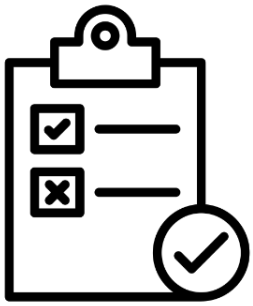
Planning Division
General Submittal Requirements

☎ 909.394.6250 ✉ planning@sandimasca.gov 245 E. Bonita Ave San Dimas CA

Please review the following prior to submitting a development application.



- **Pre-submittal consultation:** Applicants are encouraged to meet with Planning Division staff before applying to confirm the appropriate application type and submittal requirements.
- **One application:** Submit only one copy of the Development Application when applying for multiple application types at the same time.
- **Project checklists and complete applications:** To submit a complete application, submit all items required as identified in this checklist and the applicable project-specific checklist.
- **Incomplete applications:** Applications missing required materials will be deemed incomplete, which may delay the review process and, when applicable, the public hearing date.
- **Supplemental materials and information:** After an application is deemed complete, the Planning Division may request additional information, comments, or corrections during the review process. These requests will be provided in an inconsistency letter.
- **Application closure:** Applications not resubmitted within 90 days of an inconsistency or an incomplete letter will be deemed inactive and closed unless the Director of Community Development grants an extension for good cause.
- **Reapplication:** Closed applications require a new application, supporting documents, and payment of applicable fees.

General Requirements – Submittal Materials

- ☐ Completed Development Application Form (pages 2-3)
- ☐ Municipal Stormwater NPDES Preliminary Project Questionnaire (pages 3-4)
- ☐ Levine Act Disclosure Form (pages 5-6)
- ☐ Physical Copies and a Digital Copy of the project submission. Refer to the project-specific checklist for the number of physical copies. Follow the **Digital Submittal Checklist** for digital file requirements.
- ☐ Applicable fee(s) **Additional associated fees may be required during the entitlement process (i.e. environmental fees, noticing fees, consultant review fees, etc.)* - see **Planning Division Fee Brochure**
- ☐ Homeowners Association Approval Letter for the proposed scope of work (if applicable)

Additional Requirements are specific to Project Type

For all other submittal requirements, please refer to the project type-specific checklist — if you are unsure of your project type, contact the Planning Division. Only submit items listed on the General Requirements or the project type-specific checklist; **do not include unrequested materials. Do NOT prepare or submit structural calculations unless you have been instructed to do so by Planning Division Staff.**

DEVELOPMENT REVIEW APPLICATION

Planning Division: 909.394.6250 planning@sandimasca.gov

PLEASE READ: This application is for Planning review only. Building and Safety review is a separate process once planning approval has been secured. If completing this form by hand, please write legibly. This form can be filled out electronically and e-signed. The applicant is the main contact person(s) for the project. The applicant can be the owner, designer, contractor, or other representative.

PROJ-	Date Received:	Fees:
Case No.:	Related Files:	Received By:

General Information / Owner and Applicant Certification

We certify that we are the applicant and property owner for the property described in this application. We acknowledge the filing of this application and certify that all the information provided is complete and accurate to the best of our knowledge. We understand that an incomplete application may result in the matter being rescheduled for a later hearing date.

Applicant's Name	Phone	Email
Applicant's Address	City	Zip
Applicant's Signature		Date
Property Owner's Name	Phone	Email
Address of Owner	City	Zip
Property Owner's Signature		Date

Type of Application

☐ Conditional Use Permit	☐ Minor Conditional Use Permit	☐ Specific Plan
☐ Development Plan Review	☐ Minor Deviation	☐ Tract Map
☐ Director's Review	☐ Municipal Code Text Amendment	☐ Variance
☐ Entertainment Permit	☐ Parcel Map	☐ Zone Change
☐ General Plan Amendment	☐ Precise Plan	☐ Other: _____
☐ Lot Line Adjustment	☐ Reasonable Accommodation	☐ Other: _____
☐ Lot Line Merger	☐ Senate Bill 9 - Urban Lot Split	☐ Other: _____

*Please note there are separate applications for Tree Removals, Temporary Uses, and Garage Sales.

