



## LAND USE SERVICES DEPARTMENT Planning Division

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[www.sbcounty.gov/uploads/LUS/Planning/Applications/GeneralPlanAmendment.pdf](http://www.sbcounty.gov/uploads/LUS/Planning/Applications/GeneralPlanAmendment.pdf)

## GENERAL PLAN AMENDMENT COMMUNITY PLAN AMENDMENT INFORMATION SHEET AND APPLICATION

**Deposit – \$10,000** for the “initial deposit.” (J615)

The Consolidated General Plan of San Bernardino County is the long-range policy document that guides all physical development in the County. The General Plan includes both a Land Use Map and text. State Law requires that all development be consistent with all provisions of the General Plan. Any proposed development project that is not consistent with the General Plan will require an amendment of the General Plan before it can be approved.

Applications to amend the General Plan or Community Plan are reviewed by the Planning Commission in public hearing and acted upon by the Board of Supervisors at public hearing. An action recommending denial by the Planning Commission terminates the action on the requested General Plan Amendment unless the action of the Planning Commission is appealed to the Board of Supervisors.

State law limits the number of times per year that the General Plan may be amended with exceptions for qualified affordable housing projects. Because of this limitation, it is necessary to group General Plan Amendment requests into four groups each year. Your request will be grouped with other requests for one of the four main hearings each year and you will be notified of the scheduled date for the hearing.

**Please use this information sheet as a checklist to assemble the materials required for the submittal of your General Plan Amendment and bring it with you when you submit your application. An appointment is not required to submit your application; however, appointments are available upon request. If you wish to schedule an appointment, please call one of the numbers listed above.**

### GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted. The County’s standard Land Use Application shall be used and is contained in this packet.
2. Determination of Application Completeness – County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
3. Environmental Action Determination – County staff will prepare an Environmental Initial Study in compliance with the California Environmental Quality Act (CEQA). It is through the Initial Study that the determination is made as to what type of environmental determination will be required. If an Environmental Impact Report (EIR) is required, staff will contact you to explain the process and the costs.
4. Recommendations and final report – The project planner will prepare these materials for consideration by Planning Commission at a public hearing approximately four weeks after all Environmental Review procedures have been completed. The applicant and neighboring property owners will be notified in writing of the hearing date and time and the hearing will also be advertised in a local newspaper.
5. Board of Supervisors – If the Planning Commission recommends approval, the case will be sent to the Board of Supervisors to be set for a public hearing and action. The typical time between the Planning Commission hearing and the Board of Supervisors hearing is four to six weeks. The action of the Board of Supervisors is final.

## CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311.

### Section A – Fees/Deposit

1. \_\_\_\_\_ Check or money order made payable to “San Bernardino County” in the amount of **\$10,000** for the “initial deposit.” (J615)
2. \_\_\_\_\_ **Receipt** from the Environmental Health Services Division (DEHS) of payment of required review fees. Contact DEHS at (800) 442-2283 for fee amount, applicability and payment prior to application submittal.

**“Actual Cost Initial Deposit”** – The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your proposed project. Your account is then charged for the staff time at established hourly rates (\$65 to \$250/hr). You are responsible for all charges made to the project account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the project review process. After the review is completed, a minimum deposit balance will be required for condition compliance processing. For more information on fees, please contact County Planning.

### Section B - County Documents

3. \_\_\_\_\_ **Two copies** of the completed Land Use Application Questionnaire.  
*Only two copies of the application are required for the initial filing of this application. Revisions may or may not be required. When Application Intake Center staff determines that the application is complete, you will be required to submit additional copies of the application. The specific number of copies to be submitted will be determined at that time.*
4. \_\_\_\_\_ Completed Hazardous Waste Site Certification form contained in this packet.
5. \_\_\_\_\_ **One completed** Financial Responsible Party Information form.

### Section C – Other Documents

6. \_\_\_\_\_ **One copy** of a) the recorded Grant Deed or b) the Quit Claim Deed with the previous Grant Deed for each lot or parcel or c) a copy of a current Preliminary Title Report (issued within 60 days of filing).
7. \_\_\_\_\_ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.
8. \_\_\_\_\_ **One copy** of the appropriate Assessor’s map. This may be obtained from the Assessor’s Office.
9. \_\_\_\_\_ **One copy** of the United States Geological Survey (USGS) Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant’s name. A legible photocopy is acceptable. The USGS map may be purchased at a local blueprint company.
10. \_\_\_\_\_ **One copy** of any letter or document received from the County or any other agency regarding this project.

