTION		FIRE SPRINKLER/FIRE ALARM	
ENTRY	Description	ENTRY	Description	ENTRY	Description
	OCCUPANCY USE CLASSIFICATION		OCCUPANCY USE CLASSIFICATION		FIRE SPRINKLERS (cont.)
	CONSTRUCTION TYPE CLASSIFICATION		CONSTRUCTION TYPE CLASSIFICATION		# HEADS - SYSTEM 6
	NEW RESIDENCE SF		NEW COMM'L BLDG 1ST FLOOR SF		# HEADS 1ST FLOOR
	NEW GARAGE SF		NEW COMM'L BLDG 2ND FLOOR SF		# HEADS 2ND FLOOR
	NEW PATIO SF		NEW COMM'L BLDG 3RD FLOOR SF		# HEADS 3RD FLOOR
	NEW PORCH SF		# OF TRASH ENCLOSURES		# HEADS 4TH FLOOR
	NEW DECK SF		# OF LIGHT POLE STANDARDS		# CALC'D AREAS (hydraulic)
	NEW BALCONY SF		FIRE SPRINKLERS		1ST FLOOR SF
	ROOM ADDITION SF (option)		# HEADS - SYSTEM 1		2ND FLOOR SF
	INTERIOR REMODEL SF		# HEADS - SYSTEM 2		3RD FLOOR SF
			# HEADS - SYSTEM 3		4TH FLOOR SF
			# HEADS - SYSTEM 4		FIRE ALARM
			# HEADS - SYSTEM 5		# OF DEVICES
# OF UNITS	ELECTRICAL	# OF UNITS	MECHANICAL	# OF UNITS	PLUMBING
	MAIN SERVICE PANEL		CENTRAL FURNACE		PLUMBING FIXTURES/DRAINS
	SUB PANEL		CENTRAL CONDENSOR		WATER HEATER
	UPGRADE EXISTING SERVICE PANEL		AIR HANDLER		TANKLESS WATER HEATER
	OUTLETS		FLOOR/WALL/SUSPENDED HEATER		GAS OUTLETS
	SWITCHES		HEATER		SEWER CONNECTION
	LIGHT FIXTURES		EXHAUST HOOD		
	CEILING FAN FIXTURES		VENTILATION FAN (BATHROOM)		
	MOTOR				
	TRANSFORMER				
	GENERATOR				

**CITY OF RANCHO CUCAMONGA - ENGINEERING DIVISION
PLAN CHECK SUBMITTAL APPLICATION**

DATE: _____ PROJECT NO: _____

BUILDING ADDRESS (WHEN APPLICABLE): _____

ENGINEER: _____ DEVELOPER: _____

ADDRESS: _____ ADDRESS: _____

CONTACT: _____ CONTACT: _____

PHONE: _____ PHONE: _____

FAX: _____ FAX: _____

E-MAIL: _____ E-MAIL: _____

RELATED PROJECTS: DRC200__ - _____

PMT200__ - _____

CITY DEPARTMENTS

ENGINEERING	PLANNING	TRAFFIC	LANDSCAPE	MAINTENANCE	TOTAL	INCLUDED	SUBMITTAL ITEMS
2	1	1	1		5		Approval Resolution/Letter containing Conditions of Approval
1	1	1	1		4		Site Plan
2	1	1	1		5		Final Map:
2					2		Preliminary Title Report not over 60 days old **
2					2		Map Traverse Calculations and Closures **
1	1	1	1		4		Tentative Map
1					1		Pertinent reference materials, i.e., deeds, recorded maps, etc. **
2	1	1	1	1*	5		Public Improvement Plans (Street, Storm Drain, Trail, etc.):
1	1	1	1	1*	4		Related Grading Plans
1					1		Related Water and Sewer Plans ***
1					1		Cross Sections (when widening existing streets)
1					1		Reference Street Plans (existing) minimum 300 ft off-site (also Storm Drain if connecting to)
1		1			2		Signing and Striping Plans
1		1			2		Traffic Signal Plans with special provisions
2					2		Hydrology and Hydraulics study(s)
1	1	1	2	1	6		Landscape Maintenance District Plans (LMD) for City Maintained areas
2					2		Legal descriptions for Easement Deeds, Quitclaims, Dedications, etc., with exhibits (see **)
1		1			2		Traffic Study's

