

Administrative Review Application

City of Chino • Community Development Department

13220 Central Avenue, PO Box 667 • Chino, California 91708-0667 • (909) 591-9812; Fax: (909) 590-5535

By completing the information requested, this application will serve as a request for Administrative Approval. Planning Division staff will assist you in completing this application and which can be reach at (909) 591-9812. Planning Division counter hours are 8 AM to 6 PM, Monday through Friday.

TYPE OF PERMIT(S) REQUESTED

Type I—Minor New Construction:

- Single family or duplex developments of 4 or fewer units
- Habitable residential accessory structures regardless of size
- Non-habitable accessory structures up to 600 SF, except when used for animal keeping
- Non-habitable accessory structures used for animal keeping (up to 2,500 SF in RD1 zone and 1,500 SF in RD2 zone)
- Commercial buildings up to 3,000 SF
- Industrial buildings up to 10,000 SF

Type II—Minor Addition, Expansion or Alteration:

- Existing commercial buildings and facilities: adding up to 2,500 SF or 25% of the existing floor area, whichever is less; or modification of building exterior; or modification to or expansion of the existing site layout (including parking, circulation, storage and landscaping)
- Existing industrial buildings and facilities: adding up to 10,000 SF or 25% of the existing floor area, whichever is less; or modification of building exterior; or modification to or expansion of the existing site layout (including parking, circulation, storage and landscaping)

Type III—Land Use:

- Ancillary Industrial Facility
- Commercial growing Permit
- Hazardous Material**
- Exotic Animal**
- Home Occupation**
- Large Family Day Care**
- Senior Secondary Unit (Granny Flat)**
- Temporary Facilities
- Temporary Open Air Sales**
- Temporary RV Living Unit**
- Variance (Minor)

*[Note: Application types marked with a double asterisk (**) require submission of a supplemental application]*

Project Location: _____

Assessors Parcel Number (APN): _____

General Plan Land Use Designation: _____

Zoning District: _____

Project Description: _____

Property Ownership

Applicant

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

FOR STAFF USE ONLY

File No(s): _____

Filing Fee: _____

Received By: _____

Receipt No.: _____

Date: _____

Notes:

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Chino. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Community Development Director of Planning Commission with ten (10) calendar days from the date of such determination. The appeal must be in writing in accordance with Section 20.03.110 of the City of Chino Zoning Ordinance. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Community Development Director or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete and the appeal will not be considered. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. A Building Permit will not be issued until after this 10-day appeal period. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. Prior to plan preparation and submittal, it is recommended that applicants read applicable sections of the Zoning Ordinance, General Plan, and any specific plans that could affect development of the subject property. In addition, the *Minimum Requirements for Filing* must be satisfied prior to submitting this application. Be advised that incomplete plans that DO NOT satisfy the *Minimum Required Information Checklist* will be rejected at the counter and not be allowed to be submitted.
4. It is understood that the approval of this application does not constitute approval of construction plans from the Building Division, which must be applied for separately and subsequent to the approval of this application.
5. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.

APPLICANT'S AFFIDAVIT

SIGNATURES -- I hereby certify under penalty of law that I am authorized to request this action and that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief. Furthermore, I have been advised of the state mandated time limits for processing project applications within the City of Chino and of the opportunity to request written notification of proposed changes to the City's land use regulations which may reasonably relate to my application.

Applicant: _____

Date: _____

Owner:* _____

Date: _____

* If different than applicant, owner must either sign this application or attached a signed letter authorizing this application.