11. \_\_\_\_\_ **Two copies** of a report discussing the following:
- a. Conditions or circumstances existing within the Planning Area that justifies the requested General Plan amendment including, but not limited to:
    - (1) Demonstrated changes in the goals and objectives of the community as reflected by citizen input.
    - (2) Changes in development patterns from that anticipated in the adopted General Plan such as land use, circulation, population, etc.
    - (3) Increased need for additional services and facilities that would be required as a result of approval of the requested General Plan Amendment.
  - b. Information on the impact of the project on General Plan issues such as land use, housing, transportation, energy, natural resources, safety, environmental quality, and intergovernmental coordination.
12. \_\_\_\_\_ Photos of the project site from various angles (digital photos are preferred). Include a vicinity map indicating the location and direction of view.

**Note:** State Fish and Wildlife fees may be required before your project can be approved.

If your project is subject to these fees, you will have to submit your payment (<https://www.wildlife.ca.gov/Conservation/CEQA/Fees> depending on project specifics) to the Clerk of the Board of Supervisors within five (5) days after the date of conditional approval. The project planner will then be able to complete the final paperwork at the appropriate time.

If you have any questions concerning the Environmental Filing Fee due to the State, please visit the California Department of Fish and Wildlife Web-Site. <https://www.wildlife.ca.gov/Conservation/CEQA>

No Effect Determination (NED) Process. For additional explanation to the regulations and procedures regarding NEDS please see the No Effect Determinations Detailed instructions at the following link. <https://www.wildlife.ca.gov/Conservation/CEQA/NEDhtml>

# LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the Application Intake Center at (909) 387-8311. **Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.**

**APPLICATION TYPE:** \_\_\_\_\_ **T.T.P.M.#:** \_\_\_\_\_  
[Take "type" from the top of the cover sheet, i.e. "Conditional Use Permit," "Tentative Tract," etc. (if a tentative map is involved include the map number)]

**All Assessor's Parcel Numbers (APNs):** \_\_\_\_\_

## Section 1 - Applicant Data

Applicant Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 2 – Property Owner Data (If same as above check )

Property owner(s) of record: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 3 – Representative Data (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 4 – Architecture/Engineering Representative Data (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ JCS Project No.: \_\_\_\_\_

**Section 5 – Project Description and Location/Legal Data**

Briefly describe the project and use:

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Land Use District: \_\_\_\_\_ Proposed Land Use District: \_\_\_\_\_

Overlay Districts: \_\_\_\_\_

Legal Description: Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

USGS Quad Name: \_\_\_\_\_

Location: Community: \_\_\_\_\_ Nearest cross street: \_\_\_\_\_

Street name: \_\_\_\_\_ Side of street: \_\_\_\_\_

Site Size (Gross acres or square footage): \_\_\_\_\_ Number of lots: \_\_\_\_\_

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

Proposed Development Area: \_\_\_\_\_

Size of Proposed Buildings: \_\_\_\_\_

Previously approved land use applications for this site: \_\_\_\_\_

Are you filing other land use applications for this site at this time? Yes  No

If yes, please list other application types \_\_\_\_\_

**UTILITIES:**

**Water:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

Are any existing or proposed wells within 200 feet from any existing or proposed liquid waste disposal system?

Yes  No  If yes, attach an explanation

If this is a Tentative Map application, how many service connections have already been made to the existing water system? \_\_\_\_\_

**Sewage Disposal:** Septic? Yes  No

**Sewer :** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

If septic system/leach lines are proposed or existing, attach information showing proposed or existing location and how the size of the sewage disposal area was determined

**Gas:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Electricity:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Phone:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Cable TV:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Section 6 - Environmental Setting**

Be sure to answer all of the questions. This information is necessary to evaluate the project under the California Environmental Quality Act (CEQA). You must provide additional information for any answers marked "yes" or "uncertain" in a letter of explanation attached to this application.

1. When do you anticipate starting construction? \_\_\_\_\_

2. Will grading be required? Yes  No

If so, how many cubic yards will be cut? \_\_\_\_\_ How many cubic yards will be filled? \_\_\_\_\_

3. Is the project phased? Yes  No

If yes, describe the phasing: \_\_\_\_\_

4. If residential, indicate the number of units or lots. \_\_\_\_\_

5. If commercial, provide information describing the type of commercial activity proposed, along with square footage of sales area, trash and loading facilities.

