

**CITY OF GRAND TERRACE**

Community Development Department  
22795 Barton Road  
Grand Terrace, CA 92313  
(909) 824-6621

*Uniform Application  
Major Permits*

***General Information***

OFFICE USE ONLY				
File No.:		Related Files:		
Date Submitted	Environmental Review Case No.	Categorically Exempt	Fees Received \$	Received By
Applicant:			Contact Person:	
Address:				
Phone:	Fax:		E-mail Address:	
Additional Contact Person: (Please Specify Name, Company, Title)				
Address:				
Phone:	Fax:		E-mail Address:	
Legal Property Owner:				
Address:				
Phone:	Fax:		E-mail Address:	
<b><i>Project Description</i></b>				
Detailed Description of Proposed Project (attach additional sheets if necessary)				
Project Address:			Assessor's Parcel Number(s):	
<b><i>Type of Review Requested (check all applicable boxes)</i></b>				
<input type="checkbox"/> Site and Architecture Review	<input type="checkbox"/> Tentative Tract Map	<input type="checkbox"/> Determination of Use		
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> General Plan Amendment		
<input type="checkbox"/> Environmental Review	<input type="checkbox"/> Zone Change	<input type="checkbox"/> Variance		
<input type="checkbox"/> Room Addition	<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> Other:		

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***Additional Contact Information***

<b>Architect:</b>		Contact Person:	License No:
Address			
Phone:	Fax:	E-Mail Address:	
<b>Engineer:</b>		Contact Person:	License No:
Address:			
Phone:	Fax:	E-mail Address:	
<b>Landscape Architect:</b>		Contact Person:	License No:
Address:			
Phone:	Fax:	E-mail Address:	

***Applicant Affidavit***

I certify that the foregoing and following information in this application is true and accurate to the best of my knowledge and belief.

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

Print Name and Title: \_\_\_\_\_

***Property Owner Affidavit***

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.

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

Print Name and Title: \_\_\_\_\_



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### Residential Project Summary

GRAY SPACE IS FOR OFFICE USE ONLY				
General Plan Land Use Designation:		Existing Land Use(s):		
Zoning:	Overlay Zone:		No. of Existing Buildings:	
Zoning of Surrounding Property:	North:	South:	East:	West:
Required Setbacks:	Front:	Rear:	Side:	Side:
Proposed Setbacks:	Front:	Rear:	Side:	Side:
Does The Proposal Provide/Allow For Visibility of or From Neighbors' Yards?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>PROJECT AREA</b>				
Gross (Including area to centerline of abutting streets)		Acres		
Net (Exclusive of dedication for major external and secondary streets)		Acres		
<b>DWELLING UNITS (Based on Net Area)</b>		<b>Number</b>	<b>Net Density</b>	<b>Sq. Ft.</b>
Single Family Detached				
Single Family Attached				
Multi-family/Condominium				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four Bedroom				
Other (specify):				
<b>TOTAL:</b>				
<b>AREA DISTRIBUTION (Based on Net Area)</b>		<b>Acres/Sq. Ft.</b>	<b>% of Net Area</b>	
Building Coverage				
Landscape Coverage				
Common Open Space				
Private Open Space				
Usable Open Space (Common + Private)				
<b>PARKING</b>		<b>Parking Ratio</b>	<b># of Units</b>	<b>Spaces Req'd</b>
Single Family Detached		2.0/unit		
Single Family Attached		2.0/unit		
Multi-family Condominium		2.0/unit		
Guest Parking		0.25/unit		
<b>TOTAL:</b>				

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## Commercial & Industrial Project Summary

GRAY SPACE IS FOR OFFICE USE ONLY				
General Plan Land Use Designation:			Existing Land Use(s):	
Zoning:	Overlay Zone:		No. of Existing Buildings:	
Hours of Operation			Number of Employees	
Zoning of Surrounding Property:	North:	South:	East:	West:
Required Setbacks:	Front:	Rear:	Side:	Side:
Proposed Setbacks:	Front:	Rear:	Side:	Side:
PROJECT SUMMARY				
Gross (Including area to centerline of abutting streets)			Acres	
Net (Exclusive of dedication for major external and secondary streets)			Acres	
AREA DISTRIBUTION (Based on Net Area)			Acres/Sq. Ft.	% of Net Area
Building Coverage				
Landscape Coverage				
Parking Area (Including driveways, loading areas, and spaces)				
FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)				
Proposed Use		# Of Stories	Gross Floor Area (sq. ft.)	Area of Building Pad
PARKING (Calculate Each Use Within a Building Separately)				
Type of Use	Parking Ratio	# Spaces Required	# Spaces Provided	
TOTALS				



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### *Variance Applications Only*

#### **Please Complete The Following**

What special circumstance regarding the size, shape, topography, location or surroundings of the subject property exists?

