

CHECKLIST FOR DEVELOPMENT PLAN REVIEW & SUBDIVISION MAPS

Planning Division 245 East Bonita Ave., San Dimas CA 91773 (909) 394-6250



The Development Plan Review process is provided to encourage and promote quality architecture and functional site design throughout the city. For a description of the review process, please refer to the *Development Plan Review Board* brochure available at the Planning Division or online at www.cityofsandimas.com/planning.cfm.

SECTION 1: Application Procedure and Filing Requirements

A. Preliminary Review: It is recommended that you submit a preliminary proposal to the Planning Division prior to submission of the formal application. This will allow us to review the request and provide input to you on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save you possible delay and expensive plan revisions later in the process.

B. Initial Submittal:

1.

- 2 Application Fees
- 3. One original Part I of the Initial Study (Environmental Information Form, attached), and all supporting environmental documents, in printed format. Also provide electronic copy (.pdf file format).
- 4. One Property Owner's Affidavit Form (see attached)

One Development Application Form.

- 5. Three sets of the development plans (see Section 4) 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.
- 6. One set of 8 $\frac{1}{2}$ " x 11" reductions of all sheets in the development plans.
- 7. Five sets of typed gummed labels for all persons connected with the project to be notified, such as legal property owner, applicant, architect, engineer, etc.
- 8. One Hazardous Waste and Substance Site Statement.
- 9. One Quimby Fee Statement (subdivisions only)

C. Full Submittal: When determined complete, staff will notify the project applicant to submit the following required items by the Full Submittal Deadline:

	1.	Twenty-four (24) sets of the development package. Three sets shall be full size blueprints; then remaining sets shall be 11 x 17 inch reductions.
□☆☆	2.	A set of colored plans to include: a detailed site plan, conceptual landscape plan, illustrative building elevations, and any necessary cross-sections. Plans should be rolled and <u>not</u> mounted onboards.
	3.	A building materials sample board in an 8-1/2" x 11" format.



These items are not required to be submitted as part of a Subdivision package which does not include house product type.

SECTION 2: Filing Fees as adopted by City Council (subject to change)

Contact the Planning Division to determine which fees are applicable. All fees shall be calculated to the nearest hundredth of an acre (i.e., 14.25 acres), based upon the gross acreage of the proposed project.

SFR less than 2,5000 sq. ft.	\$2,205
SFR more than 2,500 sq. ft.	\$2,409
Multi-Family Residence	\$2,975.00
	+\$22/lot
Commercial, Industrial, Office less than 10,00 sq. ft	\$2,250
Commercial, Industrial, Office more than 10,00 sq. ft	\$2,250
Classification of Use	\$500
Plot Plan for Tract Maps	\$277
	+\$22/lot
Individual Signs	\$400/sign
Sign Program	\$872.00
License & Permit Hearing Board	\$418
First Floor Office in CG Zone	\$364
Tentative Tract Map	\$2,533
Tollian o Tractinap	+\$55/lot
Tentative Parcel Map	\$2,688
Tomative Fallor Map	+\$22/lot
Review of Final TM/PM	\$1,701
TONGWOLL HIGH TWILL W	+\$60/lot
	1 \$00/101

Environmental Review \$2,976
+Actual Cost of Consultant to be paid for by Applicant

*\$75 per Senate Bill 1535 (make check payable to the City of San Dimas) for the filing of an Environmental Notice of Determination with L.A. County Clerk. The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of Environmental Impact Reports, mitigation monitoring plans, and any special studies or reports such as, but not limited to, arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

California Department of Fish & Game Fees per Senate Bill 1535 (make check payable to the City of San Dimas) (pay **one** only) for projects with environmental review under CEQA:

Negative Declaration

Actual Cost
+CFF
EIR

Actual Cost
Actual Cost

+Fish & Game Fee

+CFF

SECTION 3: Plan Preparation Guidelines - Plans not conforming to these guidelines will not be accepted for processing

- 1. Plans can be prepared by anyone; however, applicants should be aware that once their project progresses into plan check for building permits the plans must be prepared by a licensed professional. Applicants may find it advantageous and cost effective to use the services of a licensed professional for both DPRB process and construction plans. Construction plans to obtain a building permit must be prepared by a licensed "architect" or registered "professional engineer" or "civil engineer" per California Business & Professions Code §5536-5538. Likewise, construction grading plans to obtain a grading permit must be prepared by a "civil engineer". There are some exceptions that allow any person to prepare plans for certain smaller structures, such as woodframe single family homes not more than 2 stories, multiple dwellings of not more than four units and not more than 2 stories, garages and room additions to single family homes not more than 2 stories, and other types of nonstructural or non-seismic work.
- 2 All plans shall be drawn on uniform sheets of 24" x 36".

