



CITY OF SAN BERNARDINO
Community Development Department, Planning Division
 Office: 201 North E Street, 3rd Floor
 Mail: 290 North D Street
 San Bernardino, CA 92401
 Phone (909) 384-7272 • Fax (909) 384-5155
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PLANNING PERMIT APPLICATION

Applications may be filed with the Planning Division Monday through Thursday between the hours of 7:30 a.m. and 5:00 p.m., and Fridays between the hours of 7:30 a.m. and 4:00 p.m.

Project Address: _____

Assessor's Parcel Number(s): _____

Zone: _____ General Plan Land Use Designation: _____

Applicant's Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Property Owner's Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Architect/Engineer Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Description of Project: _____

Type of Application:

- | | | | |
|-------------------------|--------------------------|--|--------------------------|
| Amendment to Conditions | <input type="checkbox"/> | General Plan Amendment | <input type="checkbox"/> |
| Conditional Use Permit | | Historic Preservation Report | <input type="checkbox"/> |
| ABC license | <input type="checkbox"/> | Lot Line Adjustment | <input type="checkbox"/> |
| Condo/PRD | <input type="checkbox"/> | Minor Exception | <input type="checkbox"/> |
| Standard | <input type="checkbox"/> | Minor Revision/Modification | <input type="checkbox"/> |
| Minor Use Permit | <input type="checkbox"/> | Phasing Plan Review | <input type="checkbox"/> |
| Development Permit | | Pre-Application | <input type="checkbox"/> |
| D/ERC Review | <input type="checkbox"/> | Specific Plan | <input type="checkbox"/> |
| P.C. Review | <input type="checkbox"/> | Specific Plan Amendment | <input type="checkbox"/> |
| Design Review | <input type="checkbox"/> | Staff-Level Review | <input type="checkbox"/> |
| Development Agreement | <input type="checkbox"/> | Variance | <input type="checkbox"/> |
| Development Code/ | | | |
| Zoning Map Amendment | <input type="checkbox"/> | Extension of Time: 1 st 2 nd 3 rd | |
| D/ERC Review | <input type="checkbox"/> | Case Number: _____ | |
| | | Expiration Date: _____ | |

OFFICE USE ONLY	
Date Filed: _____	Case No.: _____
Prior Case # (s) _____	Plans On CD? _____
Receipt No.: _____	Fee Paid: \$ _____ Submitted to: _____

PROPERTY OWNER'S AUTHORIZATION FORM

To: City of San Bernardino, Community Development Department

From: Please list the name(s) and address(es) of all property owner(s).

1. Owner Name: _____ Phone: _____

Complete Address: _____ E-mail: _____

2. Owner Name: _____ Phone: _____

Complete Address: _____ E-mail: _____

3. Owner Name: _____ Phone: _____

Complete Address: _____ E-mail: _____

This letter shall serve to notify you and verify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant's Name: _____ Phone: _____

Applicant's Complete Address: _____ E-mail: _____

To file and present my/our interest in the above referenced application(s).

CERTIFICATION STATEMENT

(Attach additional sheets as necessary for additional owners)

I/we am/are the legal owner(s) of said property, have read the foregoing letter of authorization, and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application is true and correct.

Name (printed): _____

Signature: _____

Title: _____

Date: _____, _____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC



JUSTIFICATION LETTER

A Justification Letter explaining your application will be included in the materials sent to the Planning Commission; *multiple related applications shall be addressed in a single comprehensive letter.* This letter may be prepared by the applicant or a representative. The following format is provided to assist in the preparation of this letter.

Issue-

Please describe in detail all components of the request. Explain the existing and the intended use of the property.

Information-

Please provide the following information and any other that will assist the Planning Commission in making their decision:

Number of employees/residents

Hours of operation

Any existing similar uses owned or operated by the applicant and their location

Any required state licenses specific to the use requested

Findings-

Please describe in detail how the project meets/supports existing City regulations for ALL of the findings for approval of each application type per San Bernardino Development Code Chapter 19.31 Administration (Please see the next page).

The Justification Letter must have original signature of named owner, applicant or representative identified as such.

