LAND USE SERVICES DEPARTMENT
Planning Division

San Bernardino Office
385 N. Arrowhead Ave., First Floor
San Bernardino, CA 92415

Phone: (909) 387-8311
Fax: (909) 387-3223

Hesperia Office
15900 Smoke Tree St.
Hesperia, CA 92345

Phone: (760) 995-8140
Fax: (760) 995-8167

www.sbcounty.gov/uploads/LUS/Planning/Applications/RevisionApprovedAction.pdf

REVISION TO AN APPROVED ACTION
INFORMATION SHEET AND APPLICATION

The Director of Land Use Services may approve minor modifications/revisions of the conditions of approval or project design for a conditionally approved development project. However, should the Director determine that the modifications may be controversial, the requested modification shall be referred back to the reviewing authority who required the conditions. In this case, the review procedures that were originally used to review and approve the project, shall also be used to consider the proposed modifications.

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 or 760-995-8140.

Section A – Fees/Deposit

1. _____ Check or money order made payable to San Bernardino County in the amount of **$3,200.00** for the "initial deposit." (J649)

   "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 ($63 to $226/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.

2. _____ **Receipt** from the Environmental Health Services Division (DEHS) of payment of required review fees. Contact DEHS at (909) 387-4666 for fee amount, applicability and payment prior to application submittal if original approval was more than one year ago.
3. _____ **Receipt** from the appropriate fire jurisdiction of payment of required review fees if original approval was more than one year ago.
4. _____ **Receipt** from the Department of Land Use Services/Land Development Division of payment of required review fees.

Section B - County Documents

5. _____ **Ten copies** of the completed Revisions Application.
6. _____ **One completed** Financial Responsible Party Information form.

Section C – Other Documents

7. _____ **Ten copies** of a written description of all proposed revisions.

8. _____ **One copy** of a) the recorded Grant Deed or b) the Quit Claim Deed with the previous Gract Deed for each lot or parcel or c) a copy of a current Preliminary Title Report (issued within 60 days of filing).

Section D -- **Revisions to Maps** (all maps to be folded to 8 ½" x 10 ½ " size). Specifically **list** on the map the proposed revision. Use a symbol or **highlight** where actual revisions occur:

9. _____ **Fifteen (15) copies** of revised map for Mobilehome Parks and Subdivisions. (See checklist below.)
10. _____ **Fifteen (15) copies** of revised plot plan/map for Conditional Use Permits, Minor Use Permits, Site Plan Permits and Planned Developments. (See checklist below.)
11. _____ **One copy** of the map/plot plan reduced to 11" X 17".

Section E -- Revisions to Conditions of Approval (not applicable for Site Plan Permit projects):

12. _____ **One copy** of current conditions of approval.

Section F – Subdivision Map Checklist (If applicable)

Map shall be drawn to an Engineer's scale. A scale of 1" = 100' is preferred, but in no case should the scale be smaller than 1" to 200'. Entire tract and all information must be on one sheet.
A remainder parcel larger than twenty (20) acres need not be drawn to scale.

The following information must appear on the tentative map. Incomplete maps will not be accepted for filing.

1. _____ Official Stamp Area and Plan Identification: A 4 inch by 14 inch area in the upper right hand side of the map shall be left blank and labeled "Official Use Only." The lower right hand corner of the map shall contain the following information in this order: a) Assessor's Parcel Number(s) (APN:); b) Tract number (may be obtained from County Recorder, 387-8306) "Tract ____" c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and map preparer and d) map preparation date and any revision date(s).
2. _____ The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal, and provide their California registration or license number and the date of expiration of such license or registration.
3. _____ Names, addresses and telephone numbers of the record owner, subdivider and the engineer or surveyor preparing the map.
4. _____ List the names, addresses and telephone numbers of public utility companies, which will serve the tract, including water supply and method of sewage disposal, telephone, electrical and gas company.
5. _____ North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or left hand side of the map. *Boundary shall be shown as a solid, distinctive line.*
6. _____ Show entire Assessor's parcel, and identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).
7. _____ Legal description of the land included within the proposed tentative map.
8. _____ The lot layout, the approximate dimensions of each lot (ditto marks not acceptable) and a number for each lot in consecutive numbers (circle last lot number). Any portion of property in common contiguous ownership not included in the division shall be labeled as a remainder parcel.

