



Planning Division
245 E. Bonita Avenue
(909) 394-6250

CHECKLIST FOR DEVELOPMENT AGREEMENT (APPLICATION)



A development agreement is a contract between a developer and the city, typically regarding the developer's land use project. The agreement spells out what the developer must do to develop the project. The agreement is a way of providing a developer with certainty in the entitlement process. A development agreement may be approved by the City Council where sufficient findings can be made to ensure that the change will be beneficial to the City and surrounding area and will be in conformance with adopted General Plan goals, policies and objectives. The property proposed to be subject to the agreement shall be not less than five (5) acres in size.

The City's Development Agreement process has been developed pursuant to State Government Code Section 65865 and was adopted by Council Resolution No. 2010-62.

SECTION 1: Filing Requirements

- ☐ 1. Development Application Form.
- ☐ 2. Typewritten request letter outlining the following:
 - Nature of the agreement request, including location and proposed terms (i.e., "deal points").
 - Reasons for the proposed agreement and why the proposed change would be beneficial for the City. In determining whether or not to approve the agreement, the City Council will evaluate the proposal in light of 1) does the proposed amendment conform to the goals, policies and objectives of the General Plan and any applicable specific plan, and 2) whether the agreement will promote the welfare and public interest of the City of San Dimas.
- ☐ 3. Part I of the Initial Study (environmental assessment)

SECTION 2: Filing Fees (See Fee Schedule for List of Fees)

- ☐ Development Agreement
- ☐ Public Notice Boards, Mailings & Newspaper Ads

Contact the Planning Division to determine which of the following fees are applicable and the proper amount:

- ☐ Environmental Review
- ☐ Negative Declaration or Mitigated Declaration
- ☐ Environmental Impact Report

The applicant is also 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 any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

SECTION 3: Application Process

Pre-Application: Before an official application is filed, we suggest that you meet with the Director of Development Services to discuss the proposed agreement. In this pre-application meeting, we will explain necessary city regulations and provide you with any application processing information.

Application Submittal: The applicant submits their application, including the application fees and all submittal requirements listed above.

Hearings: A public hearing will be scheduled for the Planning Commission. The Planning Commission reviews requests for development agreements and recommends action to the City Council. The final decision is made by the City Council at a duly noticed public hearing. Approval of the agreement requires adoption of an ordinance. The applicant is expected to participate in both public hearings.