Minimum Requirements for Filing

ALL APPLICATIONS:

1. All plans shall be folded to no larger than 8-1/2"X14". Presentation drawings (colored site plans and building elevations) should not be folded.
 2. Required colored plans may be submitted following the acceptance of the application as complete for filing.
 3. All required plan reductions shall be photographically produced (e.g., KP5, PMT, etc.) and legible. Photocopies will not be accepted.
 4. Additional materials and information may be required depending upon project scope and complexity.
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TYPE I—MINOR NEW CONSTRUCTION APPLICATIONS

- (1)- *Administrative Review Application* and filing fee;
 - (1)- *Utility Devices Assessment Form*;
 - (1)- Plan review fee paid to the Chino Valley Independent Fire District, 2005 Grand Avenue, Chino Hills, California 91709 (Phone: (909) 902-5208);
 - (10)- Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout*;
 - (10)- Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* handout*;
 - (10)- Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout*;
 - (3)- Copies of landscape plans prepared in accordance with the *Minimum Required Information Checklist* handout;
 - (10)- Copies of sign plans or sign program prepared in accordance with the *Minimum Required Information Checklist* handout*;
 - (1)- Copy of colored site plans and elevations;
 - (1)- Copy of all submitted plans reduced to 11"X17"; and
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.
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TYPE II—MINOR ADDITION, EXPANSION OR ALTERATION APPLICATIONS

- (1)- *Administrative Review Application* and filing fee;
- (1)- *Utility Devices Assessment Form*;
- (1)- Plan review fee paid to the Chino Valley Independent Fire District, 2005 Grand Avenue, Chino Hills, California 91709 (Phone: (909) 902-5208);
- (10)- Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout*;
- (10)- Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* handout*;
- (10)- Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout*;

- (3)- Copies of landscape plans prepared in accordance with the *Minimum Required Information Checklist* handout;
 - (10)- Copies of sign plans or sign program prepared in accordance with the *Minimum Required Information Checklist* handout*;
 - (1)- Copy of colored site plans and elevations;
 - (1)- Copy of all submitted plans reduced to 11"X17"; and
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

TYPE III—LAND USE APPLICATIONS

- (1)- *Administrative Review Application* and filing fee;
 - (1)- *Supplemental Application* (if required), including any supplementary materials and/or information specified on the application;
 - (1)- Plan review fee paid to the Chino Valley Independent Fire District, 2005 Grand Avenue, Chino Hills, California 91709 (Phone: (909) 902-5208); and
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.
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VARIANCE (MINOR)

- (1)- *Administrative Review Application* and filing fee;
- (3)- Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout;
- (3)- Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* handout;
- (3)- Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout; and
- (1)- Copy of all submitted plans reduced to 11"X17".

* See Planning Division for submittal variations regarding staff decision requests.

Recycling Facility Supplemental Application

City of Chino • Community Development Department

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By completing the information requested, this supplemental in conjunction with the Administrative Review application will serve as a request for a Temporary RV Living Unit Permit. Planning Division staff will assist you in completing this application and which can be reach at (909) 591-9812. Planning Division counter hours are 8 AM to 6 PM, Monday through Friday.

Project No.: _____

Type of recycling facility proposed:

- Reverse Vending Machine (*Includes automated mechanical devices that accepts one or more types of empty beverage containers, including, but not limited to, aluminum cans, glass and plastic bottles, and issues a cash refund or a redeemable voucher. A reverse vending machine may sort and process containers mechanically, if the entire process is enclosed within the machine.*)
- Recycling Facility Permit (*Includes a center of not more than 500 SF in area for the acceptance by donation, redemption or purchase, of recyclable materials from the public, and consisting of one or more of the following:*
 - *Mobile Recycling Unit: An automobile, truck, trailer or van, licensed by the Department of Motor Vehicles, which is used for the collection of recyclable materials. A mobile recycling unit also means bins, boxes or containers transported by trucks, vans or trailers, and used for the collection of recyclable materials.*
 - *Bulk Reverse Vending Machine: A reverse vending machine that is larger than 50 SF in area, is designed to accept more than one (1) container at a time, and will pay by weight rather than by individual container.*
 - *Kiosk Type Unit: Portable recycling units, but may include small permanent structures.*
 - *Unattended Containers: Any unattended container placed for the donation of recyclable material.)*

SUPPLEMENTAL REQUIREMENTS FOR FILING

- Two copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout; and
- Photographs of the proposed site, including the proposed location/position of equipment.