The strict application of the zoning ordinance deprives the subject property of privileges enjoyed by other property in the vicinity and under identical zoning classification because?

The granting of the variance will not constitute the grant of special privileges inconsistent with the limitations upon other properties in the vicinity and district in which the property is situated because?

The granting of the variance will not authorize a use or activity which is not otherwise expressly authorized by the district governing the parcel or property because?



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## Uniform Application Major Permits

### Submittal Requirements

SAR	CUP	ER	DU	TTM	TPM	PR	ZC	SPA	GPA	VAR		
											<b>SAR</b> = Site and Architecture Review <b>ER</b> = Environmental Review <b>TTM</b> = Tentative Tract Map <b>PR</b> = Preliminary Review <b>SPA</b> = Specific Plan Amendment <b>VAR</b> = Variance	<b>CUP</b> = Conditional Use Permit <b>DU</b> = Determination of Use <b>TPM</b> = Tentative Parcel Map <b>ZC</b> = Zone Change <b>GPA</b> = General Plan Amendment
1	1	1	1	1	1	1	1	1	1	1	1)	Completed application
1	1		1	1	1	1	1	1	1	1	2)	Letter of intent
17	17		3			10		26		26	3)	Site plan <sup>a</sup>
17	17					10				26	4)	Floor plan, scaled & dimensioned drawing of each proposed floor
17	17		3								5)	Parking usage plan
1	1	1	1	1	1	1	1	1	1	1	6)	Complete set of site photos
17	17					10		26			7)	Building elevations for new facilities and exterior remodels) - scaled and dimensioned drawings of each side of the building, including adjacent grades. Specify colors and materials and dimension to the highest point.
17	17			17	17	10		26			8)	Grading plan - a plan showing existing and proposed topography for the site within 100 feet of the property lines, including existing and proposed structures as well as all trees with a trunk diameter greater than 4 inches.
17	17							26			9)	Landscaping plan - a conceptual plan, showing proposed plant material, common and botanical names, quantities and sizes, paved areas and property lines.
1								1			10)	Colors and Materials board - samples of exterior design elements such as roofing material, paint chips, brick, stone or other accent features mounted on a single 8 1/2" X 11" mounting board.
1	1			1	1	1	1	1	1	1	11)	Digital images of all plans and exhibits (PDF, TIFF, GIF, JPEG)
				17	17						12)	Proposed Tentative Map <sup>b</sup>
2	2			2	2	2	2	2	2		13)	Preliminary title report (less than 60 days old)
2	2			2	2						14)	Preliminary geotechnical soils report
1	1			1	1	1	1	1	1	1	15)	Environmental Information form
								26			16)	Proposed specific plan <sup>c</sup>
2	2						2		2	2	17)	Current Grant Deeds for each property
1	1			1	1		1	1	1	1	18)	One copy of mailing labels, and two gummed sets of mailing labels - see attached instructions 500-Foot Radius Map required for properties less than 5-acres 1,000-Foot Radius Map required for properties 5 to 9.99-acres 1,500-Foot Radius Map required for properties 10-acres or more
**	**		**	**	**		**	**	**	**	19)	Appropriate fee(s) <sup>d</sup>

\* Completed Uniform Application as well as completed Environmental Information Application.

\*\* Fees are as follows **(PLEASE CALL COMMUNITY DEVELOPMENT DEPARTMENT TO VERIFY FEES):**

- Site and Architecture Review: \$5,000 Deposit Actual Cost
- Conditional Use Permit: \$5,000 Deposit Actual Cost