FINDINGS

Conditional Use Permits and Minor Use Permits

1. The proposed use is conditionally permitted within, and would not impair the integrity and character of the subject land use district and complies with all of the applicable provisions of this Development Code;
2. The proposed use is consistent with the General Plan;
3. The approval of the Conditional/Minor Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act and Section 19.20.030(6) of the Development Code;
4. There will be no potentially significant negative impacts upon environmental quality and natural resources that could not be properly mitigated and monitored;
5. The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses in the vicinity or adverse to the public, health, safety convenience, or welfare of the City;
6. The subject site is physically suitable for the type and density/intensity of use being proposed; and
7. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety. MC 888 1-6-94

Development Code Amendments

1. The proposed amendment is consistent with the General Plan; and
2. The proposed amendments would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

Development Permits

1. The proposed development is one permitted within the subject zoning district and complies with all of the applicable provisions of this Development Code, including prescribed development/site standards and any/all applicable design guidelines;
2. The proposed development is consistent with the General Plan;
3. The proposed development would be harmonious and compatible with existing and future developments within the land use district and general area, as well as with the land use presently on the subject property;
4. The approval of the Development Permit for the proposed development is in compliance with the requirements of the California Environmental Quality Act and Section 19.20.030(6) of the Development Code;
5. There will be no potential significant negative impacts upon environmental quality and natural resources that could not be properly mitigated and monitored;
6. The subject site is physically suitable for the type and density/intensity of use being proposed;
7. There are adequate provisions for public access, water, sanitation, and public utilities and serves to ensure that the proposed use would not be detrimental to public health and safety; and
8. The location, size, design and operating characteristics of the proposed development would not be detrimental to the public interest, health, safety, convenience, or welfare of the City. MC 88 1-6-94

General Plan Amendment

1. The proposed amendment is internally consistent with the General Plan;
2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
3. The proposed amendment would maintain the appropriate balance of land uses within the City; and
4. In the case of an amendment to the General Plan Land Use Map, the subject parcel(s) is physically suitable (including, but not limited to, access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested land use designation(s) and the anticipated land use development(s).

Specific Plans

1. The proposed plan is consistent with the General Plan;
2. The proposed plan would not be detrimental to the public interest, health, safety, convenience, or welfare of the City
3. The subject property is physically suitable for the requested land use designation(s) and the anticipated land use development(s)
4. The proposed plan shall ensure development of desirable character which will be compatible with existing and proposed development in the surrounding neighborhood ; and
5. The proposed plan will contribute to a balance of land uses so that local residents may work and shop in the community in which they live.

Subdivisions (Findings are per Section 66474 of the California Government Code)

1. The proposed subdivision is consistent with the General Plan and the Development Code;
2. The design of the proposed subdivision is consistent with the General Plan;
3. The site is physically suitable for the proposed type of development;
4. The site is physically suitable for the proposed density of development;
5. The design of the subdivision is not likely to cause substantial environmental damage, or substantially and unavoidably injure fish or wildlife or their habitat;
6. The design of the subdivision is not likely to cause serious public health problems; and
7. The design of the subdivision and related improvements will not conflict with any easements, acquired by the public at large, for access through or use of property within the proposed subdivision.

Variances

1. That there are special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this Development Code deprives such property of privileges enjoyed by other property in the vicinity and under identical land use district classification;
2. That granting the Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and land use district and denied to the property for which the Variance is sought;
3. That granting the Variance will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in such vicinity and land use district in which the property is located;
4. That granting the Variance does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and land use district in which such property is located;
5. That granting the Variance does not allow a use of activity which is not otherwise expressly authorized by the regulations governing the subject parcel; and
6. That granting the Variance will not be inconsistent with the General Plan.

Zoning Map Amendments

1. The proposed amendment is consistent with the General Plan;
2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
3. The proposed amendment would maintain the appropriate balance of land uses within the City; and
4. The subject parcel(s) is physically suitable (including, but not limited to, access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested land use designation(s) and the anticipated land use development(s).

PLANNING PERMIT PROJECT DESCRIPTION FORM

A. General Information

Project Address or Assessor's Parcel Number: _____

Site area: _____ Building area: _____ Building height: _____ No. of floors: _____

Total anticipated number of employees: _____ Max/shift: _____ Hours of operation: _____

Does the business involve the sale of any food or beverages? No Yes

Will the project be built in phases? No Yes If **YES**, a phasing plan is required to be submitted.

Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)? No Yes If yes, list: _____

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? No Yes If yes, describe: _____

If any of the above answers are **YES**, please describe in detail on a separate sheet.

B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: _____

North: _____

East: _____

South: _____

West: _____

C. Physical Site

Will the project modify existing natural features? No Yes If **YES**, please explain on a separate sheet.

Estimated cubic yards of grading involved in the project: None Cut = _____ Fill = _____

Is the project located in the Hillside Management Overlay District (HMOD)? No Yes If **YES**, please provide a slope analysis of the property.

What is the maximum height and grade of constructed slopes? _____

D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the San Bernardino General Plan (Figure ____)? No Yes If **YES**, please describe in detail on a separate sheet.

E. Flora and Fauna

Describe the types of vegetation and trees in the project area: _____

Number of trees on the site: _____ Number of trees to be removed: _____ If more than five (5) trees are to be removed, a Tree Removal Permit application must be obtained.

