



## **Housing Element Land Inventory Amendment Application Form**

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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", is written over a light blue horizontal line.

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](mailto:sochoa@ontarioca.gov)
- Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto: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.:	_____
<b>Action:</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By:	_____
Date:	_____

## PROPERTY LISTED ON LAND INVENTORY REQUESTED TO BE AMENDMEND

Address: \_\_\_\_\_

\_\_\_\_\_

Assessor Parcel No(s): \_\_\_\_\_

\_\_\_\_\_

Land Inventory Map ID No(s): \_\_\_\_\_

## HOUSING ELEMENT LAND INVENTORY AMENDNENT REQUEST

Existing Zoning: \_\_\_\_\_

Existing Zone Density Range: \_\_\_\_\_

Land Inventory Total Unit Count: \_\_\_\_\_

Land Inventory Acreage: \_\_\_\_\_

Land Inventory Density (du/ac): \_\_\_\_\_

Proposed Total Unit Count: \_\_\_\_\_ Unit Shortfall: \_\_\_\_\_

Acreage: \_\_\_\_\_

Proposed Density (du/ac): \_\_\_\_\_

Does the proposed density fall within the density range of the existing zoning?  Yes  No

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Is a Zone Change/General Plan Amendment needed for the subject or proposed replacement site(s)?  Yes  No

If you answered "yes" to the question above, describe the necessary Zone Change/General Plan Amendment below. (Note: The Housing Element Land Inventory Amendment may not be granted until the Zone Change/General Plan Amendment is approved.)

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In reviewing a HOUSING ELEMENT LAND INVENTORY AMENDMENT REQUEST, the Zoning Administrator will consider the following factors, as applicable to the proposed request:

- The proposed amendment to the Housing Element Land Inventory is consistent with the goals, policies, plans, and exhibits of the Vision, Policy Plan (General Plan) including the Housing Element, and City Council Priorities components of The Ontario Plan.
- The remaining sites identified in the Housing Element are adequate to meet the requirements of the State of California Government Code Section 65583.2 and to accommodate the City's share of the regional housing need (RHNA) pursuant to Section 65584.
- The proposed amendment to the Housing Element Land Inventory is compatible with adjoining sites, any physical constraint identified on the subject site, and the characteristics of the area in which the site is located.
- There are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the vicinity and in the same zoning district.
- The strict enforcement of the Housing Element Land Inventory obligations would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the development regulations contained in the City of Ontario Development Code.
- The strict enforcement of the Housing Element Land Inventory obligations would deprive the applicant of privileges enjoyed by the owners of other properties in the same zoning district.
- The granting of the Housing Element Land Inventory amendment will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity.

For the proposed HOUSING ELEMENT LAND INVENTORY AMENDMENT REQUEST, describe the proposed request in detail, including discussion of each of the above-described factors, as applicable (*attach additional sheets as necessary*) (Note: Proposed replacement sites need to provide units within the same affordability category as the subject site in the Housing Element Land Inventory. Proposed replacement sites need to be identified by APN, zone, units, acreage, and density.):

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**APPLICANT ACKNOWLEDGMENT**

I, the undersigned, do hereby certify and state that I am the applicant in the foregoing application, that I have read the foregoing application and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

Furthermore, I hereby 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, as it pertains to this application. 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 ACKNOWLEDGMENT**

I, the undersigned, do hereby certify and state that I am the owner of the property in the foregoing application, that I have read the foregoing application, and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_



## **Housing Element Land Inventory Amendment Application Form – Minimum Filing Requirements**

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### **MINIMUM FILING REQUIREMENTS**

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>.

- (1) Completed *Housing Element Land Inventory Amendment Application Form*.
- (2) Filing fee for Zoning Administrator Public Hearing (see Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.