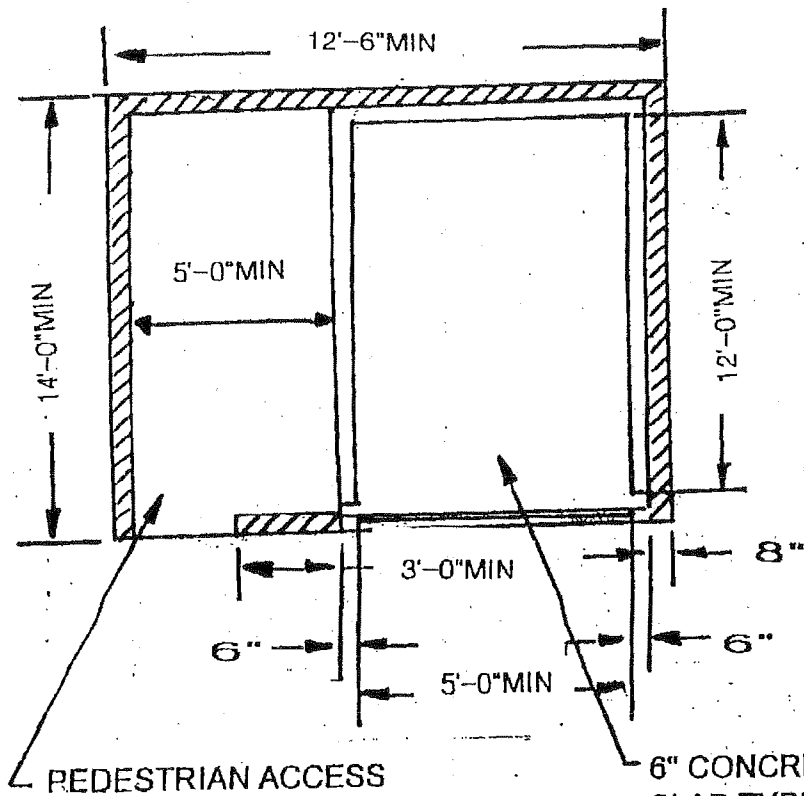


* Only when there are LMD plans for City maintained areas
 ** Also required for legal descriptions
 *** Provide 2 sets if there are public Storm Drain plans

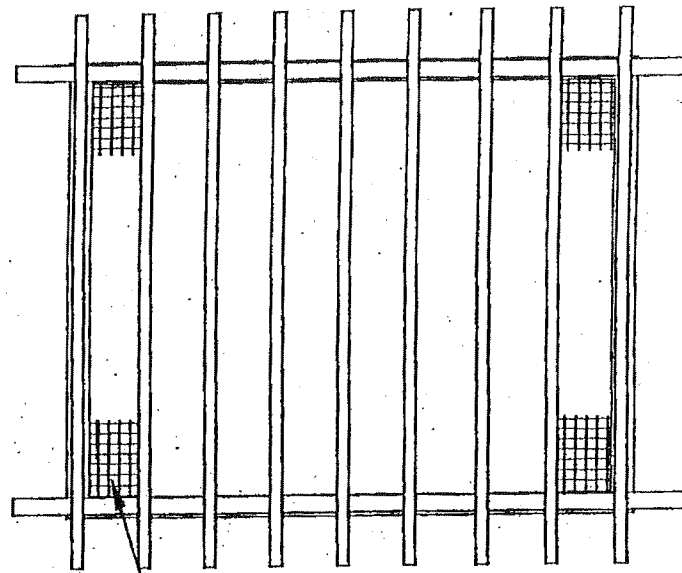
**CITY OF RANCHO CUCAMONGA - ENGINEERING DIVISION
PLAN CHECK SUBMITTAL APPLICATION**

INSTRUCTIONS:

1. COMPLETE THIS APPLICATION by filling in the Project number (SUB or DRC case), contact information and the number of sets provided in the blank INCLUDED column. Items not relevant to the project submittal may be omitted (i.e. Final Map and related items, if no map is involved). TOTAL column gives numbers of items to submit. When in doubt, include the item.
 - a. Separate the items so there is a one roll for each City Department (label Department on the outside). DO NOT distribute to other Departments; this will be done by Engineering.
 - b. The submittal will be reviewed for completeness within one week and you will be notified of outstanding items and the Fees Due. Partial or incomplete submittals will be rejected, so include all maps, public improvement plans (including LMD), separate easements, lot line adjustments and required studies, per the Conditions of Approval (Special and Standard Conditions).
2. PLAN CHECK PROCESS BEGINS WHEN THE FEES ARE PAID. Once you are notified the submittal has been turned over to a Project Engineer, further contacts should be with that individual.
3. FIRST PLAN CHECKS typically take about 6 weeks, depending on the project size. The Project Engineer will call when all red lines received from other departments, and the Project Processing Checklist, are available for pick up.
 - a. If you have any questions about our comments, call the Project Engineer.
 - b. Staff is available to meet with you at any time. Call the Project Engineer to set up an appointment.
 - c. You can check on the status of a plan check on-line at www.rctops.org using the SUB or DRC case number.
4. When you resubmit, INCLUDE ALL PREVIOUS RED LINES along with the revised plans, maps and studies. Also, clearly identify any design changes you have made.
5. Second and third plan checks typically take up to 3 weeks if the previous red lines are not too extensive.
 - a. You will be asked to submit a Cost Estimate for the proposed public improvements with second plan check.
6. When plan check is complete, the Project Engineer will prepare an Improvement Agreement and Bonds, or other acceptable security, to be executed by the Developer.
 - a. All outstanding Conditions of Approval shall be completed at that time, including the payment of fees/deposits and recordation of easements, lot line adjustments, etc.
 - b. Documents to be executed for annexation into the Street Lighting and Landscape Maintenance Districts will also be provided at this time.
7. The final Map and/or Improvement Agreement will be scheduled for the next available CITY COUNCIL meeting after it is signed and returned, along with proof of insurance, if all the Conditions of Approval have been satisfied.
 - a. Map originals shall be turned in during the week of the Council meeting; not before.
 - b. After Council approval the Map and/or Improvement Agreement will be circulated for signatures, which should take no more than a week.
 - c. Public Improvement Plans shall be signed by the City Engineer before we will sign off building permits (PMT cases routed by the Building and Safety Division).
8. REVISIONS TO SIGNED PLANS:
 - a. Minor revisions - show the revisions in red on blue line prints (4 copies are sufficient)
 - b. Major revisions - draw the revisions on a duplicate reproducible and highlight the revision with a yellow marker on blue line prints.
 - c. Include the prints in the City Department packets with, or in lieu of, the new public improvement plans.



