



Development Code/Specific Plan Interpretations and Land Use Determinations Application Form

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 (PRINT OR TYPE)

**Property Owner: _____

Address: _____

Phone: _____

Email: _____

**Applicant: _____

Address: _____

Phone: _____

Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____

Email: _____

For staff use only
File No.: _____

Related Files: _____

Date: _____
Rec'd by: _____
Fees Paid: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)
<input type="checkbox"/> Credit Card
Receipt No.: _____

** *Note:* If the property owner or applicant is a trust, partnership, corporation, or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation, or LLC

TYPE OF REVIEW REQUESTED

Development Code or Specific Plan Interpretation

Land Use Determination

PROJECT LOCATION (if applicable)

General Location or Address of Project: _____

Assessor's Parcel No(s). (attach additional sheets if necessary): _____

DEVELOPMENT CODE INTERPRETATION

For a DEVELOPMENT CODE or SPECIFIC PLAN INTERPRETATION, describe in detail, the requested provision(s) to be interpreted, including the applicable Development Code or Specific Plan section numbers, and the expected outcome (attach additional sheets as necessary):

LAND USE DETERMINATION

In reviewing a LAND USE DETERMINATION, the Zoning Administrator will consider the following land use characteristics, as applicable to the proposed land use:

- Volume and type of sales (retail or wholesale), the size and type of items sold and nature of inventory on the premises;
- Processing, assembly, manufacturing, smelting, warehousing, shipping and distribution done on the premises; and dangerous, hazardous, toxic or explosive materials used in processing;
- Nature and location of storage and display of merchandise (enclosed, open, inside or outside the principal building), and the predominant types of items stored (business vehicles, work-in-progress, inventory and merchandise, construction materials, scrap and junk);
- Type, size and nature of buildings and structures supporting the use;
- Number and density of employees and customers, business hours and employment shifts;
- Transportation requirements (including modal split for people and freight) by volume, type, characteristics of traffic generation to and from the site, and trip purposes;
- Parking characteristics, turnover and generation, and the ratio of the number of spaces required per unit area or activity;
- Predilection for attracting or repelling criminal activity;
- Amount and nature of nuisances generated on the premises, such as fumes, glare, noise, odor, radiation, smoke, and vibration; and
- Special public utility and services requirements, such as communications towers/antennas, power structures, pretreatment of emissions or wastes, wastewater discharge and water supply.

For the proposed LAND USE DETERMINATION, describe the proposed land use in detail, including discussion of each of the above-described characteristics, as applicable (attach additional sheets as necessary):

APPLICANT ACKNOWLEDGMENT

I, the undersigned, certify and say 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 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): _____



Development Code/Specific Plan Interpretations and Land Use Determinations 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 *Development Code/Specific Plan Interpretations and Land Use Determinations Application Form*.
- (2) Filing fee (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.