



**Administrative Use Permit Application Form—
Boarding, Lodging and Rooming House Permits, Recycling
Facility—Reverse Vending Machine Permits, and Urban Agriculture
Permits**

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items requested by this application packet, along with the required filing fee, must be provided before the Planning Department counter staff can accept your application for filing. Please review all minimum requirements prior to submitting your application, as counter staff do not have the authority to waive any requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh".

Henry K. Noh
Planning Director

ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
- Mike Lorenz, Police Chief (909) 395-2710 or mlorenz@ontarioca.gov
- Ethics Line (800) 500-0333



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GENERAL INFORMATION

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

<i>For Staff Use Only</i>	
File No.:	_____
Submitted:	_____
Rec'd By:	_____
Fee: \$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check (# _____)
<input type="checkbox"/> Credit Card	
Receipt No.:	_____
Action:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By:	_____
Date:	_____

TYPE OF ADMINISTRATIVE USE PERMIT REQUESTED

- Boarding, Lodging & Rooming Houses Permit
- Recycling Facility—Reverse Vending Machine Permit
- Urban Agriculture Permit

LOCATION OF PROPOSED USE

Address: _____

Assessor Parcel No(s).: _____

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Contact Name & Title: _____

Contact Telephone No.: _____ Contact Email: _____

APPLICANT ACKNOWLEDGEMENT

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, I, the undersigned, agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: _____ Signature: _____

Name (print or type): _____

PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT

I, the undersigned, certify and say that I am the **owner**, **approving agent**, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: _____ Signature: _____

Name (print or type): _____

Address: _____

Daytime Phone: _____

**Administrative Use Permit Application Form —
Boarding, Lodging Rooming Houses/Reverse Vending Machines/Urban Agriculture**

APPLICANT CRIMINAL HISTORY:

Have you ever been arrested or detained by the police (exclude traffic violations)?

Yes No

If yes, provide the following details (attach additional sheets if necessary):

[1] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[2] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[3] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[4] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[5] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[6] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[7] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

[8] Crime Charged: _____

Police Agency: _____

Date: _____ Disposition of Case: _____

**Administrative Use Permit Application Form —
Boarding, Lodging Rooming Houses/Reverse Vending Machines/Urban Agriculture**

RESIDENT DISCLAIMER FORM (*Note: All residents of the home are required to complete this Resident Disclaimer*):

I have been advised that a parolee may now, or in the future, live in this residence.

[1] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[2] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[3] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[4] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[5] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[6] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[7] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[8] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

[9] Signature: _____ Date: _____
Name (*print or type*): _____ Date of Birth: _____

CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
2. Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises.
3. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
4. Resident, any member of the resident's household or a guest, or another person under the resident's control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health & Safety Code '11350, et seq., at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or another person under the resident's control shall not engage in any illegal activity, including: prostitution as defined in Penal Code '647(b); criminal street gang activity, as defined in Penal Code '186.20 et seq.; assault and battery, as prohibited in Penal Code '240; burglary, as prohibited in Penal Code '459; the unlawful use and discharge of firearms, as prohibited in Penal Code '245; sexual offenses, as prohibited in Penal Code '269 and 288, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Resident's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

RECYCLING FACILITY—REVERSE VENDING MACHINE PERMIT—SUPPLEMENTAL INFORMATION

HOST BUSINESS INFORMATION:

Business Name: _____

Business Address: _____

Contact Person Information:

Name & Title: _____

Telephone No.: _____ Email: _____

CONDITIONS OF APPROVAL:

1. Reverse vending machines shall be established pursuant to the requirements of this Development Code, and the building and fire codes of the City.
2. Reverse vending machines shall be located within 30 FT of the entrance of the host business and shall not obstruct pedestrian or vehicular circulation.
3. Reverse vending machines shall be constructed and maintained with durable waterproof and rustproof materials, and shall be covered.
4. Reverse vending machines shall be clearly marked to identify the type of material to be deposited, operating instructions, and the identity and telephone number of the operator or manager if the facilities become inoperable.
5. Reverse vending machines shall be limited to 3 machines for each host business.
6. Reverse vending machines shall occupy a maximum of 50 SF per installation, including any protective enclosure, and shall not exceed 9 FT in height.
7. Reverse vending machines shall not occupy parking spaces required for the host business pursuant to Division 6.03 (Off-Street Parking and Loading) of the Development Code, nor shall it encroach upon any landscaped area.
8. Reverse vending machines shall be maintained in a clean, litter-free condition.
9. The operating hours of reverse vending machines shall be the same as the host business.
10. Reverse vending machines shall be illuminated to ensure comfortable and safe operation if open between dusk and dawn.