- 3 All site and landscaped plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled (Grading plan scale shall not exceed 1" = 40').
- 4. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 1' (a scale of 1/8" = 1' may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division.
- 5. All required plans shall be collated and stapled together into development package sets and shall be rolled together into a single bundle, secured with a rubber band. The Site Utilization Map shall be the first sheet of the development package.
- 6. All plans shall be clear, legible, and accurately scaled. Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm.
- 7. All plans shall be clearly labeled with the title of each sheet and the type of application (DPRB, Parcel Map 12345, etc.).
- 8. All site plans shall contain a North arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
- 9. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
- 10. Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or screened. Future improvements should be shown by long dashes.

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.

4 .	sui 30 str	Y Map: This map shall show the location of the site and the relationship of the proposed project to existing rounding uses. The map shall indicate the proposed project site plan and all of the following items within a 0 foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of uctures, adjacent access and circulation, and existing zoning and land use (the scale of this map shall not less than 1" = 100').
В.	Subdiv Su	rision Map: This map shall be prepared in accordance with the Subdivision Map Act, the City's bdivision Ordinance (San Dimas Municipal Code Section 17.12.040), and shall include the following:
		Tentative Map Number in 1" high numbers. Condominium Maps shall also clearly state, below Tentative Map Number, "for condominium purposes" and state the number of for-sale units being created.
		Sufficient legal description of the land included on the Map to define the boundaries of the Tentative Tract or Parcel Map.
		Names, addresses and telephone numbers of the owner of record, developer, and registered civil engineer preparing the Map.
		North point, scale, date, and area of Tract or Parcel Map and the date of survey. Minimum lettering size shall be one-eighth (1/8 th) inch.
		The width and approximate locations of all existing or proposed easement or rights-of-way whether for public or private roads, drainage, sewers, or flood control purposes, shown by dashed lines. Existing easements shall show the name of the easement holder, purpose of easement, and the legal reference for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the Tentative Map.
		The actual street names of each existing highway or street shown on the Tentative Map.
		The locations, widths, and approximate grades of all existing and proposed highways, streets, alleys, or ways within and adjacent to such Tentative Map. The radius of all centerline curves on highways, streets, alleys, or ways; a cross-section of each street; and any planned line for street widening or for any other public project in and adjacent to the land division. The lettered designation of each proposed highway or street shown on the Tentative Map.
		The lot layout, the approximate dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-tenth $(1/10^{th})$ acre of each lot, and where pads are proposed for building sites, and approximate finish grade.
		The locations of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all water-courses and flood control areas within and adjacent to the property involved.
		The contour of the land at intervals of not more than two (2) feet if the general slope of the land is more than ten (10) percent and five (5) feet for all other areas. This shall include an area not less than one hundred (100) feet surrounding the subject property.

	division	ation and outline to scale of each building or structure within or immediately adjacent to the of land and the proposed disposition of such building or structure. The approximate location, and general description of any trees with notations as to their retention or destruction.
	structur	cation of existing water wells, sumps, cesspools, sewers, culverts, drain pipe, underground es, or sand, gravel, or other excavations within the subdivision and within two hundred (200) feet portion of the subdivision noting thereon whether or not they are to be abandoned, removed or
	The loc	ation of existing or proposed surface easements, ground leases or access agreements.
		ral location map of the area to be subdivided showing its relation to existing main thoroughfares distance from the nearest public street centerline to the boundary of the proposed subdivision.
	intersec	ation of all streets, existing or contained on adjacent approved Tentative Maps, where such streets in the boundary of the subdivision or where such streets intersect another street that forms a ry of the subdivision.
		at of adjoining subdivided or unsubdivided property in sufficient detail to show the effect of ed streets that may intersect such property.
	The loc	ation of any previously filled areas within the subdivision.
	Propose	ed direction of flow and rate of grade of street drainage.
	Stateme	ent of the present use and the proposed use or uses of the property.
	informa	ntative Map shall clearly indicate the proposal for handling of storm waters. In the event that such tion cannot satisfactorily be shown on the Tentative Map, the Map shall be accompanied by er supplemental maps or written reports are necessary to show the proposal.
	satisfac	ntative Map shall clearly show the method of sewage disposal. In the event this information cannot torily be shown on the Tentative Map, the Map shall be accompanied by whatever supplemental r written reports are necessary to show the proposal.
	The des	signation of all remainder parcels pursuant to Section 66424.6 of the Subdivision Map Act.
C. <u>Detaile</u>	d Site	Plan : ☆☆ This plan shall include the following:
	Name	e, address, and phone number of the applicant and the author of the plan.
	Prope	erty lines and lot dimensions.
	Dime	nsioned 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 100 feet of the site.
		Any existing or planned median islands within 100 feet of the site.

