



**LAND USE SERVICES DEPARTMENT
Planning Division**

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

Hesperia Office
15900 Smoke Tree St.
Hesperia, CA 92345

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

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

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

**SPECIFIC PLAN SITE DEVELOPMENT REVIEW
ACTUAL COST
INFORMATION SHEET AND APPLICATION**

Fees/Deposit

LUSD Processing Fees			
Area Being Developed	0 to 0.99 acres	1 to 4.99 acres	5 acres and over
Actual Cost Initial Deposit (J631)	\$6,705.00	\$7,450.00	\$8,940.00

“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 rate (\$63 to \$226/hr). If account funds are depleted an additional deposit will be requested. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the requested deposit will result in termination of the review process. After the review is completed, a minimum deposit balance of \$1000 will be required for condition compliance processing. For more information on fees, please refer to the Land Use and Development Review Fees handout.

A Site Development Review is required by a Specific Plan to evaluate the location, design and operation for certain new or expanded land uses as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses.

The Site Development Review application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval may be required of the project prior to its final approval or implementation.

Site Development Reviews will be reviewed by Planning Staff and may be considered by the Planning Commission at a public hearing. Actions of the Planning Staff may be appealed to the Planning Commission and actions of the Planning Commission may be appealed to the Board of Supervisors within ten days following the date of the action. Appeals must be made by means of a separate application and may require an additional fee.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Site Development Review 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. Application processing – The project planner will have the project and materials reviewed by all appropriate County Departments and Agencies. Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you.
5. Recommendations, conditions of approval and final report – The project planner will prepare these materials for consideration by either the Director of Land Use Services or Planning Commission.

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 accepted 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 correct amount.

LUSD Processing Fees			
Area Being Developed	0 to 0.99 acres	1 to 4.99 acres	5 acres and over
Actual Cost Initial Deposit (J631)	\$6,705.00	\$7,450.00	\$8,940.00

Provide one copy of the following receipts or a letter stating such fees are not applicable:

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
3. _____ **Receipt** from the appropriate fire jurisdiction of payment of required review fees.

Note: If your project is within a Geologic Hazard Overlay District, you will be required to pay the Building and Safety Division the review fees for any required geologic reports. You will be notified when you will need to complete this part of the process. The fee amount will be as established by the County Fee Ordinance.

The fees listed above (2-4) for DEHS, County Fire and Building and Safety are in addition to the “actual cost” deposit. Additional fees will be required if the application is the subject of a Code Enforcement action or if the action is appealed.

“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 rate (\$63 to \$226/hr). If account funds are depleted an additional deposit will be requested. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the requested deposit will result in termination of the review process. After the review is completed, a minimum deposit balance of \$1000 will be required for condition compliance processing. For more information on fees, please refer to the Land Use and Development Review Fees handout.

Section B - County Documents

4. _____ **Two copies** of a 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.
5. _____ Completed Hazardous Waste Site Certification form contained in this packet.
6. _____ **Two copies** of the Adequate Service Certification for water and sewer service. Please use the forms (A, W1, W2, S1 and S2) at the end of this packet.
7. _____ **One completed** Financial Responsible Party Information form.

Section C – Other Documents

8. _____ **Two copies** of a plot plan drawn at a scale to accurately delineate the proposed project as it is to be constructed. A conceptual plan is not acceptable. (Folded accordion style - 8" x 10 1/2" size.) (Refer to the Plot Plan Checklist for specific requirements.)

Only two copies of the plot plan are required for the initial filing of this application. Revisions may or may not be required. When Application Intake Center staff determines that the plan is complete, you will be required to submit additional copies of the plot plan. The specific number of copies to be submitted will be determined at that time.

9. _____ **One copy** of the plot plan reduced to 11" X 17".
10. _____ **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).
11. _____ **One copy** of the appropriate assessor's map. This may be obtained from the Assessor's Office.
12. _____ **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.
13. _____ **One copy** of any letter or document received from the County or other agency regarding this project.
14. _____ Original color photos of the project site from various angles (digital photos on a disk/CD are preferred).