URBAN AGRICULTURE PERMIT—SUPPLEMENTAL INFORMATION

TYPE OF URBAN AGRICULTURE PERMIT REQUESTED:

- Community Garden (see ODC §§ 5.03.410.E)
- Urban Farm (see ODC §§ 5.03.410.F)
- On-Site Produce Sales Stand (see ODC §§ 5.03.410.E.2.d, §§ 5.03.410.F.2.d & §§ 5.03.410.G)

APPLICANT INFORMATION:

Is the composting of site-generated refuse proposed?

Yes No

CONDITIONS OF APPROVAL:

A. General Operational Requirements. The Community Garden/Urban Farm shall comply with the following general operational requirements:

1. The Community Garden/Urban Farm shall be designed and maintained to ensure that water will not drain to adjacent properties or the public right-of-way.

2. The Community Garden/Urban Farm shall be designed and maintained to prevent dust and other fugitive particles from leaving the site.

3. The Community Garden/Urban Farm shall be designed and maintained to prevent the uninhibited growth of weeds and the accumulation of debris.

4. Permanent fencing shall be provided around the perimeter of the Community Garden/Urban Farm. All fencing shall comply with the standards of the zoning district in which the Community Garden/Urban Farm is located. Fencing located adjacent and parallel to a street shall be of an open design to allow for views into the site, and shall have at least one access gate. Fences shall be affixed to the ground with steel posts anchored in a concrete footing.

5. The Community Garden/Urban Farm shall provide a landscape screen along all street frontages, which is comprised of vines or espalier fruit trees to provide an attractive visual buffer from the public right-of-way.

6. A minimum 4-FT wide walkway shall be provided from the public right-of-way to the Community Garden/Urban Farm. The walkway shall be clearly marked and made from a decorative compacted material, such as decomposed granite, or a decorative pervious surface, such as concrete pavers.

7. The Community Garden/Urban Farm shall provide refuse storage containers, serviced by the City, which are screened from the public right-of-way. The number and placement of storage containers shall be consistent with the approved site plan.

8. Any storage area for tools, equipment, or other materials, shall be enclosed and located outside of the designated setback areas of the zoning district in which the Community Garden/Urban Farm is located. Storage buildings shall not exceed 120 SF in area and 14 FT in height. The use of metal shipping containers shall be prohibited.

9. A water meter and hose bibs shall be provided for the Community Garden, and shall be consistent with all applicable landscape regulations.

10. The hours of operation shall be limited to the hours between 7:00AM and dusk.

11. The Community Garden/Urban Farm shall be locked and secured during non-operating hours.

12. Lighting for the Community Garden shall be reviewed and approved by the Planning and Police Departments. Lighting shall be for general security and not for nighttime operations.

13. Approval by a homeowner or property owner association, if any, shall be provided prior to the establishment of the Community Garden.

14. The composting of site-generated refuse is an excellent method for providing sustainable fertilization of Community Gardens/Urban Farms. Materials from off-site sources shall be limited to green waste (no manure from off-site sources shall be used for composting purposes). Facilities that choose to engage in composting shall provide a Composting Plan with their Urban Agriculture Permit application, and shall comply with each of the following standards:

a. A compost pile and composting facilities shall be located at least 20 FT from any interior property line, and shall not be located within any designated setback area of the zoning district in which the Community Garden/Urban Farm is located.

b. A compost pile shall be located at least 50 FT from any habitable structure located on adjacent properties.

c. A compost pile and composting facilities shall be fully screened and/or hidden from public view, and shall not exceed 5 FT in height.

d. Composting activities shall be conducted in a manner that does not create a nuisance (generation of noise, odors, insects, etc.) nor impact the public health, safety, or welfare of persons within the area surrounding the Community Garden/Urban Farm, or its participants, employees, or staff.

e. The scale of the composting activity shall be consistent with the fertilizer requirements for the related Community Garden/Urban Farm the composting activity is intended to serve.