			All buildings within 100 feet of the site.
		Interna	al circulation pattern both vehicular and pedestrian. Show truck turning radii where applicable.
		Distant	ces between buildings and/or structures.
			g and accessory structure locations, including pavement/sidewalks, trellises, light standards, enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear and
		utility li	an shall be drawn to scale on an 8-1/2" x 11" format showing the location and type of existing ines and supporting poles on both sides of all streets, alleys, railroad and flood control channel of-way adjacent to the project limits and extending to the first existing pole off-site from the site aries.
		Locatio	on, height, and materials of walls and fences.
		drive a turning	ccess roadways including public roads, streets, and highways, as well as private roads, streets, isles, and designated fire lanes. Access roadways shall be shaded, width dimensioned, and radii labeled. All areas of the Fire access roadway that will require recordation of an easement e clearly identified on this plan.
		If phas	ing is to occur, the plan should indicate the limits of each phase.
D. <u>Con</u>	cept	ual La	nndscape Plan:☆☆ This plan shall include the following:
			posed and existing structures and improvements as shown on the detailed site plan; however, ensions shall be excluded. Show roof outlines, including eave overhang.
		Conce	ptual 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 o	or fences and their materials.
		Locatio	on 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.
			y and secondary project entry points and their treatment (textured paving, security gates, accent g, entry walls and/or monument signs).
		Private	e and public sidewalks, greenbelts, and/or equestrian trails.
		Line of	sight at driveway entrances to street

E.	<u>Elevation</u>	ns:작작			
			of all sides of all buildings on of proposed additions	s and structures. For additions	, show existing building
				rith shadows to give depth with cars, or people place them	
		Conceptual sign progr	am (location, size, type).		
		Illustrative elevations of	of all walls and/orfences.		
		Illustrative cross section	ons and enlargements or	architectural elements or deta	ils as needed.
		All exterior building ma	aterials shall be clearly la	beled on each sheet of elevat	tions.
		Dimension the height of such as towers or cup		oof element and the height of a	ny architectural features
			ngle-family residential str levations may be drawn	uctures shall be drawn to an a at 1/8" = 1'0").	rchitectural scale of 1/4"
F.	Floor Pla	ans:			
		All floors, including lab	pels showing the use of e	ach room (bedroom, kitchen, g	game room, etc.).
		Dimension all exterior	walls, doors, windows, a	nd room sizes.	
G.	short		rojects which are subject	be designated with solid lines to the Hillside Development C	
		mounding, slopes, ope		eight), gutters, pavement, drai lan shall include: distances, sp tc.	
		Existing Grading same as for proposed grading, except shall be screened as a background for the proposed grading information.			
		Maximum contour inte	rvals shall conform to the	following:	
		Slope	2% or less	From 2% to 9%	Over 9%
		Interval	2'	5'	10'
		natural ground (conto		ooundaries (label "To remain' oad and floor elevations), drai etc.	
		Structures footprints	, pad and floor elevations	s, retaining walls, stem walls, e	etc.
		conditions, wall height	's (including retaining wai	showing existing and propose ls), and elevation differences (e on-site. Sections should exte	(maximum and minimum

		submitted with fill areas colored in green and cut areas colored in red.
		Drainage and flood control facilities size, type, etc.
		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.
		Shade pavement and slopes 3:1 or steeper.
		Location, elevation, and size of proposed building pads.
		Streets existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
		Existing and proposed sewers or other method of sewering.
		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 from driveway entrances to street.
		All sheets shall have the Geotechnical Engineer and Civil Engineer's California registration seal and original signature prior to plan submittal.
		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.
Н.	The followi Tentative M	ng supplemental drawings, statements, and data shall accompany the lap:
		A Quimby Fee Statement (see attached).
		A statement of existing and proposed zoning and existing and proposed uses of the property.
		The subdivider shall provide a proposed site plan with proposed sequence of construction.
		A statement by a person holding a proprietary interest in the parcel or parcels comprising the division of land, consenting to the submission of the Tentative Map.
		A Preliminary Title Report.
		A geologic and/or soils report if required by the City Engineer.

Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be

	A flood hazard report from the Los Angeles County Flood Control District.				
		If the map is for conversion of existing buildings into condominiums, community apartments, or a stock cooperative, the subdivider shall submit all reports required by, or deemed necessary by, the Development Services Department in order to meet the requirements of Article 8, Chapter 7 of the San Dimas Zoning Ordinance (Ordinance No. 755) and, in addition, the following:			
		A report from a license and each unit within the		ontrol operator, approved by the City, on each structure	
				ts to be made by the subdivider necessary to refurbish degree of appearance and safety;	
		Evidence that requirer related to tenant notification.		66427.1 and other sections of the Subdivision Map Act met;	
		limited to, make-up of	existing tenant ho	ographic characteristics of the project including, but not useholds (family size, length of residence, age), rental posed sale price of units, and proposed homeowners'	
		Any other data or reports as City Engineer.	deemed necessar	y by the Development Services Department and/or the	
			ment is not neces	vaive any of the foregoing requirements when, in his sary due to the nature of the proposed subdivision of r.	
		$^{\!$	required to be sub clude house prod	omitted as part of a Custom Lot or Tract Subdivision duct designs.	
I.	perspective rend depict proposed	derings shall be required with a	pplication submitta proposed project v	design professional and the DPRB, a scaled model or al. The purpose is to illustrate all sides of all structures, will fit into neighborhood context. A scaled model with anderings shall be required for:	
		All development projects in the	he Single Family H	lillside zone	
				ment areas as defined by Zoning Code 18.164.010,	
		All single family homes and o	=	3, 4, 5, 7, 8, 11, 12, 14, 17, and 25. Ty structures of 5,000 square feet or larger floor area in	
		any zone.		,	
		·		,	
SE	CTION 5: Ad	ditional Submittal Rec	quirements	,	
Any of one pri handou officers	the following ite nted copy <u>and</u> el its, State Regula and/or consulta	ms may be required based u lectronic file (.pdf format) mu tions, or the City's Ordinance ants for all costs for the prepa	pon further revie st be submitted. . The applicant is aration, review, a	w of the development application. If required, then The contents of these items are described in other responsible to pay or reimburse the City, its agent, nalysis, recommendations, mitigations, etc., of any , traffic, drainage, soil, geologic, biologic, cultural,	
Any of one pri handou officers	the following ite nted copy <u>and</u> el its, State Regula and/or consulta	ms may be required based u lectronic file (.pdf format) mu tions, or the City's Ordinance ants for all costs for the prepa	pon further revie st be submitted. . The applicant is aration, review, a	w of the development application. If required, then The contents of these items are described in other responsible to pay or reimburse the City, its agent, nalysis, recommendations, mitigations, etc., of any , traffic, drainage, soil, geologic, biologic, cultural,	
Any of one pri handou officers	the following ite nted copy <u>and</u> ents, State Regular and/or consulta studies or repo	ms may be required based u lectronic file (.pdf format) mu tions, or the City's Ordinance ants for all costs for the prepa	pon further revie st be submitted. . The applicant is aration, review, a	w of the development application. If required, then The contents of these items are described in other responsible to pay or reimburse the City, its agent, nalysis, recommendations, mitigations, etc., of any	
Any of one pri handou officers	the following ite nted copy <u>and</u> ents, State Regular and/or consulta studies or repo	ms may be required based u lectronic file (.pdf format) mu tions, or the City's Ordinance ants for all costs for the prepa rts such as, but not limited to	pon further revie st be submitted. . The applicant is aration, review, a	w of the development application. If required, then The contents of these items are described in other responsible to pay or reimburse the City, its agent, nalysis, recommendations, mitigations, etc., of any, traffic, drainage, soil, geologic, biologic, cultural,	
Any of one pri handou officers special etc.	the following ite nted copy <u>and</u> ents, State Regular and/or consulta studies or repor Master Plan Alquist-Priolo	ms may be required based u lectronic file (.pdf format) mu tions, or the City's Ordinance ants for all costs for the prepa rts such as, but not limited to	pon further revie st be submitted. . The applicant is aration, review, a o, arborist, noise	w of the development application. If required, then The contents of these items are described in other responsible to pay or reimburse the City, its agent, nalysis, recommendations, mitigations, etc., of any traffic, drainage, soil, geologic, biologic, cultural, Drainage Report Noise Study	