9. _____ Indicate the approximate acreage, the number of numbered lots, number of lettered lots and lot density proposed by the subdivision. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcels.
10. _____ Indicate whether proposed project is designed for **LOT SALES** or **DEVELOPER BUILD-OUT**.
11. _____ Existing and proposed zoning by lot numbers and/or lettered lots.
12. _____ Proposed use of any lettered lots.
13. _____ The number of lineal feet of new streets.
14. _____ Land Use district classification (zoning) and development uses of adjoining property, including across any streets. Indicate distance from property line to any structures that are within 15 feet of property line.
15. _____ Front and side street building setback lines, delineated on the map, including dimensions.
16. _____ Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
17. _____ The approximate gradient *and* typical cross section for each proposed highway, street, easement and drainage improvement shown on the tentative map.
18. _____ The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
19. _____ Approximate radius of all centerline curves on highways, streets or ways.
20. _____ The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
    Topographic information shall be required where the preliminary drainage study indicates that the subject property is affected by a tributary watershed area that is:
    (a) 320 acres or greater in the desert area.
    (b) 160 acres or greater in the valley area.
    (c) 40 acres or greater in the mountain area.
21. _____ Locate, by distance from existing and proposed property lines and other above ground structures, the placement on the property of all existing structures and other man-made features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the tentative tract. Indicate which existing structures will remain and which will be removed.
22. _____ The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater.
    Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1927 datum and the bench shall be one accepted by the County Surveyor.]
23. _____ Vicinity map of the area showing the proposed tract in relation to any adjacent tracts, established roads, landmarks, etc., so that site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.
24. _____ In a subdivision consisting of a condominium project or a planned development, the tentative map shall show the approximate location of all building envelopes and other structures to be erected by dashed lines [with no unit or space numbers, sidewalks, parking areas, etc., shown.]
25. _____ Show all regulated native trees or plants on the site. Highlight any of these trees or plants that are within 100 feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Highlight all regulated trees or plants that are proposed to be removed in accordance with San Bernardino County Code Title 8, Division 9. If no regulated trees or plants exist on site, indicate this by a note on the map.
25. _____ Preliminary grading as per enclosed instructions. If slope is less than 5%, show pad elevations with toe and foot of slope if they exceed three (3) feet.

Preliminary grading shall be shown on the Subdivision Map and shall include:

A. _ Topographic information of the proposed project area and all adjoining properties within one hundred fifty (150) feet at a scale of not less than one (1) inch to two hundred (200) feet unless otherwise approved by Building and Safety. The contour interval shall not be more than two (2) feet except that the contour interval may be five (5) feet if the natural, ungraded slope is more than ten percent (10%).

B. Contours of the finished graded slope shall be shown at intervals similar to that on the topographic base map.

C. Street grades, slope ratios, flow lines, pad elevations, maximum elevations of top and minimum elevations of toe of finished slopes over five (5) feet in vertical height. The maximum heights of those slopes and approximate total cubic yards of cut and fill shall be shown on the preliminary grading plan.

D. A legend with appropriate symbols.

E. Any other data necessary to aid in review of a project.

F. In the event no mass grading is proposed, a statement to that effect shall be placed on the required topographic map and this map shall delineate the boundary of an adequately sized building pad, driveway and septic system (if proposed) for each parcel proposed as well as show any slopes and/or retaining walls resulting from the installation of all public or private roads.