PLAN VIEW



ROOF PLAN

6" CONCRETE
SLAB TYPICAL
MEDIUM BROOM
FINISH.

WELD WIRE MESH
BELOW RAFTERS

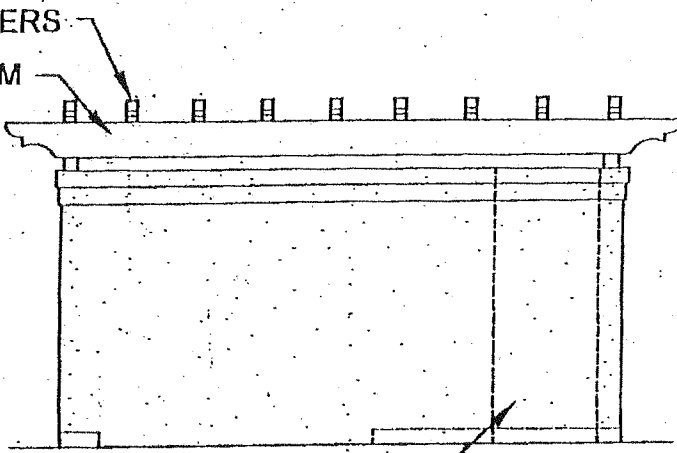
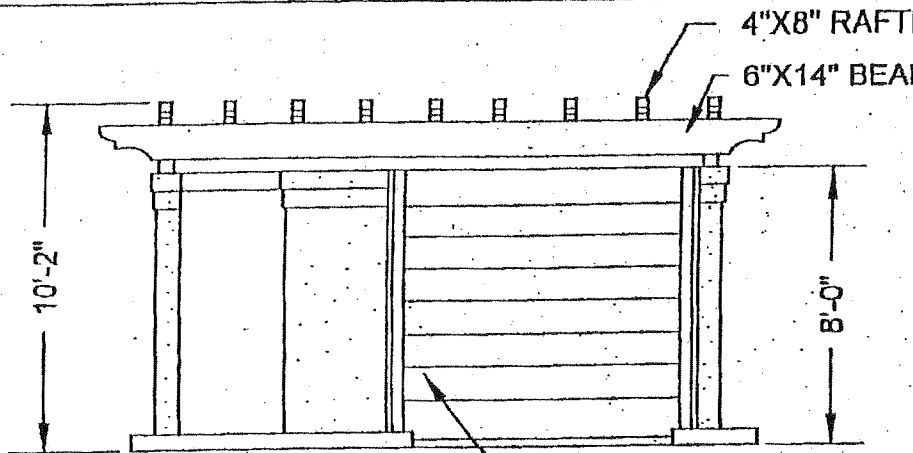
NOTES:

1. Trash enclosures shall be located in area accessible to trash vehicles. The number and location of trash enclosures shall be subject to City Planner review and approval, prior to issuance of building permits.
2. The architectural style shown here is conceptual and should be used as a design guide.
3. The trash enclosures for commercial and residential projects except single family shall have overhead structures and incorporating the following design features:
architecturally integrated into the design of the project; separate pedestrian access; large enough to accommodate two trash bins; sectional roll-up door; trash bins with counterweighted lids; and, overhead shade trellis with chain link or wire mesh underneath the trellis.