Site Information

Project Location:_____ Assessor Parcel Number (APN):_____

Existing Building Size:_____ Proposed Building Size:_____ Gross Building Size:_____

Existing Lot Size:_____ Proposed Lot Size:_____ Lot Coverage %:_____

Project Description

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Additional Requirements by Application Type

Applications submitted to the Planning Division must be deemed complete before they will be reviewed for processing. Each application type has specific submittal requirements necessary to deem an application complete. All applicable items on their respective checklist shall be submitted at the time of formal application submittal. Applications that fail to include the required items will be deemed incomplete, which will delay the application review, and if applicable, delay the public hearing date. Additional information may be required for certain applications, which will be determined during the review process, after the application has been deemed complete. Please note that this additional information, along with any comments/corrections will be provided via an inconsistency letter, after the application has been deemed complete. Applications that have not been resubmitted within 90 days from the date of the incomplete or inconsistency letter shall be deemed inactive and subsequently closed, unless an extension is granted by the Director of Community Development for good cause shown.

Applications that have been closed shall require submittal of a new application and associated fees before the application can be considered. **It is recommended that you meet with Planning Staff to better understand the applicable applications for your project and the applicable submittal requirements. All checklists can be accessed at the link below or by scanning the QR Code.**

https://cms8.revize.com/revize/cityofsandimasca/departments/community_development/planning_division/applications.php

New Development/Redevelopment *Preliminary* Project Questionnaire
Municipal Stormwater NPDES Permit Order R4-2021-0105

This application will allow the City to determine if a Low Impact Development (LID) Plan, Storm Water Pollution Prevention Plan (SWPPP), Erosion and Sediment Control Plan (ESCP), and/or other NPDES requirements will be required before receiving grading and/or building permits for this project.

Name of Owner/Developer:	**Project Location:** **Tract/Lot No.**
Contact Person(s)	**Telephone No.:**

A. New Development/Redevelopment Criteria Requirements (check appropriate box(es) below):

New Development Project:

☐ Projects 1 acre or greater of disturbed area AND adding 10,000 square feet (SF) or more of impervious surface area

☐ Industrial park* or Commercial Mall of 10,000 SF or more of surface area

☐ **New and redevelopment project that creates and/or replaces 2,500 SF or more of impervious area and is located in or directly adjacent to or are discharging directly to an ASBS, Sensitive Ecological Area.**

New development or redevelopment project that create and/or replace 5,000 SF or more of impervious surface and supports one of the following uses:

☐ Restaurants (SIC 5812)

☐ Parking Lots

☐ Automotive service facilities (SIC 5013-14, 5511, 5541, 7532-34 and 7536-39

☐ Retail Gasoline Outlets

☐ **Street and road construction of 10,000 SF or more of impervious surface area.** (Shall comply with San Dimas Green Streets Policy).

Redevelopment projects that create and/or replace 5,000 SF or more of impervious surface on any of the following:**

☐ Existing site with 10,000 SF or more of impervious surface area

☐ Industrial Park* or Commercial Mall with 10,000 SF or more of surface area

****For Redevelopment projects, check appropriate box below:**

☐ Where redevelopment results in an alteration of more than 50% of impervious surface on a previously existing development, the entire project must be mitigated.

☐ Where redevelopment results in an alteration of less than 50% of impervious surfaces of a previously existing development, only the alteration must be mitigated, and not the entire development.

NOTE: Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of facility or emergency redevelopment activity required to protect public health and safety.

*City may require proof of coverage under State Industrial General Permit prior to issuance of business certificate/license (see State Water Resources Control Board for further information)

☐ **None of the above.** Note: any development project not included in Section A, may be required to implement applicable best management practices identified in the Construction BMPs Pamphlet.

B. SWPPP, ESCP, and other NPDES Requirements:

Please check box for the size of the area to be disturbed due to construction.