Section D - Special Studies (if applicable)

15. _____ **Three copies** of a Geologic Feasibility Study for any property in a Geologic Hazard (GH) Overlay District.
16. _____ **Four copies** of a Slope Analysis for any project in a Fire Safety (FS) Overlay District.
17. _____ **Three copies** of any other studies prepared for this project.
18. _____ **Four copies** of any required traffic study.
19. _____ **Two copies** of any required Endangered Species Report (Desert Tortoise Certificate, etc.).

Section E – Additional Materials

Technical studies for traffic, noise, hazardous materials or other issues may be required to process your application. You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete the application.

Section F – Plot Plan 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.** Use the following checklist to be sure that your plans include all of the required elements.

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 "Site Dev. Review 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.
2. _____ **Utilities:** Indicate names, address and telephone numbers of water company, sewage disposal, electric, gas, telephone, cable television. 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.
6. _____ **Roads/Easements:** Indicate location, names, centerline, 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 access to property.
7. _____ **Drainage:** Indicate any drainage or hilly terrain by flow-line arrows and contour lines. If none exist, indicate by a note that no hilly terrain or drainage problems exist.
8. _____ **Grading/Topographic Information:**
 - _____ Show existing rough grade contours and 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 for project and all adjacent property including across any streets. If 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 Indicated 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 constructions 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 non-retaining 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:

<u>Land Use/Requirement</u>	<u>Parking Rate</u>	<u>Bldg. Size/rate</u>	<u>Required</u>	<u>Provided</u>
Warehouse	1/1000 sq. ft.	10,000 sq.ft. ÷ 1000 sq.ft.	= 10 minimum	12
Office/retail	minimum 4 or 1/250 sq. ft.	600 sq.ft. ÷ 250 sq.ft/min. 4	= 4 minimum	4
Donut shop	minimum 10 or 1/3seats	1000 sq. ft. w/20 seats/min 10	= 10 minimum	12
<u>Loading Zone</u>	<u>1/5000 per use</u>	<u>11,600 sq. ft.</u>	<u>= 3 minimum</u>	<u>3</u>
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 – All Joshua trees and all species of century plants, nolinias and yuccas. Creosote rings that are 10 feet or greater in diameter. For smoketrees and mesquites, two (2) inches or greater in diameter or six (6) feet or greater in height. 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. _____ Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours of operation, etc.
19. _____ If truck activity is involved in the project, show the turn maneuvers for the driveways relative to the street.

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>

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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 (This is the person who the County will contact regarding this application unless a separate representative has been hired.)

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:

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 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: _____

	<u>YES</u>	<u>NO</u>	<u>UNCERTAIN</u>
9. Will the project change scenic views or vistas from existing residential areas, public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the site been surveyed for historical, paleontological or archaeological resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the site on filled land or on slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will there be any substantial change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Has a traffic study been prepared for this site or has the site been included in another traffic study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Will the project generate significant amounts of solid waste or liter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Will the project change any existing features of hills or make substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is there a relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:

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:

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.

(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 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

Date

ADEQUATE SERVICE CERTIFICATION WATER AND SEWER INFORMATION SHEET AND APPLICATION

Certification that adequate water and sewer service is available for a development project is required to be submitted along with the application for most development projects. Please refer to the Information Sheet Checklist of Submittal Materials for the specific type of development application you are submitting to determine whether this completed Adequate Service Certification packet must be submitted.

The Adequate Service Certification package is designed to certify the availability of adequate water supply, sewage disposal and fire protection for your project.

INSTRUCTIONS:

The following summary of adequate service certification forms lists the appropriate forms to be utilized to ensure the availability of adequate water/sewer services. Project specifics will determine the applicability forms.

SUMMARY OF ADEQUATE SERVICE CERTIFICATION FORMS

PROPERTY INFORMATION

- (1) **Form A** The applicant shall complete the form and provide a copy to each certifying agency.