6. If industrial, attach information indicating type of industrial activity proposed, square footage of building, estimated employment per shift and loading facilities.

7. If institutional, attach information indicating major function, estimated employment per shift estimated occupancy and loading facilities.

8. Will the use require truck activity? Yes  No

If yes, give truck type(s) and number of axles : \_\_\_\_\_

What is the gross weight of each vehicle: \_\_\_\_\_

**YES**      **NO**      **UNCERTAIN**

9. Will the project change scenic views or vistas from existing residential areas, public lands or roads?

10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?

11. Has the site been surveyed for historical, paleontological or archaeological resources?

12. Is the site on filled land or on slope of 10 percent or more?

13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?

14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?

15. Will there be any substantial change in existing noise or vibration levels in the vicinity?

16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?

17. Has a traffic study been prepared for this site or has the site been included in another traffic study?

18. Will the project generate significant amounts of solid waste or liter?

19. Will the project change any existing features of hills or make substantial alteration of ground contours?

20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

21. Is there a relationship to a larger project or series of projects?

22. List any previous environmental documents or technical studies prepared for this site:  
\_\_\_\_\_

23. Describe the project site, as it exists before project implementation, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. On an attachment describe any existing structures on the site, and the use of the structures.

24. On an attachment, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercials, etc.), intensity of land use (single family dwelling(s), apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**Attachment A**

(Please use this form to amplify any answer. Be sure to identify which question is being amplified.)

**APPLICATION CERTIFICATE**

**ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE:** (Attach it to the application)

List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property, which is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that the application is being filed with the San Bernardino County Planning Division, and certifies under penalty of perjury that the County applications forms have not been altered and that the information contained in this application is true and correct. I (We) acknowledge that additional materials may be necessary to provide to the Planning Division once the preliminary review of the specifics of the project has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant also agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This requirement includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a notarized copy of the Power of attorney.

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<b>(Print)</b> (APPLICANT OR LEGAL AGENT)	Signature	Date
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REGISTRATION NO.  
(IF R.C.E. OR LICENSED LAND SURVEYOR)

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<b>(Print)</b> (OWNER(S) OF RECORD)*	Signature	Date
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<b>(Print)</b> (OWNER(S) OF RECORD)*	Signature	Date
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<b>(Print)</b> (OWNER(S) OF RECORD)*	Signature	Date
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\*If property is owned by corporation, partnership or other group signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).

# HAZARDOUS WASTE SITE CERTIFICATION

This certificate must be submitted with all Development Case Applications except for legislative acts such as General Plan Land Use District changes.

## INSTRUCTIONS

The applicant for this development project shall consult the most current list of identified hazardous waste sites at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm> to determine whether the development project is located on a site included on the list.

## CERTIFICATION

The undersigned owner, applicant or legal representative of the lands for which this development project application is made, hereby certifies under penalty of perjury, and in accordance with Section 65962.5(e) of the Government Code of the State of California that he (she) has consulted the most current and appropriate list of "CAL/EPA, Facility Inventory Data Base, Hazardous Waste and Substances Sites List," and further certifies that the site of the proposed development project:

Is not located on a site which is included on the Cortese List dated: \_\_\_\_\_

OR

Is located on a site included on the Cortese List dated: \_\_\_\_\_.

List all of the Assessor Parcel Numbers (APNs) of the project property:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Person Certifying this Review

\_\_\_\_\_  
Signature of Person Certifying this Review  
Signature of Person Certifying this Review

\_\_\_\_\_  
Date  
Date

# FINANCIALLY RESPONSIBLE PARTY INFORMATION

Please print your responses.

The Financially Responsible Party is the individual or legal entity that will sign the Financially Responsible Party Agreement (attached), which agreement establishes the entity that: is responsible for all permit processing costs associated with the project application; will receive project accounting during the application processing; is responsible for paying for consultants necessary to complete the processing of the project application; is deemed the owner of funds held in the project trust fund; and indemnifies the County for legal challenges to project approval.