☐ **1 acre or more (project must comply with State Construction General Permit Order 2009-0009-DWQ and any revisions.**

☐ **Less than 1 acre (project must apply stormwater control measures to prevent construction site pollutant runoff.**

FOR STAFF USE ONLY:

- ☐ You are **not required** to include Low Impact Development (LID) principles for this project.
- ☐ You **are required** to submit an **ESCP** prior to receiving permit and **are required** to certify that construction best management practices will be implemented at the construction site.
- ☐ You **are required** to submit a **LID Plan** using the City's template. The LID principles must also be included in the design and construction plans for this project prior to receiving a Grading Permit and/or Building Permit.
- ☐ You **are required** to comply with the State Construction General Permit (CGP) and prepare a **SWPPP** prior to receiving a Grading Permit and/or Building Permit. For more information on the CGP, please call 916-341-5537.

Comments: _____

City Staff Signature:_____ Date: _____

_____ _____ _____

Applicant Name **Applicant Signature** **Date**

Current Designated Significant Ecological Area (SEA) in San Dimas

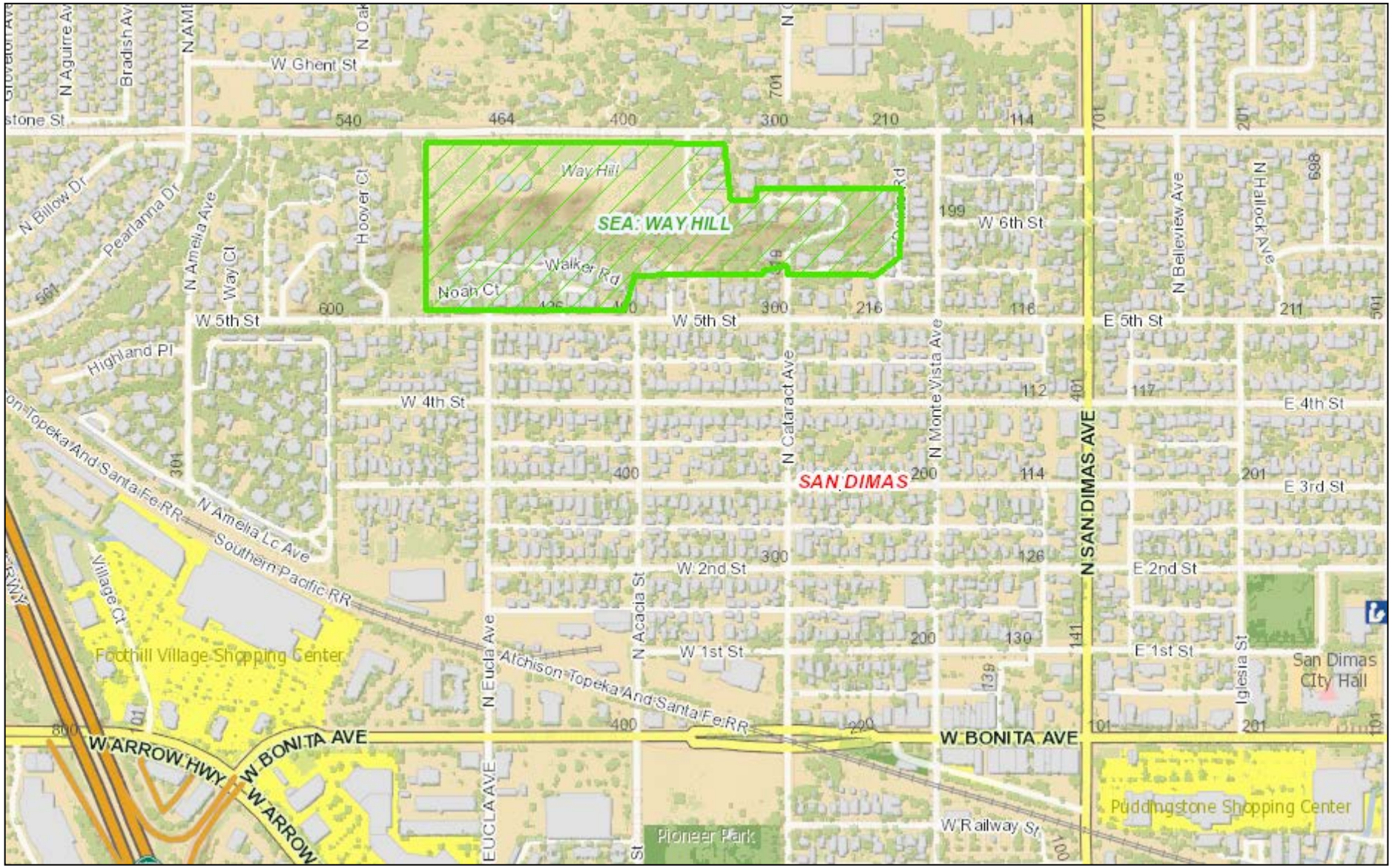


EXHIBIT
LEVINE ACT/GC 84308 DISCLOSURE

California Government Code section 84308, commonly referred to as the Levine Act, prohibits any City of San Dimas Officer[1] ("Officer") from taking part in any action related to a contract if the Officer received a political contribution totaling more than $500 within the previous twelve months, and for twelve months following the date a final decision concerning the contract has been made, from the person or company awarded the contract or their agent. The Levine Act also requires parties involved in such contracts to disclose any contributions made to the Officer. The Levine Act does not apply to competitively bid, labor, personal employment contracts, contracts valued under $50,000, contracts between government agencies, or contracts where no party receives financial compensation.

☐ A. The Levine Act/GC 84308 DOES NOT apply to this Agreement.

☐ B. The Levine Act/GC 84308 does apply to this Agreement and the required disclosure is as follows:

Current Officers can be located on the City of San Dimas' websites below:

- Mayor & Council - Welcome to San Dimas, CA (sandimasca.gov)
- Planning Commissioners – Welcome to San Dimas, CA (sandimasca.gov)

The party making this certification is responsible for determining whether a recipient of a political contribution is an Officer prior to answering the following questions:

1. Have you or your company, or any participant or agent on behalf of you or your company, made any political contributions totaling more than $500 to any Officer in the 12 months preceding the date you submitted your proposal, the date you completed this form, or the anticipated date of any Council action related to this Agreement?

YES:☐ If yes, which Officer(s):
NO: ☐

1 "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency, other than a city attorney or county counsel providing legal advice to the agency who does not have the authority to make a final decision in the proceeding. (GC § 84308(a)(4).) The term "officer" is further defined 2 Cal. Code Regs. Section 18438.1, which states: An officer of an agency includes only those persons who make, participate in making, or in any way attempt to use their official position to influence a decision in the license, permit, or entitlement for use proceeding, or who exercise authority or budgetary control over the agency or officers who may do so, and: (1) Serve in an elected position, including an official appointed to an elected position due to an interim vacancy or an election otherwise canceled because the official was the sole candidate for the position; (2) Serve as a member of a board or commission; (3) Serve as the chief executive of a state agency, or county, city or district of any kind; or (4) Have decision making authority with respect to the proceeding involving a license, permit, or other entitlement for use and is also a candidate for elected office or has been a candidate for elective office in the 12 months prior to the proceeding.

2. Do you or your company, or any participant or agent on behalf of you or your company, anticipate or plan to make political contributions totaling more than $500 to any Officer in the 12 months following the finalization of this Agreement or any Council action related to this Agreement?

YES:☐ If yes, which Officer(s):
NO: ☐

Answering yes to either question above may not preclude the City of San Dimas from entering into or taking any subsequent action related to the Agreement. However, it may preclude the identified Officer(s) from participating in any actions related to the Agreement.

By signing below, you certify you also agree to disclose to the City any future contributions made to Officers by you or your agent(s) after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the Agreement.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature:	Date Signed:
Print Name:	
Title:	
Company	

Contribution Disclosure

Date	Amount	Recipient