James Troper
PLANNING DIRECTOR

DATE: 8-5-08

COMMERCIAL
TRASH ENCLOSURE
WITH OVERHEAD STRUCTURES

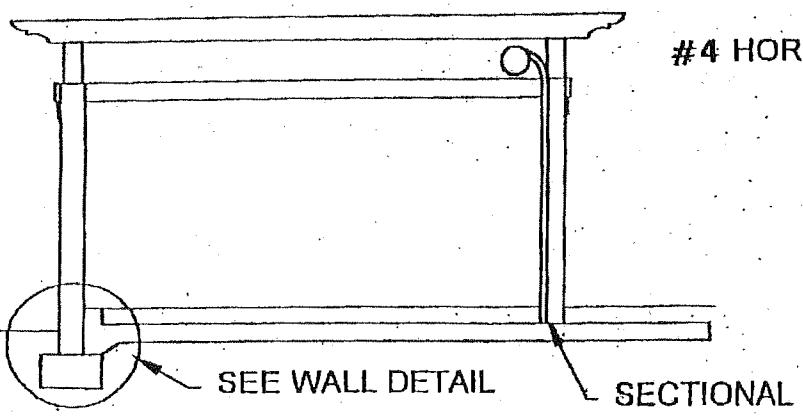


SECTIONAL ROLL-UP
DOOR SUBJECT TO
CITY PLANNER REVIEW
AND APPROVAL

ALTERNATE
LOCATION
FOR MAN
DOOR

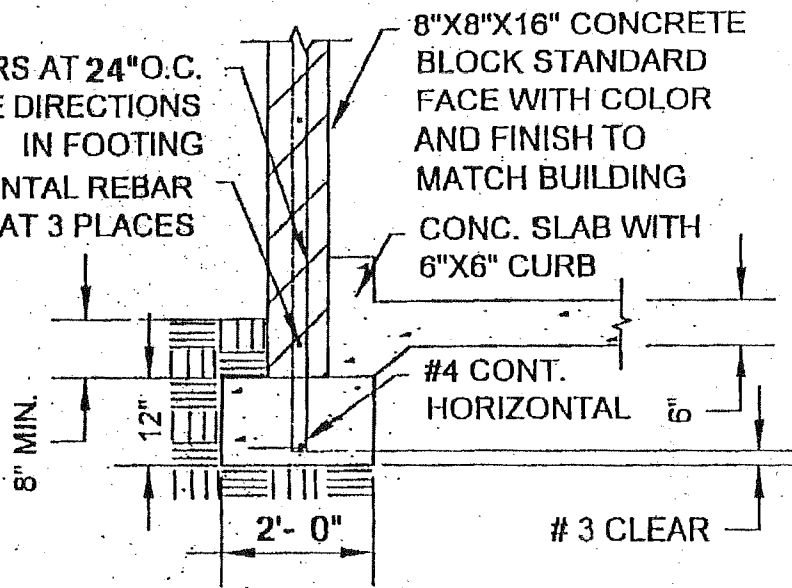
FRONT ELEVATION

REAR ELEVATION



SECTION

#4 VERTICAL BARS AT 24" O.C.
BEND IN ALTERNATE DIRECTIONS
IN FOOTING
#4 HORIZONTAL REBAR
AT 3 PLACES



WALL DETAIL

James Joseph
PLANNING DIRECTOR

DATE: 2-5-08

COMMERCIAL
TRASH ENCLOSURE
WITH OVERHEAD STRUCTURES



City of Rancho Cucamonga
ENGINEERING SERVICES DEPARTMENT

10500 Civic Center Dr., Rancho Cucamonga, CA 91730

Tel: (909) 477-2740

<https://www.cityofrc.us/cityhall/engineering/landev/default.asp>

**INFORMATION FOR
PRIVATE SEWER & WATER
PLANS & PERMIT**

In an effort to expedite the building permit process, the Engineering Services Department has generated the following information for your use to help meet these code requirements.

Any required supplemental information must be attached to the appropriate forms, and all forms must contain original signatures and seals. Also, all information must be approved by the City Engineer prior to building permit issuance.

February 5, 2018

This document contains the typical information required to be shown on a set of private domestic sewer and water plans to obtain a permit for construction. Please understand that Fire Water Plans shall be submitted under a separate permit for construction. In the attachment to this document are the typical review comments which are entered into the City of Rancho Cucamonga's Accelerate program.

PRIVATE SEWER & WATER PLAN REQUIREMENTS

A. ITEMS TO SUBMIT FOR SEWER AND WATER PLAN CHECK:

1. Private sewer and water plan (3 sets).
2. Capacity analysis report (2 Copies), if required
3. Public Improvement Plans related to the site. (1-set noted for reference).
4. Reference copy of fire water plans (if required).
5. Reference copy of private sewage disposal system (septic system), if required.
6. Other items may be required if found necessary during the plan review process.

B. GRADING PLAN REQUIREMENTS:

1. Private Sewer and Water Plan Set shall include: (Please use the following sheet order)
 - a. Title Sheet
 - b. Water plan sheet(s)
 - c. Sewer plan sheet(s)
 - d. Horizontal control plans if necessary
 - e. Demolition plan if needed for clarity
 - f. Conditions of approval, as required by the Planning Division, to be shown on the last sheets
2. All Sheets:
 - a. North arrows shall be provided where appropriate.
 - b. Plans shall be sufficiently clear to allow legible prints from microfilm, letters 1/8-inch minimum.
 - c. Scale (engineering) shall be no smaller than 1" = 40' and shown on all plan sheets graphically and numeric where appropriate.
 - d. Seal and signature of the Civil Engineer registered in California shall be on all sheets. Electronic seals and signatures are acceptable.
 - e. Sheets shall be 24" by 36".
 - f. North arrow shall point to the top or right side of the sheet.
3. Title (Cover) Sheet Content:

- a. Benchmark (City or assumed datum).
 - b. Dig Alert notification decal.
 - c. Index of sheets if more than one plan sheet.
 - d. Legal description of project location.
 - e. Legend identifying symbols used on the plans.
 - f. Notes shown on Attachment 1 must be shown on plans.
 - g. Owner/Developer, Engineer and serving utilities name, address, and telephone number.
 - h. Title block with name and address of project.
 - i. Vicinity map with north arrow. Show project location.
 - j. P.M.T and D.R.C numbers above title block.
 - k. Index map. 1" = 100' minimum scale. Identify adjacent development/land use.
 - l. Construction Notes with quantities.
 - m. As-Built Certificate
4. Private Sewer and Water Sheet Content:
- a. Water and Sewer plans shall meet the requirements of the California Plumbing Code
 - b. Building pad and finished floor elevations-existing and proposed.
 - c. Construction notes and related call outs.
 - d. Provide the length of the sewer pipe on the plan along with the slope of the pipe.
 - e. Install sewer cleanouts in accordance with the California Plumbing Code, Section 707.0 (CPC 707.0).