Have you ever had a Trust Account with San Bernardino County Land Use Services? Yes No

If yes, what name was used? \_\_\_\_\_

Financially Responsible Party Name: \_\_\_\_\_

The Financially Responsible Party is a (choose one): Company/Organization  Individual

If Company/Organization, type, i.e. corporation, LLC, partnership: \_\_\_\_\_

Are you registered with the California Secretary of State? Yes No

If yes, what is your entity number? \_\_\_\_\_

If Company/Organization, Contact Name: \_\_\_\_\_

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

\_\_\_\_\_  
City State Zip

Home/Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What is your preferred method for receiving invoices: Email U.S. Mail

If you are not the Financially Responsible Party, do you have notarized authorization to encumber the Financially Responsible party? Yes No (Please attach a copy of the authorization.)

----- **For Office Use Only** -----

Project Number: \_\_\_\_\_ Type of Application: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

# FINANCIALLY RESPONSIBLE PARTY AGREEMENT

This Agreement is entered for the benefit of San Bernardino County by and through the San Bernardino County Land Use Services Department (LUSD) by

\_\_\_\_\_ (Financially Responsible Party) in reference to LUSD application processing costs associated with a Project. [If the Financially Responsible Party is a legal entity (e.g. corporation or partnership), the representative must supply notarized authorization that he/she is approved to financially encumber that legal entity.]

1. The Financially Responsible Party will pay the security deposit required at the time of Project submittal in an amount established by the County Code or by LUSD policy; will pay monthly invoices within twenty-five (25) days from invoice date, subject to LUSD stopping work until payment is received; and agrees to be responsible for payment of all permit processing costs associated with the Project application.
2. If it is deemed necessary by LUSD to utilize consultant services, the Financially Responsible Party will pay a deposit to cover consultant costs prior to execution of the contract with the consultant, with charges against the contract with the consultant to be billed on an hourly basis against the deposit.
3. Financially Responsible Party agrees that all funds deposited in the Project Trust Account will be held by the County in an account under the name of Financially Responsible Party, and that the Financially Responsible Party shall be considered the owner of all funds in said account.
4. Financially Responsible Party agrees that the LUSD is not required to issue any clearances or permits without receipt of full payment of fees, unless waived by the Board of Supervisors, by Board Action.
5. Financially Responsible Party agrees that if there is an outstanding amount on any other LUSD application for which the Financially Responsible Party is the applicant, the depositor, of the Financially Responsible Party, subsequent applications will not be accepted until such amounts are paid.
6. Financially Responsible Party agrees that LUSD may refund any funds remaining in the project trust account at the completion of work to the Financially Responsible Party.
7. The Financially Responsible Party agrees that the person or entity designated as the Financially Responsible Party maintains that designation until the project is completed and all legal challenges to the County's approval have been resolved, or the County is notified, and accepts, a Change of Financial Responsibility form (available on the San Bernardino County LUSD website).
8. Indemnification. In compliance with Development Code §81.01.070, the Financially Responsible Party agrees, to defend, indemnify, and hold harmless the County or its "indemnitees" (herein collectively the County's elected officials, appointed officials (including Planning Commissioners), Zoning Administrator, agents, officers, employees, volunteers, advisory agencies or committees, appeal boards or legislative body) from any claim, action, or proceeding against the County or its indemnitees to attack, set aside, void, or annul an approval of the County by an indemnitee concerning a map or permit or any other action

relating to or arising out of County approval, including the acts, errors or omissions of any person and for any costs or expenses incurred by the indemnitees on account of any claim, except where such indemnification is prohibited by law. In the alternative, the developer may agree to relinquish such approval.

The Financially Responsible Party shall reimburse the County and its indemnitees for all expenses resulting from such actions, including any court costs and attorney fees, which the County or its indemnitees may be required by a court to pay as a result of such action.

Although the County may, at its sole discretion, participate at its own expense in the defense of any such action, such participation shall not relieve the Financially Responsible Party of their obligations under this condition to reimburse the County or its indemnitees for all such expenses.

This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Financially Responsible Party's indemnification obligation applies to the indemnitees' "passive" negligence but does not apply to the indemnitees' "sole" or "active" negligence or "willful misconduct" within the meaning of Civil Code Section 2782.

The Financially Responsible Party agrees that it's indemnification obligations under this agreement remain in effect even though a court may order the County to set aside its approvals of the project.

9. In the event of a transfer of project or property, the Financially Responsible Party shall notify the County within two (2) working days, in writing and by telephone as follows:

Land Use Services Department  
Attn: Administrative Manager  
385 N. Arrowhead Avenue, 1<sup>st</sup> Floor  
San Bernardino, CA 92415-0187  
(909) 387-4000

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Financially Responsible Party (Please print and sign)