WATER

- (2) **Form W1** This form be completed when the proposed project is located within the service area boundaries of a water service utility. The water service utility will either certify that adequate facilities exist to satisfy domestic water service requirements or that financial arrangements have been made with the applicant to provide that capability.
- (3) **Form W2** This form shall be utilized when the proposed project is not located within the service area boundaries of a water service entity and a water well will be utilized as the domestic water source. The Department of Public Health, Division of Environmental Health Services will complete this form.

SEWER

- (4) **Form S1** This form shall be completed when the proposed project is located within the service area boundaries of a sewer service entity. The sewer service entity will either certify that adequate facilities exists to satisfy sewerage requirements or financial arrangements have been made with the applicant to provide that capability. This form will also indicate that the proposed connection to the sewer service facility will not result in sewage flows which will exceed the sewage facility's design capacity.
- (5) **Form S2** This form will be utilized for on-site sewerage, when a sewer service entity is not available to service the proposed project. The County Department of Public Health, Division of Environmental Health Services shall complete this form.

FORM A

**PROPERTY INFORMATION FOR
ADEQUATE SERVICE CERTIFICATION**

Applicant complete the following information for subject property:

Applicant Name: _____

Mailing Address: _____

Phone: () _____ FAX No.: () _____ E-Mail: _____

Proposed Use/Project: _____

Tentative Tract/Parcel Number: _____

Assessor's Parcel Numbers: _____

Property Address: _____

Community: _____

Property Legal: Tract No. _____ Lot No. _____ Block No. _____

The following is a summary of the forms and when they are utilized to receive adequate service certification for the proposed project:

- | | |
|--|--------------------|
| 1. Proposed Water Service Utility Connection | Form A and Form W1 |
| 2. Proposed On-Site Well | Form A and Form W2 |
| 3. Sewer Service Utility Connection | Form A and Form S1 |
| 4. Proposed On-Site Sewage Disposal | Form A and Form S2 |

**FORM W1
PUBLIC WATER SERVICE CERTIFICATION**

Applicant Name _____ **APNs** _____

This certifies that the above referenced property is within the service area boundaries of this water service utility and that:

Service Information: (Check one)

- There are currently existing adequate source, storage and distribution line capacities to provide potable water to the referenced site in sufficient quantities to satisfy the domestic water service and fire protection requirements of the proposed use. The water mains to serve each proposed service connection are currently installed and operable.
- Financial arrangements have been made to install water mains for each proposed service outlet and any other necessary facilities to insure that the proposed use will have adequate source, storage and distribution line capacities to satisfy the domestic water service and fire protection requirements of the proposed use.
- It is financially and physically feasible to install water service facilities that will provide adequate source, storage and distribution line capacities for each proposed service connection that will satisfy the domestic water service and fire protection requirements of the proposed use.

Easement Information: (Check one)

- This agency has known water lines or easements on the subject property but they do not conflict with the proposed use as currently designed.
- The agency has water lines and/or easements on the subject property which conflict with the proposed project as currently designed. Applicant must revise plans and resubmit them to this agency for approval.

Fire Flow Information:

The proposed water system will provide:

- Gallons per minute 20 pounds per square inch for minimum _____ hour(s) duration.

There have been _____ service connections to the existing system. (For Tentative Map applications only.)

Please attach a description and plot map illustrating any affected water lines or easements and sign back page.

This commitment is subject to the ordinances, resolutions, regulations, rules, policies, procedures, standards and rate schedules of this water service agency and the applicant has agreed to the conditions of service including payment for the installation of the required on-site and off-site capital improvements outlined on the attached list (If any, please attach list). All water service facilities can and will be installed prior to construction of the proposed use and will comply with the California Waterwork Standards and applicable Fire Code and local Fire Code and local Fire agency regulations for fire flow. This commitment is subject to County approval of all necessary permits/applications and shall expire one (1) year from the following date.