C. APPROVED PLANS REVISIONS:

For revisions to approved plans, submit originally approved plan plus a plan showing the proposed revisions. The cover sheet shall note the revision number and list the sheets affected in the revision block. The effected sheets shall show the revision number and briefly describe the revision in the revision block. The plan revision shall be clouded on the original and contain a revision number in a triangle. The approved revised plan will replace the originally approved plan.

LIST OF ATTACHMENTS

1. City Private Water Notes - to appear on Grading Plan Cover Sheet
2. City Private Sewer Notes - to appear on Grading Plan Cover Sheet
3. As-built certificate

ATTACHMENT 1

WATER GENERAL NOTES:

1. All work shall be in accordance with the current adopted California Plumbing Code, the Cucamonga Valley Water District's standards and specifications and the standard specifications for public works construction (Green Book) latest edition and all supplements.
2. Approval of this plan by the City of Rancho Cucamonga does not constitute a representation as to the accuracy of the location or of the existence or non-existence of any underground utility pipe or structure within the limits of this project the protection of all utilities within the limits of the project.
3. Inspection shall be by the city of Rancho Cucamonga, Building & Safety Department. All requests for inspection shall be made at least 24 hours in advance of the proposed construction.
4. Contractor is responsible for location and confirming depths of all the existing utility lines within proposed trenching areas.
5. Public streets shall be kept clean and free from dirt and/or debris. The contractor shall be responsible for all costs incurred in street cleaning necessitated by his operation.
6. Installation work shall be performed by fully experienced and responsible persons.
7. Fittings shall be of an approved type with joints and pressure class ratings compatible with the pipe used. Joints shall be assembled by persons familiar with the particular materials being used and in accordance with the manufacturer's instructions and specifications.
8. When work is stopped, the open ends of pipe, valves, hydrants, and fittings shall be plugged to prevent stones and foreign materials from entering.
9. Thrust blocks shall be considered satisfactory where soil is suitable for their use per city of Rancho Cucamonga Fire Construction Services. Wherever possible, thrust blocks shall be placed so that the joints are accessible for repair.
10. Backfill shall be tamped in layers or puddle under and around pipes to prevent settlement or later movement and shall contain no ashes, cinders, refuse, organic matter, or other corrosive materials. No Rocks shall be place in trenches.
11. The installing contractor shall be responsible for the following: (1) notifying the authority having jurisdiction and owner's representative of the time and date testing is to be performed; (2) performing all required acceptance tests.
12. The Contractor shall return a legible and clean set of "As Built" drawings to the City of Rancho Cucamonga Engineering Services Department prior to final acceptance of any system.

ATTACHMENT 2

SEWER GENERAL NOTES

1. All work shall be in accordance with the current adopted California Plumbing Code, the Cucamonga Valley Water District's standards and specifications and the standard specifications for public works construction (Green Book) latest edition and all supplements.
2. Approval of this plan by the City of Rancho Cucamonga does not constitute a representation as to the accuracy of the location or of the existence or non-existence of any underground utility pipe or structure within the limits of this project the protection of all utilities within the limits of the project.
3. Inspection shall be by the city of Rancho Cucamonga, Building & Safety Department. All requests for inspection shall be made at least 24 hours in advance of the proposed construction.
4. During the period of construction, the contractor shall furnish, erect and maintain such warnings, signs, stop signs, barricades and other safety measures as directed by the City of Rancho Cucamonga, Engineering Services with reference to the manual of uniform traffic control devices, California supplement, all editions.
5. The Contractor is responsible for securing from the Cucamonga Valley Water District copies of the latest Standard Specifications prior to start of construction.
6. Any Contractor performing work on this project shall familiarize themselves with the site and shall be held solely responsible for any damage to existing facilities resulting directly, or indirectly, from their operations, whether or not said facilities are shown on these plans.
7. Sewer pipe materials shall comply with the current adopted California Plumbing Code.
8. The Contractor shall be required to obtain the necessary permits from the appropriate local agencies prior to any construction within any street, right-of-way, or easement.
9. Use of a pipe deflector or re-rounder shall not be permitted on over-deflected pipe.
10. Contractor shall not open more trench than can be properly constructed and filled in a day's operation. Any trench unavoidably left open during the hours of darkness or over a weekend shall be fenced with 6 foot chain link fencing and properly lighted
11. Contractor shall reinstall pavement markings and striping that has been disturbed by his operations.
12. O.S.H.A permit required for trenches over 5 feet in depth prior to start of trench excavation.
13. Contractor shall contact underground service alert prior to beginning work.
14. The contractor shall provide safe and continuous passage for local pedestrian and vehicular traffic at all times.
15. Should any of the existing utilities or any other facilities conflict with the proposed sewer line, the contractor shall notify the Engineer of Record and await the relocation and/or alternate design.

ATTACHMENT 2 (CONTINUED)

16. The contractor shall exercise due care to avoid injury to existing improvements or facilities, utility facilities, adjacent property, and trees and shrubbery that are not to be removed. Contractor shall notify USA prior to entering project site.
17. The minimum separation between water lines and sanitary sewer lines shall conform to the state of California Environmental Health code, Title 22, Section 64630-C.
18. The Contractor shall return a legible and clean set of "As Built" drawings to the City of Rancho Cucamonga Engineering Services Department prior to final acceptance of any system.
19. The Contractor shall be responsible to notify Underground Service Alert (1-800-227-2600) at least two working days (48 hours) prior to start construction.
20. All removals in paved areas shall be saw cut on a neat, straight line parallel to the pipe line. The cut edge shall be protected from crushing and all broken edges shall be recut prior to paving operations.
21. Public streets shall be kept clean and free from dirt and/or debris. The contractor shall be responsible for all cost incurred in street cleaning necessitated by his operation.
22. The contractor is responsible for securing from the Cucamonga Valley Water District copies of the latest Standard Specifications prior to start of construction.
23. Any Contractor performing work on this project shall familiarize themselves with the site and shall be held solely responsible for any damage to existing facilities directly, or indirectly, from their operations, whether or not said facilities are shown on these plans.