B. Community Gardens. The Community Garden shall comply with the following:

1. Community Garden Operational Requirements.

a. Community Gardens shall not use non-organic pesticides or herbicides.

b. Maintenance of the Community Gardens shall not involve the use of commercial or industrial grade machinery and powered equipment without prior approval by the City's Planning Department (only mechanical equipment designed for household use should be used).

2. Community Garden On-Site Produce Sales.

a. The on-site sale of produce for profit is strictly prohibited.

b. An On-Site Produce Sales Stand shall be prohibited, unless otherwise requested by the Applicant and permitted by Special Condition of Approval, below.

c. An On-Site Produce Sales Stand shall be operated by a non-profit organization, and shall be established and operated in compliance with Section D (On-Site Produce Sales Stands) of these Conditions of Approval. An On-Site Produce Sales Stand establish in conjunction with a Community Garden is intended to be small in scale, and designed to benefit residents and businesses immediately surrounding the Community Garden. Furthermore, an On-Site Produce Sales Stand may be used as a marketing tool to encourage new Community Garden participants, and to offset the costs of maintaining and operating a Community Garden. A Community Garden that proposes to operate an On-Site Produce Sales Stand shall submit a Produce Sales Stand Operation Plan with their Urban Agriculture Permit application.

d. An On-Site Produce Sales Stand established and operated in conjunction with a Community Garden shall comply with the following standards:

(1) The stand must be located on the same site as the approved Community Garden.

(2) At least 51 percent of the produce sold at the stand shall be grown on-site or at other Community Gardens located within the City, which have been established pursuant to Ontario Development Code requirements. The balance of the produce sold at the stand may be grown outside the City, at a facility holding a County Certified Producer Permit.

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(3) All proceeds from the stand shall directly benefit the related Community Garden program; however, a nominal amount of proceeds, not to exceed 10 percent of gross revenues, may be used to supplement the overhead costs of the non-profit organization that operates the sales stand.

(4) The applicant shall provide the City with information on the non-profit organization that will operate the On-Site Produce Sales Stand, including a copy of the Internal Revenue Service 501(c)(3) non-profit status form.

(5) The non-profit organization operating the On-Site Produce Sales Stand shall be responsible for obtaining all necessary food and health licenses, and permits issued by the State and County.

C. Urban Farms. The Urban Farm shall comply with the following:

1. Urban Farm Operational Requirements.

a. The Urban Farm may sell plants and produce grown on-site in compliance with Paragraph C.3 (Urban Farm On-Site Produce Sales Stands), and Section D (On-Site Produce Sales Stands), of these Conditions of Approval.

b. The use of commercial grade machinery and powered equipment, such as tractors, tillers or excavators shall be prohibited, unless otherwise requested by the Applicant and permitted by Special Condition of Approval, below.

2. Urban Farm On-Site Produce Sales Stands.

a. An On-Site Produce Sales Stand shall be prohibited, unless otherwise requested by the Applicant and permitted by Special Condition of Approval, below.

b. An On-Site Produce Sales Stand shall be established and operated in compliance with Subsection G (On-Site Produce Sales Stands) of this Section.

c. An On-Site Produce Sales Stand established and operated in conjunction with an Urban Farm shall comply with all of the following standards:

(1) The stand must be located on the same site as the Urban Farm it serves.

(2) All plants and produce sold at the stand must be grown on-site.

(3) The operator of the stand shall be responsible for obtaining all necessary food and health licenses, and permits issued by the State and/or County.

D. On-Site Produce Sales Stands. On-Site Produce Sales Stands shall be allowed in conjunction with a Community Garden or Urban Farm, subject to the following:

1. On-Site Produce Sales Stands shall only be used for the retail sales of plants or products that are grown on-site, except as otherwise specifically permitted by Subparagraph B.2.d(2) of these Conditions of Approval.

2. One produce sales stand shall be permitted on lots greater than 20,000 SF in area. The floor area of the stand shall not exceed 120 SF, and it shall not have a permanent foundation.