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- Environmental Review: Please check with Staff for fees
  - Determination of Use (Staff Level): \$1,430
  - Determination of Use (Planning Commission): \$2,555
  - Tentative Tract Map: (5-15 lots \$4,090 plus \$112 per lot over 5 lots, 16-30 lots \$5,210 plus \$34 per lot over 15 lots, 31 plus lots \$5,720 plus \$34 per lot over 30 lots)
  - Tentative Parcel Map: \$4,090
  - Specific Plan: \$10,000 Deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside cost
  - Specific Plan Amendment: \$10,000 Deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside cost
  - General Plan Amendment: \$10,000 Deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside cost
  - Variance: \$1,890
- a. Site Plan: The following items shall be shown and labeled on the submitted site plan. Distinguish between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans must be drawn to scale unless noted otherwise by the Community Development Department:
1. Property line and dimensions.
  2. North arrow, scale and date.
  3. Location or vicinity map.
  4. Existing and proposed building and structure footprints, including loading zones.
  5. Dimension and nature of all easements.
  6. Frontage streets: name, centerline, curb line, right-of-way, street widths, improvements and utility poles. (Proposed grades or streets if applicable)
  7. Location of water/sewer lines.
  8. Location of fire hydrants.
  9. Setback and yard distances and spaces between buildings and/or spaces between property lines and buildings.
  10. Detailed plan of landscaping showing the location, dimensions of landscaped areas.
  11. Driveways: show (A) all points of ingress and egress; (B) direction of ingress and egress; and (C) conflict points such as other driveways, streets or alleyways within 300 feet of proposed driveways (this can be on a separate plan).
  12. Parking layout showing sizes and location of each stall, back out area and driving aisles (indicate required parking).
  13. Handicapped ramps, parking, signs and pavement markings.
  14. Concrete header separating all paved vehicular areas from landscaping.
  15. Sidewalks and interior walks including ramps and curb ramps.
  16. Location, height and composition of walls and fences.
  17. Location of refuse containers.
  18. Location and method of lighting.
  19. Printed name, address, registration number and phone number or engineer/architect.
  20. Title block listing related case numbers.



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21. Existing contours (2 foot intervals) for projects site and adjacent topography within fifteen feet of the perimeter of the project site. Please note the effect of the proposed grading will have on adjacent properties.
  22. Proposed final grades shall be clearly shown and designated on plans along with cut and fill slopes. Slopes shall be clearly designated on plans and shall not exceed 2:1 unless approved.
  23. Show detail of any on-site walls and cribbing.
  24. Assessor's parcel number(s), legal description and project address.
  25. Existing and proposed zoning and General Plan designations.
  26. Square footage or gross and net acreage of property.
  27. Square footage of building and/or addition.
  28. Lot coverage (%).
  29. Square footage of landscaping: existing and proposed, and percent of landscaping, including trees to be removed.
  30. Building occupancy.
  31. Square footage of seating area or number of seats provided (if applicable).
  32. Construction type.
- b. Tentative Map:** The following information shall be delineated on the tentative map except those items as determined by the Community Development Director as not being pertinent to a particular division of land:
1. The tract or parcel map number as obtained from the County Surveyor's Office;
  2. Sufficient legal description of the land included on the map to define the boundaries of the tentative map;
  3. The name, address, and telephone number of the record property owners together with his/her affidavits consenting to the filing of the tentative map;
  4. The name, address, and telephone number of the subdivider together with his/her affidavits providing his/her approval of the tentative map as submitted;
  5. The name, address, and telephone number of the registered engineer or licensed land surveyor preparing the map;
  6. The name, address and telephone number of the geologist or soils engineer whose services were obtained in the preparation of the design of the tentative map;
  7. A geologic soils report prepared by a civil engineer who is registered by the state, based upon adequate test borings or excavations, unless the Building division, shall determine that, due to the knowledge such division has as to the soil qualities of the soil of such subdivision or lot, no preliminary analysis is necessary. If the preliminary soils report indicates the presence of critically expansive soils or other problems which, if not corrected would lead to structural defects, the person filing the tentative map shall submit a soils investigation of each lot in the subdivision, prepared by a civil engineer who is registered in this state, which shall recommend corrective action which is likely to prevent structural damage to each dwelling proposed to be constructed on the expansive soil. The Building Division shall approve the soils investigation if it determines that the recommended action is likely to prevent structural damage to each dwelling to be constructed and shall require that the approved recommended action be incorporated in the construction of each dwelling as a condition to the building permit;
  8. North point, scale, date, and boundary line of the division of land;