ATTACHMENT 3

1. As-built Certificate:

I hereby certify that the "Record Drawing" Measurements as shown hereon were made under my supervision or as noted and are correct to the best of my knowledge and belief.

Signature

Date

Wet Seal

APPLICANT SHALL CONTACT THE ENGINEERING DEPARTMENT, (909) 477-2740, FOR COMPLIANCE WITH THE FOLLOWING CONDITIONS:

A. Private Sewer and Water Plans - General

S&W.1 Please make the corrections as shown in the redline comments on the attached City of Rancho Cucamonga handout "Information for Private Sewer and Water Plans and Permit" and on the plan set. City handouts are available on the Engineering Services Department web page under "Land Development."

___/___/___
___/___/___

S&W.2 This is an incomplete submittal package and ADDITIONAL PLAN REVIEW COMMENTS MAY OCCUR. Please refer to the attached City of Rancho Cucamonga handout "Information for Private Sewer and Water Plans and Permit" and on the plan set.

___/___/___

S&W.3 Plans require correction as indicated below before a permit can be issued. Please return the correction sheet with corrected plans. To facilitate re-checking, please identify next to the item below, the sheet of the plans upon which the correction has been made. Return three (3) sets of corrected plans and one (1) set of original plans used for plan check.

___/___/___

S&W.4 Your plan check has resulted in a 2nd recheck which has unresolved corrections. Prior to your resubmittal, you may contact your plan reviewer for an appointment to review the outstanding corrections and/or set an appointment for a plan resubmittal review. Please note that an appointment will be necessary for either option noted above. Contact Engineering Services Department at (909) 477-2740.

___/___/___

S&W.5 All on-site private fire water improvements shall be submitted as a separate permit. The private fire water construction documents may be included in the private domestic sewer and water plan set, with all construction note references labeled "per a separate permit" and in large bold letters "FOR REFERENCE ONLY" located above the title block, if prepared as a separate sheet.

___/___/___

S&W.6 Please note that this application expires on _____. Grading submittals are given 180 days for the plan review with the option of obtaining one 180-day extension.

___/___/___

B. Private Sewer and Water Plans - Submittal

S&W.S.1 Private sewer and water plan (3 sets).

___/___/___
___/___/___

S&W.S.2 Capacity analysis report (2 Copies), if required

___/___/___

S&W.S.3 Public Improvement Plans related to the site. (1-set noted for reference).

___/___/___

S&W.S.4 Reference copy of fire water plans (if required).

___/___/___

S&W.S.5 Reference copy of private sewage disposal system (septic system), if required.

___/___/___

S&W.S.6 Other items may be required if found necessary during the plan review process.

___/___/___

C. Private Sewer and Water Plans - Plan Requirements

S&W.PR.1 a) Title sheet.

___/___/___
___/___/___

S&W.PR.2 b) Water plan sheet(s).

___/___/___

- S&W.PR.3 c) Sewer plan sheet(s). _/_/_
- S&W.PR.4 d) Horizontal control plans if necessary. _/_/_
- S&W.PR.5 e) Demolition plan if needed for clarity. _/_/_
- S&W.PR.6 f) Conditions of approval as required by the Planning Division to be shown on the last sheets. _/_/_

D. Private Sewer and Water Plans - All Sheets

- S&W.AS.1 a) North arrows shall be provided where appropriate. _/_/_
- S&W.AS.2 b) Plans shall be sufficiently clear to allow legible prints from microfilm, use a minimum letter height of 1/8-inch. _/_/_
- S&W.AS.3 c) The engineering scale shall be no smaller than 1" = 40' and shown on all plan sheets graphically and numeric where appropriate. _/_/_
- S&W.AS.4 d) Please include the Seal and signature of the Civil Engineer registered in California shall be on all sheets. Electronic seals and signatures are acceptable. _/_/_
- S&W.AS.5 e) Sheet size shall be 24" by 36". _/_/_
- S&W.AS.6 f) North arrow shall point to the top or right side of the sheet. _/_/_

E. Private Sewer and Water Plans - Title Cover Sheet

- S&W.TC.1 a) Provide a Benchmark (City or assumed datum). _/_/_
- S&W.TC.2 b) Provide a Dig Alert notification decal. _/_/_
- S&W.TC.3 c) Include an Index of Sheets if more than one plan sheet. _/_/_
- S&W.TC.4 d) Provide a Legal Description of project location. _/_/_
- S&W.TC.5 e) Show a legend identifying symbols used on the plans. _/_/_
- S&W.TC.6 f) The "Notes" shown on Attachments 1 and 2 must be shown on the title sheet of the plans. _/_/_
- S&W.TC.7 g) Show the Owner/Developer, Engineer and serving utilities name, address, and telephone number on the title sheet. _/_/_
- S&W.TC.8 h) Include a title block with name and address of project on each sheet. _/_/_
- S&W.TC.9 i) Show a vicinity map with a north arrow locating the project. _/_/_
- S&W.TC.10 j) Include the P.M.T. and D.R.C. numbers above title block. _/_/_
- S&W.TC.11 k) Provide an index map at a minimum scale of 1"= 100'. Also identify adjacent development/land use. _/_/_
- S&W.TC.12 l) Show the Construction Notes with quantities. _/_/_
- S&W.TC.13 m) As-Built Certificate as shown on Attachment 3. _/_/_