Describe the types of wildlife found in the project area: _____

F. Human Safety

Will the project increase noise levels within the project area of the surrounding neighborhood?

No Yes If **YES**, please describe in detail on a separate sheet.

Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development? No Yes If **YES**, please describe in detail on a separate sheet.

G. List of Attached Environmental Reports

Contact person for environmental: _____ Phone: _____

Environmental firm: _____ E-mail: _____

Mailing Address: _____

H. Certifications

Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of "Identified Hazardous Waste Sites" from the State Office of Planning and Research. The list is available at the Community Development Department public counter or on the web at www.dtcs.ca.gov under Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

"I, _____, certify that I have reviewed the list of "Identified Hazardous Waste Sites" from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list."

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Name (printed): _____ Date: _____

Signature: _____

Representative for: _____

Title: _____

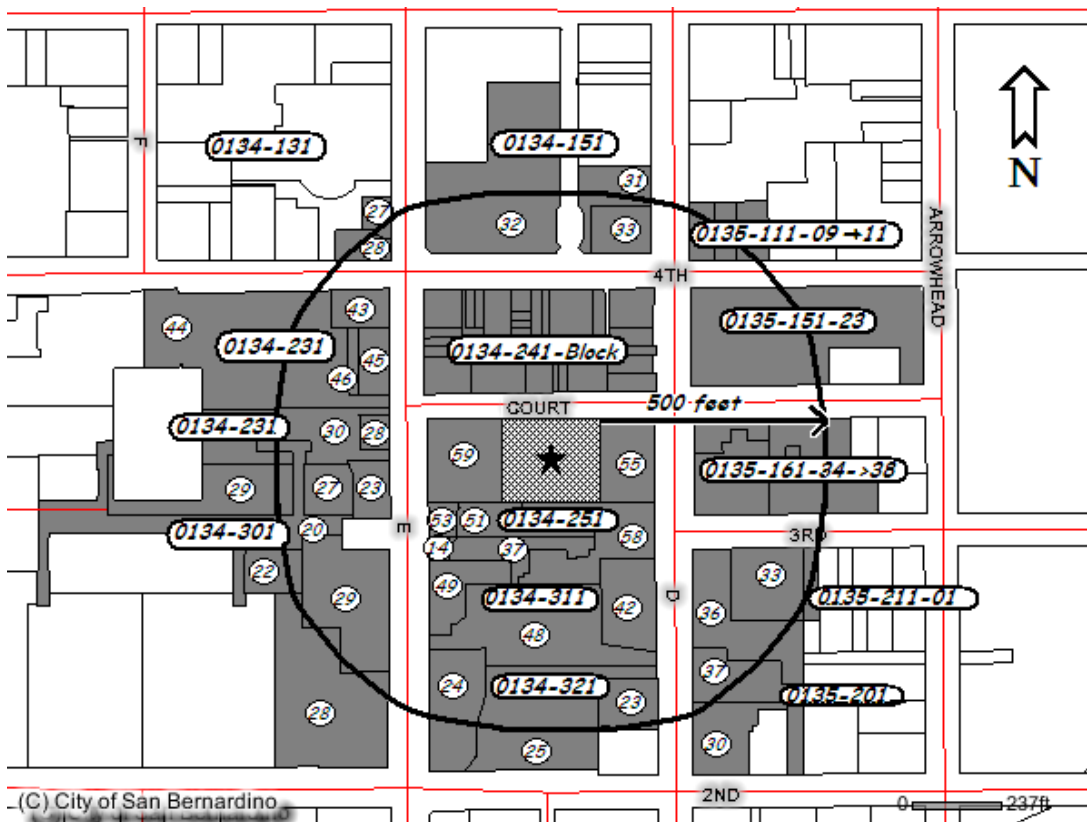
RADIUS MAP, OWNERSHIP LIST, & MAILING LABEL INSTRUCTIONS

Radius Map

The radius map is used to identify the properties that will receive written notice of the public hearing for your project. The radius is drawn as a distance of **500 feet** from the perimeter of the property/properties for which the application is being filed. All owners of the properties within or touched by the radius will be notified.

It is important that the radius map, ownership list, and labels be accurate. Failure to properly notify an affected property owner could cause the project to be delayed and/or potentially require re-noticing and rehearing.

Sample Radius Map



Property Ownership List and Mailing Labels

Once the radius map identifies the affected properties, prepare a mailing list and mailing labels. The list of property owners must be obtained from the latest San Bernardino County Tax Assessment Role. The ownership list and labels must contain the Assessor's Parcel Number and the name and address of the property owner.

Any other persons you want to receive a written notice of the public hearing should also be included on the list and on the sets of address labels (e.g., yourself, project architect, engineer, etc.)

Two sets of typed or printed labels on 1" x 2 5/8" self-adhesive labels (i.e., Avery #5160) are required. The following is an example of how the information should appear on the label.