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9. Locations, names or other designations, widths, approximate centerline, curve radii, and approximate grades of all highways, streets, alleys, and pedestrian trails in the proposed land division and also those that are existing and adjoining the proposed land division;
10. The width and approximate locations of all existing or proposed railroads, flood control channels, public utilities, reservations, or other easements or rights-of-way;
11. The names, addresses, and phone numbers of the existing and proposed public utility companies that will serve the tract;
12. The lot or parcel layout, the approximate dimension of each lot or parcel, and a number or letter for each lot or parcel;
13. The approximate location of all areas subject to flood waters, overflow, or inundation, and the location, width, and direction of flow of all watercourses;
14. The accurate contour of the land in intervals of not more than two feet if the general slope of the land is less than ten percent or of not more than five feet if the general slope of land is more than ten percent. All elevations shall be based on U.S.G.S. data, or other data acceptable to the city engineer. Copies of U.S.G.S. maps are not acceptable;
15. The location and outline, to scale, of each building, utility pole, or other structure above ground, noting thereon whether same is to be removed from or is to remain in the development of the division of land. If the structure is to remain and within fifteen feet of a lot or parcel line, such distance is to be shown on the map;
16. The location of existing wells, water lines, cesspools, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the land division and within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or used;
17. A general location map of the area to be divided, showing its relation to adjacent subdivisions, existing main thoroughfares, and other pertinent information;
18. Approximate acreage and the total number of numbered lots or parcel and total number of lettered lots or parcels contained within the division of land;
19. Existing use of the property and of the adjoining property immediately surrounding the land division;
20. The name and tract number of adjoining subdivisions;
21. Existing zoning;
22. Type of development proposed on the division of land; if the property is proposed to be used for more than one purpose, the area, lot or lots proposed for each type of use;
23. Type of improvements including but not limited to streets, drainage, water, sewer, grading, utilities, pedestrian trails, street lights and tree planning which are proposed to be installed and the time at which such improvements are proposed to be completed;
24. The drainage area tributary to the division of land, and a statement setting forth in detail the manner in which storm runoff will enter the division of land, the manner in which it will be carried through the division of land, and the manner in which disposal beyond the division of land boundaries will be accomplished;
25. Proposed protective covenants, if any, to be recorded;
26. Location and dimensions of all streets and other lands whether for public or private purposes, to be dedicated or offered for dedication;
27. If private streets are proposed, the method by which their maintenance will be accomplished and financed;



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28. Location of lands intended to be dedicated for park or trail purposes and/or statement as to whether fees are proposed to be paid in lieu therefore;
  29. Proposed generalized grading to show proposed lot grades and proposed cut and fill slopes;
  30. Location of all trees within the division of land having a diameter of four inches and larger; and,
  31. Such other information as the Planning Commission determines is necessary to properly consider the proposed land division.
- c. Specific Plan: A Specific Plan shall comply with applicable State Planning Law and will include, but not limited to, the following:
1. The distribution, location, and extent of the uses of the land, including open space, within the area covered by the plan.
  2. The location and extent of public facilities, including circulation, sewer, water and drainage facilities as well as any other services needed to support the land uses described in the plan.
  3. Environmental review of the proposed project in accordance with California environmental law.
  4. Any specific standards or criteria by which the development will proceed.
- d. Additional fees may be required.



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### ***Mailing List and Radius Map Instructions***

Development proposals to be heard before the Planning Commission or City Council must include a mailing list, radius map and two sets of gummed mailing labels with their applications. The mailing list serves to notify nearby property owners of public hearing dates as required by state law.

A sample mailing list and radius map are attached as examples. Requirements of each are described below:

- **Mailing List – Submit the mailing list on 8 ½” X 11” gummed address label paper** and provide the names, address and assessor’s parcel numbers of all owners of real property within 500, 1,000, or 1,500 feet of the exterior boundaries of the subject property (see page six to identify the required mailing radius), the applicant, subject property owner, and contact person. Each parcel should have a key number referencing the mailing list to the radius map. Obtain the property owner information from the most recent San Bernardino County equalized assessment rolls. List must be prepared by a title company, signed and certified by its representative.
- **Radius Map – Show the required-foot radius line tracing around or through all property within 500, 1,000, or 1,500 feet of the subject property.** All parcels within or touched by the radius line are to be included in the mailing list. Key each lot on the radius map to each address on the mailing list.

The development application form requires the applicant’s certification that the information provided on the mailing list and radius map is the most current available.

### ***Mailing List Certification (required for public hearings)***

I, the applicant, certify that the mailing list herewith provided pursuant to the Public Notice Requirements for the application, contains the names and addresses of all persons to whom all 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 300-feet from the exterior boundaries of the property legal described above.