F. Private Sewer and Water Plans - Plan Sheet

- S&W.PS.1 a) The Water and Sewer plans shall meet the requirements of the California Plumbing Code. It is the responsibility of the Engineer to be familiar with the current adopted California Plumbing Code and acceptable materials.
- S&W.PS.2 b) Show the building pad and finished floor elevations, both the existing and proposed elevations.
- S&W.PS.3 c) Show the construction notes and related call outs.
- S&W.PS.4 d) Provide the length of the sewer pipe on the plan along with the slope of the pipe.
- S&W.PS.5 e) Install sewer cleanouts in accordance with the California Plumbing Code, Section 707.0 (CPC 707.0).
- S&W.PR.1 Plan Revisions: For revisions to approved plans, submit the originally approved plan plus a plan showing the proposed revisions. The cover sheet shall note the revision number and list the sheets affected in the revision block. The affected sheets shall show the revision number and briefly describe the revision in the revision block. The plan revision shall be clouded on the original and contain a revision number in a triangle. The approved revised plan will replace the originally approved plan.

___/___/___
___/___/___
___/___/___
___/___/___
___/___/___
___/___/___

CITY OF RANCHO CUCAMONGA
ENGINEERING SERVICES DEPARTMENT
10500 Civic Center Dr., Rancho Cucamonga, CA 91730
T: (909) 477-2740 • F: (909) 477-2746 • www.CityofRC.us

INFORMATION & FORMS FOR GRADING CERTIFICATIONS

The current adopted edition of the California Building Code requires professional inspection of grading operations be provided by the Civil Engineer, Geotechnical Engineer, and Engineering Geologist retained to provide such services.

In an effort to expedite the building permit process, the Engineering Services Department has generated the following information and forms for your use to help meet these code requirements. The forms include rough grading certifications from all three disciplines and a final certification from the Civil Engineer when the project is completed.

Any required supplemental information must be attached to the appropriate forms, and all forms must contain original wet signatures and seals. Also, all information must be approved by the Engineering Services Director prior to building permit issuance.

The certification package shall consist of the following five items (2 copies each):

- *Geotechnical Engineer or Geologist certifications*
- *Civil Engineer Certifications*
- *Site Plan showing field survey locations i.e. "Blue Top Notes"*
- *Soil Compaction Reports.*
- *Site Exhibit Requirements (if necessary by the engineer of record)*

ALL DOCUMENTS SHALL CONTAIN ORIGINAL (WET) STAMPS AND SIGNATURES.



City of Rancho Cucamonga

ENGINEERING SERVICES DEPARTMENT

10500 Civic Center Dr. • Rancho Cucamonga, CA 91730

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The City of Rancho Cucamonga Engineering Services Department has developed a new procedure effective February 5, 2018 for the submittal of pad certifications for the issuance of Building Permits.

The Civil Engineer of Record shall submit a copy of the blue top notes verifying the elevations of the building pad. The blue top notes shall be a maximum sheet size of 8-1/2" x 11" (letter size paper) and shall be properly signed and sealed by the Civil Engineer of Record. The blue top notes may be submitted as a copy of the surveyor's field notes or may be an electronic generated set of notes. The blue top notes shall show the building pad in relation to the property lines and the elevations measured on the pad.

The blue tops shall be set at a spacing of one (1) for each 1,000 sf of pad area for residential buildings, and one (1) for each 10,000 sf of pad area for non-residential buildings. These blue top notes shall be attached to the Civil Engineer's Rough Grading Inspection Certificate.

Prior to the Engineer of Record submitting the pad certification package for review and approval, the applicant shall request and inspection of the "blue tops" through the City's Accelerate web portal. The building inspector will verify that "blue tops" have been set in the field and sign off on the grading permit.

The following procedure will be followed for the approval of pad certifications:

PROCEDURE:

Prior to issuance of a building permit the applicant shall submit two (2) sets each of the following items for review by the City Engineer, or designee, for approval:

- 1) A copy of the Civil Engineer's pad certification (a sample certification form is attached to this policy for reference);
- 2) A site plan of the showing the locations of the blue top elevation(s) for the building pad. The site plan shall specify the area of the building pad. Blue top elevations shall be shown at a spacing of one (1) for each 1,000 sf of building pad area for residential buildings, and one (1) for each 10,000 sf of building pad area for non-residential buildings. Each sheet of the site plan shall be properly signed and sealed by the civil engineer of record. The site plan may be either a copy of the actual field notes or an electronic copy showing the actual pad elevations on a site plan. The sheet size shall be not be larger than letter size (8-1/2" x 11") sheets. All sheets of the site plan shall be properly sealed and signed by the Engineer of Record;
- 3) A copy of the Soils/Geotechnical Engineer's pad certification properly signed and sealed by the soils/geotechnical Engineer of Record (a sample certification form is attached to this policy for reference);
- 4) An original version of the Soils/Geotechnical Engineer's compaction report with foundation recommendations properly signed and sealed by the soils/geotechnical engineer of record;
- 5) Prior to submittal of the pad certification package the applicant/contractor shall request an inspection of the "blue tops";

- 6) A building inspector shall verify that “blue tops” have been set in the ground by the engineer of record and report to the City Engineer, or designee, regarding the status of the blue tops, and sign off on the grading permit.
- 7) The pad certification package shall be reviewed the plans and approved by the plans examiner.
- 8) The Permit Technicians may approve for a building permit.
- 9) The Permit Technician will scan a copy of the pad certification and attach the scanned document into the Accela project account.