3. On-Site Produce Sales Stands shall be removed by the property owner(s), at their expense, upon termination of the host Community Garden or Urban Farm.

4. An on-site produce sales stand shall not be located within a public right-of-way.

5. On-Site Produce Sales Stands shall be setback a minimum of 20 FT from any street property line (public right-of-way), or side or rear property line.

6. Off-street parking areas, if any, shall be improved with compacted gravel or other material approved by the City, to control dust and erosion, and provide an all-weather driving surface.

7. Adequate provision for traffic circulation, off-street parking, and pedestrian safety shall be provided to the satisfaction of the Planning Director and City Engineer.

E. Special Conditions of Approval. The subject application shall comply with the following Special Conditions of Approval:



Administrative Use Permit Application Form— Minimum Application Filing Requirements

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Boarding, Lodging and Rooming House Permits, Recycling Facility—Reverse Vending Machine Permits, and Urban Agriculture Permits

BOARDING, LODGING & ROOMING HOUSE PERMIT

The minimum requirements for filing a Boarding, Lodging & Rooming House Permit application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Application Form*.
- A Site Plan and Floor Plan for the subject property, prepared in accordance with the *Minimum Plan Contents Checklist*.
- Written proof that the applicant is at least 18 years of age.
- Written proof that the person designated by the applicant, corporation, or partnership to act as its responsible Managing Officer in charge of the premises is at least 18 years of age.
- Completed Home Occupation Business License application.
- Completed *Crime Free Lease Addendum* form.
- Filing fees. The Planning Department Fee Schedule found [here: https://www.ontarioca.gov/Planning/Applications](https://www.ontarioca.gov/Planning/Applications). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

REVERSE VENDING MACHINE PERMIT

The minimum requirements for filing a Reverse Vending Machine Permit application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Application Form*.
- A Site Plan for the subject property, prepared in accordance with the *Minimum Plan Contents Checklist*.
- Proof that the proposed reverse vending machine(s) is/are constructed of durable waterproof and rustproof materials, such as a manufacturer or equipment provider brochure.
- Filing fees. The Planning Department Fee Schedule found [here: https://www.ontarioca.gov/Planning/Applications](https://www.ontarioca.gov/Planning/Applications). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

URBAN AGRICULTURE PERMIT

The minimum requirements for filing a Urban Agriculture Permit application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Application Form*.
- A Site Plan and Floor Plan for the subject property, prepared in accordance with the *Minimum Plan Contents Checklist*.
- Provide a Composting Plan (if on-site composting is proposed).
- Provide a Produce Sales Stand Operation Plan (if on-site produce sales is proposed).
- Filing fees. The Planning Department Fee Schedule found [here: https://www.ontarioca.gov/Planning/Applications](https://www.ontarioca.gov/Planning/Applications). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.



Administrative Use Permit Application Form— Minimum Plan Contents Checklist

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

PLAN PREPARATION GUIDELINES

Plans not conforming to the following guidelines will not be accepted for processing:

- All uploaded plan documents shall be provided in PDF format.
- All plans/maps shall be clearly labeled with the site address.
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan: The site plan shall be drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled, and shall include the following minimum information:

- Name and address of the Applicant.
- Date of preparation and/or revisions.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Show streets adjacent to the site, and the right-of-way width, including existing width.
- Street improvements (existing), including curbs, gutters, sidewalks, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures.
- Parking layout, including parking stall locations, back-up areas and drives, driveway approaches, and curb cuts.
- Handicap parking spaces.
- Loading zones.
- Location, height, and materials of walls and fences.
- Location of refuse areas, including wall and fence heights and materials.
- Location of any storage areas/buildings.
- Setback distances and yards.
- Landscape areas.
- Location of all existing trees.

- A Site Plan submitted for a Boarding, Lodging & Rooming House Permit application shall indicate a minimum of one off-street parking space for each sleeping room, with no less than one parking space for each two beds.
- A Site Plan submitted for a Reverse Vending Machine Permit shall indicate: [1] the location of the proposed reverse vending machine(s); and [2] the distance from the proposed reverse vending machine(s) to the host business.

Floor Plan: Floor plans shall be drawn to an architectural scale no smaller than 1/8"=1'-0", and shall include the following minimum information:

- Interior layout, with all rooms labeled.