<u>Section G</u> – Tentative Parcel Map Checklist (If applicable)

Map shall be drawn to an Engineer's scale. A scale of 1" = 100' is preferred, but in no case should the scale be smaller than 1" to 200'. Entire parent parcel and all information must be on <u>one</u> sheet. A remainder parcel larger than twenty (20) acres need not be drawn to scale.

The following information <u>must</u> appear on the tentative map. **<u>Incomplete maps will not be accepted for filing</u>.**

1. _____ Official Stamp Area and Plan Identification: A 4 inch by 14 inch area in the upper right hand side of the map shall be left blank and labeled “Official Use Only.” The lower right hand corner of the map shall contain the following information in this order: a) Assessor’s Parcel Number(s) (APN:); b) Parcel Map number (may be obtained from County Recorder, 387-8306) “Parcel Map ____” c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and map preparer and d) map preparation date and any revision date(s).
2. _____ The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal, and provide their California registration or license number and the date of expiration of such license or registration.
3. _____ Names, addresses and telephone numbers of the owner of record, subdivider and the engineer or surveyor preparing the map.
4. _____ List the names, addresses and telephone numbers of public utility companies, which will serve the subject property, including water supply and method of sewage disposal.
5. _____ North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or left hand side of the map. .. *Boundary shall be shown as a solid, distinctive line.*
6. _____ Show the entire Assessor's parcel number, identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).
7. _____ Legal description of the land included within the proposed tentative parcel map.
8. _____ The parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in division shall be labeled as a remainder parcel.
9. _____ Indicate the approximate acreage, the number of numbered parcels, number of lettered parcels and parcel density proposed. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.
10. _____ Existing and proposed zoning by parcel numbers and/or letters.
11. _____ Proposed use of parcels.

12. _____ The number of lineal feet of new streets.
13. _____ Land Use district classification (zoning) and development or uses of adjoining property, including across any streets. Indicate distance from property line to any off site structures that are within fifteen (15) feet of property line.
14. _____ Show and dimension all existing structures, indicating the use of each structure and whether the structure is to remain or be removed. In addition, show all parking facilities and driveways.
15. _____ Front and side street building setback lines, delineated on the map, including dimensions.
16. _____ Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
17. _____ The approximate gradient and typical cross section for each proposed highway, street, easement and drainage improvement shown on the tentative parcel map.
18. _____ The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
19. _____ Approximate radius of all centerline curves on highways, streets or ways.
20. _____ The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
21. _____ Locate, by distance from existing and proposed property lines and other above ground structures, the placement on the property of all existing structures and other manmade features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the subdivision. Indicate which existing structures will remain and which will be removed.
22. _____ The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater. Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1927 datum and the bench shall be one accepted by the County Surveyor.]

23. _____ Vicinity map of the area showing the proposed parcel map in relation to any established roads, landmarks, etc., so that the site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.
24. _____ Indicate the proposed access route to the site from nearest public maintained road.
25. _____ On a parcel map consisting of a condominium project or a planned development, the tentative parcel map shall show the approximate location from all existing and proposed property lines/structures of all building envelopes and other structures to be erected by dashed lines.
26. _____ Preliminary grading information shall be delineated on the tentative map when staff determines that the proposed site is located within a:
    (a) Geologic Hazard (GH) or Fire Safety (FS) Overlay District ,or
    (b) Specific plan which requires such information, or
    (c) The average slope of a feasible building site and/or the access to these sites exceeds ten percent (10%).

    When preliminary grading information is required it shall include maximum elevation of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill. Graded slopes shall not exceed thirty (30) feet in vertical height. Set-backs from top and bottom of graded slopes shall be a minimum of one-half the slope height. Pad elevations shall be shown, if applicable. Include slopes resulting from grading for new or existing roads.
27. _____ Indicate any regulated native trees or plants that are within one hundred (100) feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Indicate all regulated trees or plants that are proposed to be removed in accordance with San Bernardino County Code Title 8, Division 9. All other regulated trees or plants may be indicated by note or general graphic representation of major clusters or stands of trees. If no regulated trees or plants are on the site, indicate this by a note on the map.