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ROUGH GRADING INSPECTION CERTIFICATE

Job Address
or Tract No.

Grading
Permit No.

Owner

Building
Permit No.

GEOTECHNICAL ENGINEER

I certify that the rough grading work incorporates all recommendation contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work and testing during grading. I further certify that where the reports of an Engineering Geologist, relative to this site, have recommended the installation of buttress fills or other similar stabilization measures, such earthwork construction has been completed in accordance with the approved design.

Lot Nos.

See Final Soils Report Number _____ for test data, recommended allowable soil bearing values, and other special recommendations.

Remarks

Geotechnical
Engineer

Reg. No.

Signature

Date

Seal

ENGINEERING GEOLOGIST

I certify that the rough grading work incorporates all of the recommendations contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work during grading.

Lot Nos.

Remarks

Geotechnical
Engineer

Reg. No.

Signature

Date

Seal



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ROUGH GRADING INSPECTION CERTIFICATE

Job Address
or Tract No.

Rough
Grading
Permit No.

Owner

Building
Permit No.

CIVIL ENGINEER

I certify to the satisfactory completion of rough grading including grading to approximate final elevations; property lines located and staked; cut and fill slopes correctly graded and located in accordance with the approved design; swales and terraces graded ready for paving; berms installed, and required drainage slopes provided on the building pads. I further certify that where report or reports of an Engineering Geologist and/or Geo-technical Engineer have been prepared relative to this site, the recommendations contained in such reports have been incorporated in the design.

Lot # / Building #	Building Pad Area (sf)	Grading Plan Elevation	As-Graded Elevation

Attach a copy of the Site Plan "Blue Top" notes to this sheet.

Remarks: _____

Add additional sheets if necessary

Civil Engineer _____
Signature

Reg. No. _____

Date _____

Seal

(Civil Engineer's Letterhead)

City Of Rancho Cucamonga
Engineering Services Department
10500 Civic Center Drive
Rancho Cucamonga, CA 91730

Attention: City Engineer

Subject: Civil Engineer's Certification of Final Grading

Project: Grading Permit No. _____ /
Waste Discharge Identification No. (WDID): _____

Address _____

Tract No. _____ Lot(s) _____, inclusive

I hereby approve the final grading for the referenced project in accordance with my responsibilities as defined in Appendix J of the latest California Building Code and as amended by the current adopting ordinance. Final grading has been completed substantially in conformance with the approved grading plan which includes: completion of all engineered drainage devices and retaining walls, setting of all monuments and lot corners in accordance with the recorded tract map, location and inclination of all manufactured slopes, and construction of earthen berms and positive building pad drainage.

All structures including fences and walls constructed on property corners, property lines or elsewhere have been located in compliance with the approved plot plan or precise grading plan as applicable. All required and approved changes are as shown in the attachments and will be included in the "As-Built" grading plan.

Signature

Date _____

R.C.E. # _____

Note:

Attach all required and any supplemental data to this form at time of submittal. A profile of each side of driveways shown on the issued Grading Plan as 10% or greater slope and field data of the lot drainage is required at the time of submittal of this certificate. This information shall also be placed on the "As-Built" drawings prior to submittal.

WQMP Post Construction Storm Water Treatment Devices As-Built Certificate

Note: This form shall be submitted to the Environmental Programs Division of the Engineering Services Department prior to a Certificate of Occupancy by the Building Official

Project Name _____

If a residential project provide the following information:

Tract No. _____

DRC _____

Grading PMT _____

WQMP PMT _____

Phase _____ Lots _____

If a non-residential project provide the following information

DRC _____

Grading PMT _____

WQMP PMT _____

I HERBY CERTIFY THAT THE NECESSARY STORM WATER QUALITY MANAGEMENT PLAN STRUCTURAL STORM WATER TREATMENT DEVICES HAVE BEEN CONSTRUCTED AND ARE FUNCTIONAL TO THE BEST OF MY KNOWLEDGE AS OF THE DATE BELOW.

Print Name _____

Signature _____ Date _____

Wet Seal



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SITE MAP FOR LARGE SUBDIVISIONS

If the project will be submitted in three (3) or more phases; typical for residential subdivisions and large commercial projects, A 24" x 36" Site Exhibit shall be submitted with the initial submittal for pad certifications. This will assist City staff in approving phased developments.

City staff will color code each pad for the Civil Engineer Rough Grading Pad Certification and the Soils/Geotechnical Engineer Rough Grading Pad Certification. At the end of the project approval, City staff will color code the final Grading Certification for each pad prior to the Certificate of Occupancy for the building.