Utility Manager or Designee Date

Water Service Agency Name: _____

Address: _____

Phone No.: () _____

**FORM W2
PRIVATE WATER SERVICE - (FOR DEHS TO COMPLETE)**

Applicant Name _____ **APNs** _____

The County Department of Public Health, Division of Environmental Health Services finds that:

- The subject property has a water well approved for use by the proposed project.
- Water system plans have been approved by the fire authority and DEHS.
- DEHS has reviewed a ground water (hydrologic) report prepared for the subject property and signed by a Registered or Certified Engineering Geologist or Civil Engineer which indicates there is sufficient quantity and quality of the proposed use.
- (Other) _____

This commitment shall expire one (1) year from the following date.

Signature—DEHS

Date

**FORM S1
SEWER SERVICE CERTIFICATION**

Applicant Name _____ **APNs** _____

To be completed by the Sewering Agency.

This certifies that the property referenced on Form A is within the service area boundaries of this sewerage agency and that: (check applicable).

- There are currently existing sewer trunk lines(s) of adequate capacity to provide sewerage service and such service will not exceed the design capacity of the lines.
- There are not currently existing sewer trunk line(s) of adequate capacity. However, it is financially and physically feasible to install sewer trunk lines that will permit adequate service to the referenced property.
- (Other) _____

This agency will commit to providing sewerage service to the referenced project subject to all applicable ordinances, resolutions, regulations, rules, policies, procedures, standards and date schedules. The applicant has agreed to the conditions of service including payment for the on-site and off-site capital improvements outlined on the attached list. (If any, please attach list). All sewer service facilities can and will be installed prior to occupancy of the proposed use and will comply with all federal, state, and country laws and regulations.

This commitment is subject to county review and approval of all necessary permits/applications, and shall expire on the following date _____ which represents the end of the three (3) year project approval period. Applicant must refile certification request if project extension of time request is filed.

By: _____ Date: _____

Title: _____

Name of Sewering Agency: _____

Address: _____

Phone No.: () _____

Please attach a description or plot plan showing existing or proposed sewer trunk line(s) to the referenced property.
.....

To be completed by the Publicly Owned Treatment Works (POTW) Waste Management Authority.

- This certifies that the above referenced property's proposed connection to this Publicly Owned Treatment Works will not result in sewage/septage flows which will exceed the plant's design capacity.
- This agency cannot certify that the referenced property's connection to this Public Owned Treatment Works will not resulting sewage/septage flows which will exceed the plant's design capacity.

The waste management authority (does/does not) have adequate facilities to accept the sewage from the referenced property (circle one).

(Other) _____

By: _____ Date: _____

Title: _____

Name of POTW/Landfill: _____

Address: _____

Phone No.: () _____

Please attach a separate sheet describing the plant or landfill design capacity, sewage/sludge disposal capacity and existing excess capacity and the current number of committed connections, the current number of sewage commitments with their cumulative anticipated total flow.

The Department of Public Health, Division of Environmental Health Services has reviewed the above reference submittal:

- The referenced project is adequately serviced.
- The referenced project is not adequately serviced
- (Other) _____

cc: Planning Division DEHS California Regional Water Quality Control Board _____ Date _____

**FORM S2
ONSITE SEWAGE DISPOSAL CERTIFICATIONS**

Applicant Name _____ **APNs** _____

The County Department of Public Health, Division of Environmental Health Services finds that:

- The subject property is in an area for which the department has sufficient information to assign sewage disposal design rate in compliance with the percolation report waiver criteria.
- The subject property has a percolation report which has EHS approval. The report contains sufficient information for the design of an on-site disposal system for the proposed use of the property.
- The subject property is required to have a percolation report for EHS review and approval.
- Existing septic system shall be certified by a qualified professional (P.E., C.E.G., REHS, C-42 contractor) that the system functions properly, meets code, and has the capacity required for the proposed project.

DEHS

Date

cc: Planning Division

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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, 1st Floor
San Bernardino, CA 92415-0187
(909) 387-4000

Executed on the _____ day of _____, 20_____

Financially Responsible Party (Please print and sign)