Section H – Conditional Use Permit/Minor Use Permit Plot Plan (If applicable)

Plot Plan and Building Elevations:: Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. Building elevations must be fully dimensioned and illustrate proposed structure(s) from all sides; the building drawings should also show each story of any multi-story building. If a project is in a Redevelopment Area, building colors, signage, and landscape plans should also be provided. Remember that the staff and Planning Commission are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. _____ Official Stamp Area and Plan Identification: A 4 inch by 14 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only". The lower right hand corner of the plan shall contain the following information in this order: a) Assessor's Parcel Number(s) (APN:); b) application type and proposed land use/building size "CUP for ____" c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and plan preparer and d) plot plan preparation date and any revision date(s).
2. _____ Utilities: Indicate names, address and telephone numbers of water company, sewage disposal, electric, gas, telephone,. If no utility company, indicate method of supply.
3. _____ Legal Description: Complete legal description of the property including number of acres. Include APN. If a portion of a large parcel is being developed, include a detailed description of that portion.
4. _____ North Arrow: Indicate north (pointing to top or left hand side of the plan), date of drawing and the scale. Use an Engineer's Scale (1'' to 10', 1'' to 20', etc.)
5. _____ Dimensions: Show all property lines and dimensions. Also, show boundary lines of project with dimensions if only a portion of the property is being developed. *Property lines shall be shown as a solid, distinctive line*. *Entire property must be shown.*
6. _____ Roads/Easements: Indicate location, names, centerline, existing and proposed widths of boundary streets, and recorded road, utility, and drainage easements on the property. If none exist, indicate by a note that no easements exist. If property is not on a road or easement, show legal and physical access to property.
7. _____ Drainage: Indicate any drainage or hilly terrain by flow-line arrows and contour lines. Show proposed drainage of site by flow-line arrows and swales.
8. _____ Grading/Topographic Information:
   - _____ Show existing rough grade contours and proposed finish contours.
   - _____ Show finish elevations at lot corners and graded areas. Show typical lot drainage and swales.
   - _____ Show finish grades for all structures, pads and parking surfaces.
   - _____ If no grading is proposed, state " No grading proposed."
   - _____ Show location, size and height of any existing or proposed retaining walls.

9. _____ Land Use District: Indicate existing and proposed General Plan Land Use District (zoning) for project and all adjacent property including across any streets. If adjacent property is in a City, list the City and City Zoning.

10. _____ Structures/Land Use (Adjacent Areas): Indicate the existing land use, including "Vacant" or "citrus grove," of structures on all adjacent property including areas across any adjacent streets. Indicate distance to any structure that is within 20 feet of the project property line.

11. _____ Structures (Project Area):. Indicate with dimensions all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks: Indicate type of construction and approximate age of any existing/proposed structures.

_____ Locate by distance in relation to other structures and property lines.

_____ Indicate existing structures that are to remain or to be removed.

_____ Indicate height, building footprint dimensions, including eave overhang projections, square footage of each story and number of stories including basements.

_____ Show location and height of any wall.

12. _____ Vicinity Map: Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.

13. _____ Signage: If none proposed state "No signs proposed" Provide a dimensioned side elevation of any proposed identification sign including the proposed "copy" (wording). Include distance from both top and bottom of sign to grade. Refer to Development Code for information on allowable type and size of signs.

14. _____ Parking: [Refer to the County Development Code or the Administrative Guidelines for details.] Show all parking areas with dimensions, number/type of spaces, and surfacing materials. Show the formula per the San Bernardino County Development Code by which you computed the number of spaces required for each use/tenant/unit. Indicate the number of spaces required for each use and indicate the number of spaces proposed as well as the minimum number of spaces required. Use the following chart as an example:

PARKING SPACE ANALYSIS:

Land Use/Requirement	**Parking Rate**	**Bldg. Size/rate**	**Required**	**Provided**
Warehouse	1/1000 sq. ft.	10,000 sq.ft. ÷ 1000 sq.ft.	= 10 minimum	12
Office/retail	1/250 sq. ft.(minimum 4)		600 sq.ft. ÷ 250 sq.ft/min. 4	
= 4 minimum	4			
Restaurant	1/3seats (minimum 10)		1000 sq. ft. w/20 seats/min 10	
= 10 minimum	12			
Loading Zone	1/5000 per use	11,600 sq. ft.	= 3 minimum	3
TOTAL		**11, 600 sq.ft.**	**27**	**31**
Van accessible spaces for the disabled			1	2
Disabled person spaces			1	0

15. _____ Lot Coverage: Show percentages of parcel covered by buildings, paving, landscaping, and open space.

16. _____ Plant and Tree Protection: If no protected or endangered trees exist on the site state "No Protected Plants", otherwise show the location, size, and type of all native trees, including unbranched cacti, yuccas, palms and joshuas, and indicate whether any of the following trees are to be removed:

Valley or Mountain Areas – Six inches or greater in diameter or 19 inches in circumference measured at 4.5 feet above average ground level of the base.

Desert Areas – Two (2) inches or greater in diameter or six (6) feet or greater in height for smoketrees and mesquites. All Joshua trees and all species of century plants, nolinas and yuccas. Creosote rings that are 10 feet or greater in diameter. All plants protected by the State Desert Native Plants Act shall be protected in accordance with that ordinance.

17. _____ Landscaping: Show areas to be landscaped.

18. _____ Lighting: Show location of outdoor lighting. In a note, indicate the type of lighting and planned shielding design.

19. _____ Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours of operation, etc. If proposed use is storage, indicate type of material to be stored.

20. _____ If truck activity is involved in the project, show the turn maneuvers for the driveways relative to the street, and indicate existing number of truck trips per day and proposed number of truck trips per day.

Section I – Site Plan Permit Plot Plan (If applicable)

The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. Remember that the staff and Planning Commission are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will not be accepted for processing.** Submit one copy and the original vellum of the plot plan, folded accordion style (8"x10 ½"). **Purchase a full size copy of the recommended plot plan format at the Public Service Counter.** Use the following checklist to be sure that your plans include all of the required elements.

1. _____ Identification: Indicate names, addresses and telephone numbers of the Record Owner(s), applicant, representative, and the person preparing the plot plan.

2. _____ Utilities: Indicate names, address and telephone numbers of water company, sewage disposal, electric, gas, telephone. If no utility company, indicate method of supply.

3. _____ Legal Description: Complete legal description of the property including number of acres. Include APN. If a portion of a large parcel is being developed, include a detailed description of that portion.

4. _____ North Arrow: Indicate north (pointing to top or left hand side of the plan), date of drawing and the scale. Use an Engineer's Scale (1'' to 10', 1'' to 20', etc.)

5. _____ Dimensions: Show all property lines and dimensions. Also, show boundary lines of project with dimensions if only a portion of the property is being developed. *Property lines shall be shown as a solid, distinctive line*. *Entire property must be shown.*

6. _____ Roads/Easements: Indicate location, names, centerline, proposed and existing widths of boundary streets, and recorded road, utility, and drainage easements on the property. If none exist, indicate by a note that no easements exist. If property is not on a road or easement, show legal and physical access to property.

7. _____ Drainage: Indicate any drainage or hilly terrain by flow-line arrows and contour lines. Show proposed drainage of site by flow-line arrows and swales.

8. _____ Grading/Topographic Information:
   - _____ Show existing rough grade contours and proposed finish contours.
   - _____ Show finish elevations at lot corners and graded areas. Show typical lot drainage and swales.
   - _____ Show finish grades for all structures, pads and parking surfaces.
   - _____ If no grading is proposed, state " No grading proposed."
   - _____ Show location, size and height of any existing or proposed retaining walls..