QUIMBY FEE STATEMENT (subdivision applications only)



Parks & Recreation Division 245 East Bonita Ave., San Dimas CA 91773 (909) 394-6230

Pursuant to San Dimas Municipal Code Chapter 17.36, the City requires anyone who subdivides land to dedicate a portion of such land, pay an in lieu fee, or do both for the purpose of developing new or rehabilitating existing public park and recreational facilities to serve future residents of such subdivision. If a subdivider provides park and recreational improvements upon land dedicated for public park and recreational facilities, pursuant to a development plan approved by the City, the value of the improvements shall be a credit against the payment of fees or dedication of land (private recreational facilities and private open space are not eligible).

Land Dedication – The amount of land to be dedicated shall be 643 square feet per single-family home and 457 square feet per multiple-family home. The land to be dedicated shall be clearly identified on the subdivision map.

In Lieu Fee – The fees are based upon the appraised fair market value of the amount of land that would have been dedicated.

We certify that we are the applicant for a subdivision of land described in this application. We understand that at the time of filing of a tentative tract map or tentative parcel map, the developer must indicate on this form whether they desire to either 1) dedicate property for park and recreational purposes or 2) pay a fee in lieu of dedication. We further understand that the final decision whether to accept land dedication or payment of an in lieu fee is made by the City Council as part of their approval of the tentative map. We hereby indicate our intention to (check one box only):

		Dedicate Land as shown on our proposed subdivision	тар			
		Pay Fee In Lieu of Dedication prior to the City's release	of the final map for recordation			
defer pa	□ ayment	Provide/develop affordable homes as part of our project nent of a fee inlieu of land dedication until project occupa	· · · · · · · · · · · · · · · · · · ·			
We also understand that, in addition to the Quimby fees, the City requires the developer/owner to pay a Park and Recreation Development Fee, which is payable at the time building permits are ssued.						
Applica	nt's S	s Signature				
Applica	nt's N	Name (PRINT) Date				

If additional information is needed, please contact Scott Wasserman, Director of Parks and Recreation, at (909) 394-6230.



HAZARDOUS WASTE SITE STATEMENT



The Hazardous Waste and Substances Sites (Cortese) List is a planning document used by the State, local agencies and developers to comply with the California Environmental Quality Act requirements in providing information about the location of hazardous materials release sites. Effective July 1, 1987, California Government Code Section 65962.5 requires each applicant for any development project to consult the State list of Hazardous Waste and Substance Sites. Based upon this list the applicant is required to submit a signed statement to the City of San Dimas indicating whether the project is located on a site which is included on the list <u>before</u> the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the applicant must fully describe the nature of the hazard and the potential environmental impacts on the Initial Study, Part I.

Government Code section 65962.5 requires the California Environmental Protection Agency to develop at least annually an updated Cortese List. The list is available online at:

http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm

I have been informed by the City of San Dimas of my responsibilities pursuant to California Government Code Section 65962.5 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 by the Office of Planning and Research, State of California (OPR).

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's Signature		
Applicant's Signature		
Applicant's Name (PRINT)	Date	

PROPERTY OWNER'S AFFIDAVIT

STATE OF CALIFORNIA) COUNTY OF LOS ANGELES) CITY OF SAN DIMAS)	SS	
I,	, being duly sworn, depose a on, that I have read the foregoing applicaties is true and correct to the best of my known	on and know the
	Applicant (signature)	-
	Āddress	-
	Phone	-
I, the owner (if other than the ap hereby consent to the filing of this appl	plicant) of the real property involved in thication.	s application, do
	Owner (signature)	-
	Āddress	-
	Phone	-
Subscribed and sworn to before	me thisday of	_, 20
	Notary Public County of Los Angeles State of California	-