RECYCLING FACILITY OPERATIONAL STANDARDS

- (1) Reverse Vending Machines. Reverse vending machines located inside an existing building do not require City review or approval. Reverse vending machines located outside of a building shall be permitted subject to approval by the Director of Community Development, and shall be subject to the following operational conditions, requirements and standards:
 - (a) The facility shall be established with an existing commercial use that meets all zoning, building and fire codes of the City.
 - (b) The facility shall be located within approximately 50 FT of the entrance to the commercial building.
 - (c) The facility shall occupy no more than 50 SF per installation, including any protective enclosure, and shall be no more than 10.5 FT in height.
 - (d) The facility shall be constructed and maintained with durable waterproof and rust proof material.
 - (e) The facility shall be clearly marked to identify the type of material to be deposited, operating instructions, and the name and phone number of the operator or responsible person to call if the machine is inoperative.
 - (f) The facility shall be maintained in a clean and litter free condition at all times.
 - (g) The facility shall not occupy parking spaces required by the primary use.
- (2) Small Collection Facilities. Small collection facilities shall be subject to the following operational conditions, requirements and standards:
 - (a) The facility shall be established with an existing commercial use or community service facility that meets all zoning, building and fire codes of the City.
 - (b) Upon termination of any small collection facility, the property owner shall be responsible for restoring the site to its original condition.
 - (c) The facility shall be no larger than 500 SF and occupy no more than 5 parking spaces, not including space that will be periodically needed for removal of materials or exchange of containers.

- (d) The facility shall be set back at least 25 FT from any street property line and shall not obstruct pedestrian or vehicular circulation, or inhibit driver visibility.
- (e) The facility shall use no power-driven processing equipment, excepting reverse vending machines.
- (f) The facility:
 - (i) Shall use containers constructed and maintained with durable waterproof and rustproof material;
 - (ii) Shall be covered when the site is not attended;
 - (iii) Shall be secured from unauthorized entry or removal of material; and
 - (iv) Shall be of a capacity sufficient to accommodate materials collected.
- (g) All recyclable material shall be stored in containers or in a vehicle. Materials shall not be left outside containers when an attendant is not present.
- (h) The facility shall be maintained in a clean and litter free condition at all times.
- (i) The facility shall not exceed adopted City noise standards.
- (j) Facilities located next to residentially zoned property or a residential use shall operate only during the hours of 7:00 a.m. and 7:00 p.m.
- (k) Containers shall be clearly marked to identify the type of material that may be deposited, the name and telephone number of the facility operator, hours of operation, and shall display a notice stating that no material shall be left outside the recycling enclosure or containers.
- (l) Design details and/or additional landscaping may be required of a facility as deemed necessary by the Director of Community Development.
- (m) Mobile recycling units shall have an area clearly marked to prohibit other vehicular parking during hours when the mobile unit is scheduled to be present.
- (n) The occupation of parking spaces by a small collection facility and its attendant shall not reduce available parking spaces below the minimum required for the primary use unless a parking study is conducted which shows that existing parking lot capacity is not already fully used during the time the recycling facility will be on the site. If this is the case, a reduction in available parking spaces in an established facility may then be allowed as follows:

<u>Number of Available Parking Spaces</u>	<u>Maximum Reduction</u>
25 or less	0
26 – 35	2
36 – 49	3
50 – 99	4
100 or more	5

APPLICANT'S AFFIDAVIT

I hereby certify that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief. I understand that failure to comply with the operational standards as set forth above could result in the revoking of my permit. Furthermore, I have read the above listed operational standards for senior secondary units (grannyflats) and agree to comply with the provisions.

Applicant: _____

Date: _____

Owner:* _____

Date: _____

* If different than applicant, owner must either sign this application or attached a signed letter authorizing this application.