9. _____ Land Use District: Indicate existing and proposed General Plan Land Use District (zoning) for project and all adjacent property including across any streets. If adjacent property is within a City, list the City and City Zoning.

10. _____ Structures/Land Use (Adjacent Areas): Indicate the existing land use, including "Vacant" or "citrus grove," of structures on all adjacent property including areas across any adjacent streets. Indicate distance to any structure that is within 20 feet of the project property line.
11. _____ Structures (Project Area): For all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:
    _____ Locate by distance in relation to other structures and property lines, and indicate existing structures that are to remain or to be removed.
    _____ Indicate the specific use of all existing and proposed structures.
    _____ Indicate height, building footprint dimensions including eave overhang projections, square footage of each story and number of stories including basements.
    _____ Indicate the type of construction for both proposed and existing buildings and structures.
12. _____ Vicinity Map: Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.

13. _____ Signage: If none proposed state "No signs proposed". Provide a dimensioned side elevation of any proposed identification sign including the proposed "copy" (wording). Include distance from both top and bottom of sign to grade. Refer to Development Code for information on allowable type and size of signs.

14. _____ Parking: Show all parking areas in details with dimensions and indication of surfacing materials. Refer to the County Development Code for details.
15. _____ Lot Coverage: Show percentages of parcel covered by buildings, paving, landscaping, and open space.

16. _____ Plant and Tree Protection: If no protected or endangered trees exist on the site state "No Protected Plants", otherwise show the location, size, and type of all native trees, including unbranched cacti, yuccas, palms and joshuas, and indicate whether any of the following trees are to be removed:
    Valley or Mountain Areas – Six inches or greater in diameter or 19 inches in circumference measured at 4.5 feet above average ground level of the base.
    Desert Areas – Two (2) inches or greater in diameter or six (6) feet or greater in height for smoketrees and mesquites. All Joshua trees and all species of century plants, nolinas and yuccas. Creosote rings that are 10 feet or greater in diameter. All plants protected by the State Desert Native Plants Act shall be protected in accordance with that ordinance.
17. _____ Landscaping: Show areas to be landscaped.
18. _____ Lighting: Show location of outdoor lighting. In a note, indicate the type of lighting and planned shielding design.
19. _____ Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours of operation, etc. If proposed use is "storage" indicate type of material to be stored.
20. _____ If truck activity is involved in the project, show the turn maneuvers for the driveways relative to the street.

Section J – Property Plot Map Checklist (If applicable)

The Property Plot Map may be drawn of the Property Plot Sheet provided in this application packet. This sheet consists of two sections. The upper map portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale (1 inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet) or one of these increased by a multiple of ten (e.g., 1 inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample properly plot map as a guide.) The lower information portion of the application asks necessary questions regarding the application, answer the questions.

Map Portion

1. _____ Map should be drawn so that "north" is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.
2. _____ Delineate the location and dimension the lengths and widths of the following:
   (a) Existing property lines for each lot or parcel.
   (b) Proposed property lines for each lot or parcel.
   (c) Existing right-of-ways for all abutting streets. ALSO indicate names.
   (d) Proposed new right-of-way dedication including expansion and additions.
   (e) Existing street and drainage improvements including curbs, gutters, sidewalks and paving widths.
   (f) All existing and proposed easements for drainage, public utilities, access or encroachments.
   (g) All underground structures including septic tanks, leach lines, seepage pits, storm drains and wells.
   (h) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.
   (i) Indicate location and dimensions of any important topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.)
3. _____ Number each proposed lot and compute the net and gross lot area in square feet or acres.
4. _____ If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.
5. _____ Indicate native trees six inches or greater in diameter, and protected desert native plants with stems two inches or greater in diameter or six feet or greater in height, or state in a note that no such trees exist on site. Indicate whether any trees or protected plants are to be removed.
6. _____ Show any existing grading and provide copy of approved grading plan.

Information Portion

7. _____ Applicant's name and phone number.
8. _____ The number of lots to be created.
9. _____ The Assessor's book, page and parcel number(s) of the existing parcel(s).
10. _____ The township, range and quarter section of the parcel.