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

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

\_\_\_\_\_  
Print Name and Title:



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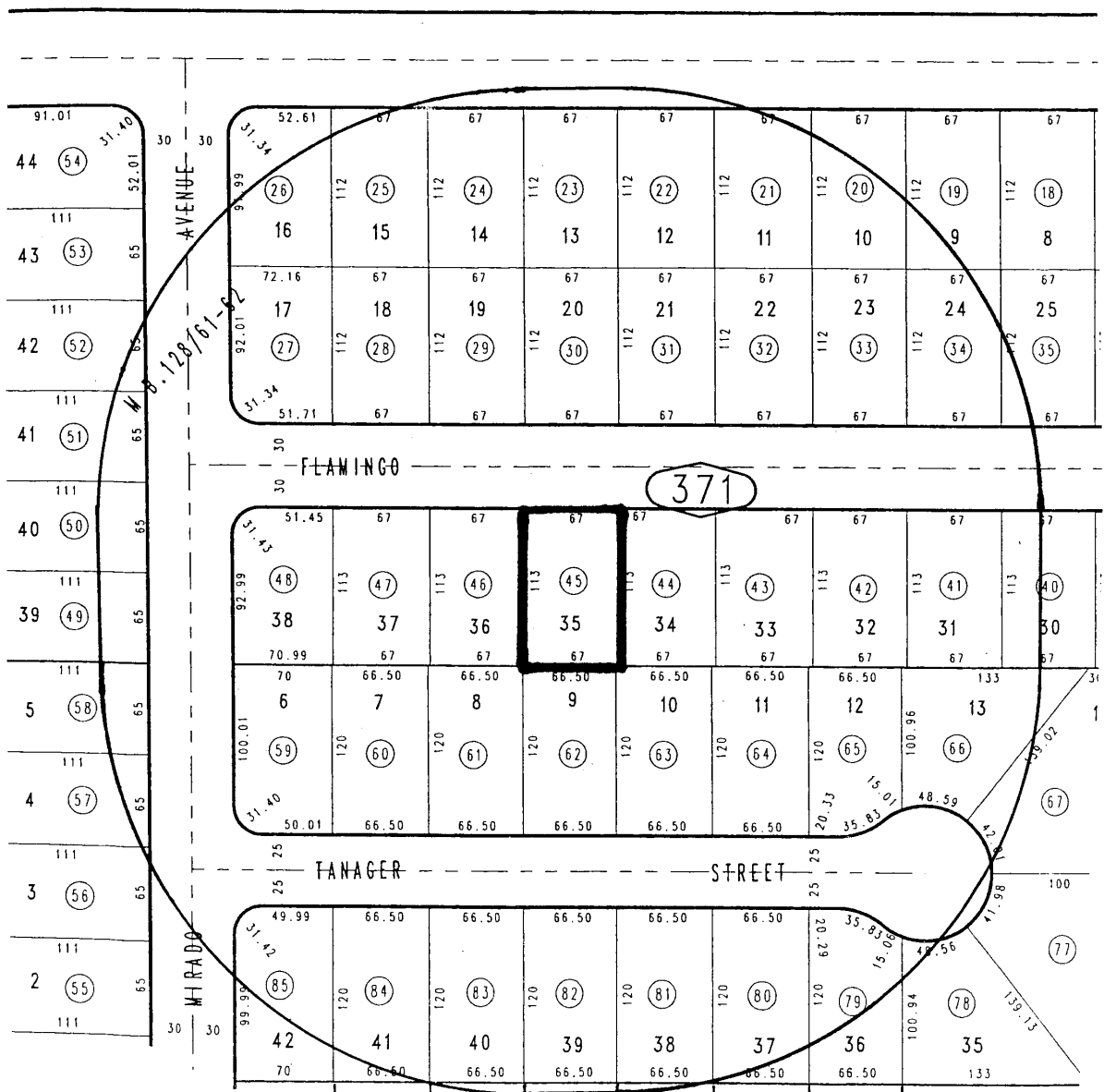
## Uniform Application Major Permits

### Example Sheet

Illustrated on the next two pages are examples of a five hundred (500) foot radius map and a corresponding mailing list prepared on gummed label paper as they should be submitted to the Planning Department. The map and the typed mailing list should be prepared on separate sheets of 8 1/2" X 11" paper.

### Sample

#### 500' Radius Map





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### *Sample Mailing List (On gummed Labels)*

1178-371-46  
Applicant  
00000 Flamingo Avenue  
Grand Terrace, CA 92313

1178-371-29  
Contact Person  
00000 Flamingo Avenue  
Grand Terrace, CA 92313

1178-371-30  
Subject Property Owner  
00000 Flamingo Avenue  
Grand Terrace, CA 92313

1178-371-31  
Resident  
00000 Flamingo Avenue  
Grand Terrace, CA 92313

1178-371-44  
Citizen  
00000 Flamingo Avenue  
Grand Terrace, CA 92313

1178-371-63  
Business  
00000 Tanager Avenue  
Grand Terrace, CA 92313