0151-101-01-0000
Sonny Bernard
300 North "D" Street
San Bernardino, CA 92418

Note:

To save time and effort, the ownership list requirement may be met by providing a photocopy of the sheets containing the completed address labels

Property Description

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of **500 feet** from the exterior boundaries of property legally described as:

Certification Statement

I/we certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name (printed): _____
Signature: _____
Title: _____
Date: _____, _____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

NOTARY PUBLIC



APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION/PROJECT	APPLICATION FORM	PROCESSING FEE	PROJECT DESCRIPTION FORM	OWNER'S AUTHORIZATION FORM	500 FT. RADIUS MAP	SETS OF ADDRESS LABELS	OWNERSHIP LIST	OWNERSHIP LIST CERTIFICATION	PRELIMINARY TITLE REPORT	SITE PLAN*	FLOOR PLAN(S)	ELEVATIONS*	COLORED ELEVATIONS	PRELIMINARY LANDSCAPE PLAN	8 1/2" x 11" PLAN REDUCTIONS	COPY OF ALL EXHIBITS ON CD	PHOTOGRAPHS OF SITE/BUILDINGS	MATERIAL/COLOR SAMPLE BOARD	PREVIOUSLY APPROVED CONDITIONS	SPECIAL STUDIES	
• Notes Required Items																					
○ Notes Items That May Be Required For Specific Projects.																					
GENERAL PLAN AMENDMENT - AREA	•	•	•	•	•	2	•	•	•	5					•	•				○	
GENERAL PLAN AMENDMENT - TEXT	•	•	•	○	•	2	•	•	•							•				○	
DEVELOPMENT CODE AMENDMENT	•	•	•	○	•	2	•	•	•							•					
ZONING MAP AMENDMENT	•	•	•	•	•	2	•	•	•	5					•	•				○	
SPECIFIC PLAN	•	•	•	•	•	2	•	•	•	5	5	5	1	5	•	•	•	•		○	
SPECIFIC PLAN AMENDMENT - AREA	•	•	•	•	•	2	•	•	•	5	0	0	0	0	•	•				○	
SPECIFIC PLAN AMENDMENT - TEXT	•	•	•	•	•	2	•	•	•	0	0	0	0	0	•	•				○	
VARIANCE	•	•	•	•	•	2	•	•	•	5	5	5	0	5	•	•	•	•		○	
CONDITIONAL USE PERMIT																					
STANDARD	•	•	•	•	•	2	•	•	•	5	5	5	1	5	•	•	•	•		○	
ABC LICENSE	•	•	•	•	•	2	•	•	•	5	5										
CONDOMINIUM/PRD	•	•	•	•	•	2	•	•	•	5	5	5	1	5	•	•	•	•		○	
MINOR USE PERMIT	•	•	•	•	•	2	•	•	•	5	5	5	1		•	○	•	•		○	
ADMINISTRATIVE PERMIT	•	•		•	○	0	○	○		5	5	5	0	5	•	○	○	○		○	
DEVELOPMENT PERMIT																					
D/ERC REVIEW	•	•	•	•	○	0	○	○	•	5	5	5	1	5	•	○	•	•		○	
PLANNING COMMISSION REVIEW	•	•	•	•	•	2	•	•	•	5	5	5	1	5	•	•	•	•		○	
PRE-APPLICATION D/ERC REVIEW	•	•	•							5	5	5		5							
PRE-APPLICATION DEPT. CONFERENCE	•		•							5	5	5		5							
TENTATIVE SUBDIVISION																					
PARCEL MAP	•	•	•	•	•	2	•	•	•	5				0	•	•				○	
TRACT MAP	•	•	•	•	•	2	•	•	•	5				0	•	•				○	
REVERSION TO ACREAGE	•	•	•	•	•	2	•	•	•	5				0	•	•				○	
VESTING MAP	•	•	•	•	•	2	•	•	•	5				0	•	•				○	
LOT LINE ADJUSTMENT	•	•	•	•					•	5											
AMENDMENT TO CONDITIONS	•	•	•	•	○	0	○	○	○	0	0	0	0	0	○	○			•		
EXTENSION OF TIME	•	•	•	•	•	•	•	•	•	5	5	5	1	5	•	•			•		
DEVELOPMENT AGREEMENT	•	•	•	•	•	2	•	•	•	0	0	0	0	0	○	○		○			
MINOR REVISION/MODIFICATION	•	•	•	•	○	0	○	○	○	0	0	0	0	0	○	○		○	•		

Sets Must Be Collated. Rolled Plans Will Not Be Accepted. All plans must be folded to a min of "8 1/2 x 11" and a max of "8 1/2 x 14" Additional plans may be required for any project that is appealed.