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

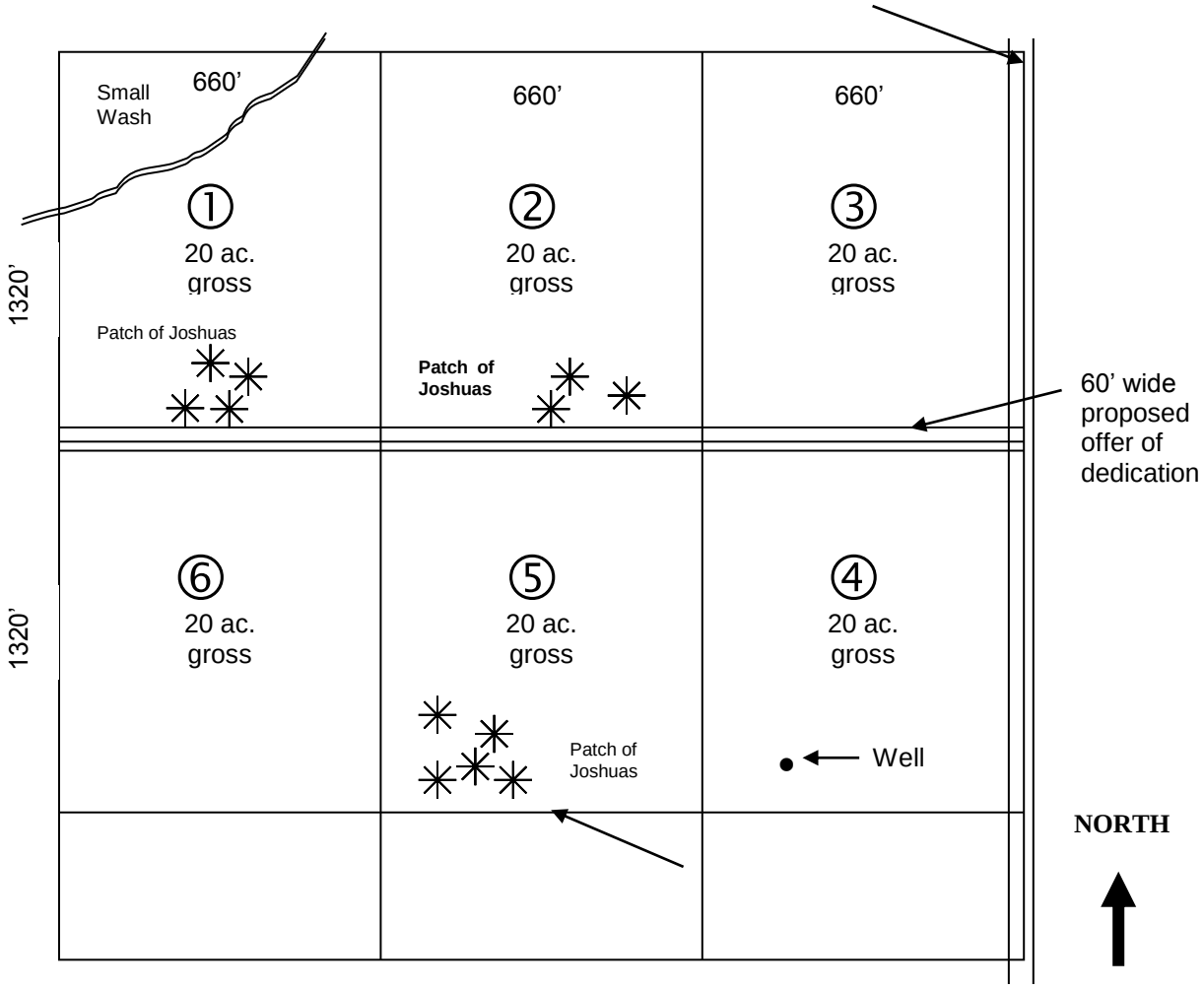
If your project is subject to these fees, you will have to submit your payment (**https://www.wildlife.ca.gov/Conservation/CEQA/Fees** depending on project specifics) to the Clerk of the Board of Supervisors within five (5) days after the date of conditional approval. The project planner will then be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

PROPERTY PLOT
SAN BERNARDINO COUNTY LAND USE SERVICES DEPARTMENT

TO BE USED ONLY FOR LOT MERGER, LOT LINE ADJUSTMENT AND MAP ACT EXCEPTION APPLICATIONS
(ITEMS MUST BE COMPLETED BY THE APPLICANT/REPRESENTATIVE)



Information Portion: SCALE 1" = 500'

Applicant Name: Susan Walker Phone: (714) 252-8110 Proposed # of New Lots: 6

Assessor Parcel Number(s): 652-526-03

Township: 02N Range: 03W Section: 20 NW NE SW SE (Circle One)

Planning Staff Only:

File/Index: _____ Land Use District: _____ Overlay: _____ Rd. Bk.: _____

Approval Date: _____

Approved By: _____ X _____

PROPERTY PLOT
SAN BERNARDINO COUNTY LAND USE SERVICES DEPARTMENT

TO BE USED ONLY FOR LOT MERGER, LOT LINE ADJUSTMENT AND MAP ACT EXCEPTION APPLICATIONS
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NORTH

Information Portion: SCALE 1" = 500'

Applicant Name:_____ Phone: ( )_____ Proposed # of New Lots: _____

Assessor Parcel Number(s): _____

Township: _____ Range: _____ Section: _____ NW NE SW SE (Circle One)

Planning Staff Only:

File/Index: _____ Land Use District: _____ Overlay: _____ Rd. Bk.: _____

Approval Date: _____

Approved By: _____ X _____

REVISIONS
APPLICATION

Complete all sections of this form. If you believe that an item does not apply to your project, mark it "N/A." Do not leave any blank spaces.

Section 1 – APPLICATION INFORMATION:

Applicant's Name: _____

Address: _____

City _____ Zip _____

Phone _____ FAX No. _____ E-Mail _____

Owner's Name: _____

Address: _____

City _____ Zip _____

Phone _____ FAX No. _____ E-Mail _____

Representative's Name: _____

Address: _____

City _____ Zip _____

Phone _____ FAX No. _____ E-Mail _____

Section 2 – REQUEST:

This request is for a revision to: ☐ Map ☐ Conditions of Approval

APN: _____

File/Index #: _____

Description of Proposed Revisions:

_____

This change is initiated by: ☐ Applicant, Engineer or Representative ☐ County

The applicant 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 obligation 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 a 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 the applicant's defense and indemnification obligations.

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

Section 3 – SIGNATURE:

I certify under penalty of perjury that I am the (check one)

☐ Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**

☐ Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

The applicant/owner/developer agrees to pay all accumulated charges for this project, if this is an actual cost application. Your project will not be approved, finaled, or vested until all charges are paid in full. If attempts to collect any outstanding funds are unsuccessful, your project will be closed and the account sent to collections. County will make every effort to stop work and notify the applicant before proceeding and placing a project into deficit.

(Print) (APPLICANT OR LEGAL AGENT)	Signature	Date
REGISTRATION NO. (IF R.C.E. OR LICENSED LAND SURVEYOR)		
(Print) (OWNER(S) OF RECORD)*	Signature	Date
(Print) (OWNER(S) OF RECORD)*	Signature	Date
(Print) (OWNER(S) OF RECORD)*	Signature	Date

**If property is owned by corporation, partnership or other group, signee shall indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate)*

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 Responsibly 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. <u>Indemnification.</u> 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, 1st Floor
San Bernardino, CA 92415-0187
(909) 387-4000

Executed on the _____ day of _____, 20_____

_____
Financially Responsible Party (Please print and sign)