LAND USE SERVICES DEPARTMENT
Planning Division

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

Phone: (909) 387-8311
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15900 Smoke Tree St.
Hesperia, CA 92345

Phone: (760) 995-8140
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www.sbcounty.gov/uploads/LUS/Planning/Applications/SitePlanPermit.pdf

SITE PLAN PERMIT
INFORMATION SHEET AND APPLICATION

Fees **$3,479.00***. (L632/L697 ***this includes a $25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

The Site Plan Permit (SPP) procedure is intended to provide a less formal review than that required for a Minor Use Permit or Conditional Use Permit. Some of the Development Code Land Use Districts provide that certain uses be approved using the Site Plan Permit process. Additionally, the Development Code requires the use of the Site Plan Permit process:

1. To authorize an expansion or change of use that would require additional parking.
2. For the construction, alteration, or expansion of every legally established use that is allowed by a land use zoning district subject to a Site Plan Permit in compliance with Division 2 of the San Bernardino County Development Code, provided the use complies with all applicable development standards and is exempt from the California Environmental Quality Act (CEQA).
3. To authorize the alteration or expansion of an existing publicly owned institutional structure which is less than ten thousand (10,000) square feet in area and is expanded by no more than five thousand (5,000) square feet.

EXCEPTIONS: A Site Plan Permit will not be allowed for any project that is located within a City Sphere of Influence, a designated redevelopment area or along a designated State highway. In such cases, the review and approval of a Minor Use Permit or Conditional Use Permit will be required.

The Site Plan Permit application and process provides the County the opportunity to completely review the proposed project before its implementation.

Site Plan Permits are considered by the Land Use Services Director using the Staff Review with Notice procedures. Actions of the Land Use Services Director 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.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your SitePlan Permit 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.

STEPS TO SPP APPROVAL

[Sequential appointments should be made with all the following]

NOTE: PRIOR TO PREPARING YOUR PLOT PLAN YOU SHOULD CONTACT THE AGENCIES BELOW REGARDING YOUR DESIGN, MINIMUM REQUIREMENTS, ROAD WIDTHS, ETC. TO PREVENT A REDESIGN OR DENIAL OF YOUR PROJECT AT A LATER DATE AND TO DETERMINE APPLICABLE REVIEW FEES.

Steps:

1. ***PLANNING:*** **NO APPOINTMENT IS NECESSARY (Design Review/Initial Sign-off signature) PAY $3,479.00** All paperwork must be complete and submitted with **TWO COPIES and the original** of the reproducible plot plan at 385 N. Arrowhead 1st floor, San Bernardino [Planning (909) 387-8311] or at 15900 Smoke Tree Street, Hesperia (760) 995-8140). The SPP application must be officially accepted and signed by the assigned planner before it can be circulated by the applicant as specified in Steps 2-8. **After the initial sign-off signature is received, you must complete it within 180 days. (One 90 day extension may be available with Planning Staff approval.)**

2. ***FIRE*****: MUST HAVE AN APPOINTMENT (Review/Sign-off for access and protection)** If it is County Fire Department, **PAY applicable fee,** submit with **ONE COPY and the original** reproducible of the plot plan at 620 South E Street; San Bernardino 92415-0179, [(909) 386-8400] or at 15900 Smoke Tree Street, Hesperia, [(760) 995-8140]. If another Fire Agency has jurisdiction, visit them and pay their fee, if any.

3. ***HAZARDOUS MATERIALS:*** **MUST HAVE AN APPOINTMENT (Review/Sign-off for Hazardous Materials, Hazardous Wastes, Aboveground Storage Tanks and Underground Storage Tanks) PAY applicable fee,** submit the Business Emergency/Contingency Plan with **ONE COPY and the original** or Business Plan Exemption Letter at 620 South E Street; San Bernardino. [(909) 386-8430]

4. ***ENVIRONMENTAL HEALTH SERVICES*****: (Review/Sign-off for Noise, Water and Sewerage**) **PAY applicable fee.** If an existing septic system is used, submit a C-42 certification. If new septic is proposed submit a percolation report. If water and sewer are served, bring a copy of current utility bill and submit with the original reproducible plot plan at 385 N. Arrowhead 2nd floor, San Bernardino. (909) 387-4666

5. ***PUBLIC WORKS:*** **MUST HAVE AN APPOINTMENT** ***Land Development Engineering:*** **(Review/Sign-off for Road and Drainage) PAY applicable fee** and submit with the original reproducible plot plan at 825 East 3rd Street, San Bernardino [(909) 387-8218] or at 15900 Smoke Tree Street, Hesperia [(760) 995-8220] for Mountain and Desert projects.

6. ***BUILDING AND SAFETY:*** **(Review/Sign-off for plot plan only) PAY applicable fee** and submit with **the original** reproducible of the plot plan at 385 N. Arrowhead 1st floor, San Bernardino [(909) 387-8311] or 15900 Smoke Tree Street, Hesperia [(760) 995-8140] or other regional Building and Safety offices.

7. **Make TEN (10) COPIES** of the plot plan with all approval signatures**.** Fold these plot plans to 8½" X 11" in size.

8. ***PLANNING*** **: (Final approval signature and letter). Submit TEN COPIES (*folded accordion style*) and the original reproducible plot plan** for review and action. If the proposed project does not require building permits, Planning will issue the final approval only after a site inspection to confirm that all road, parking, fencing and landscaping has been installed in accordance with the approved plan and requirements.

Submit 2 COPIES of the approved SPP plot plan to Building and Safety with your construction plans. The construction plan review is only valid for ONE YEAR from the date of construction plan review fee payment.

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 Customer Service Unit at (909) 387-8311 OR (760) 995-8140.

Section A – Fees $3,479.00*. (L632/L697) (L632/L697 ***this includes a $25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

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.

Section B - County Documents

2. _____ **Three copies** of the completed Land Use Application Questionnaire.
3. _____ Completed Hazardous Waste Site Certification form contained in this packet.
4. _____ **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.

Section C – Other Documents

5. _____ **Two copies** and the original vellum 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.)
(After you have the project planner stamp the vellum with an initial stamp and the five County agencies that need to review the project have also stamped the vellum, you will need to return the vellum and TEN copies to the project planner for final review.)
6. _____ **One copy** of the plot plan reduced to 11" X 17".
7. _____ **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).
8. _____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.
9. _____ **One copy** of the appropriate assessor's map. This may be obtained from the Assessor's Office.
10. _____ **One copy** of a "Letter of Intent" which specifically details the proposed business or operation. Commercial, Industrial, or Institutional Projects: Indicate uses of all buildings and structures with number of occupants, hours of operation, type of storage, etc. If truck activity is involved in the project, indicate the number of truck trips per day and peak hours of trips.
11. _____ **One copy** of any letter or document received from the County of any other agency regarding this project.
12. _____ Original color photos of the project site from various angles (digital photos are preferred).

Section D - Special Studies (if applicable)

13. _____ **One copy** of a Geologic Feasibility Study for any property in a Geologic Hazard (GH) Overlay District.
14. _____ **Three copies** of a Slope Analysis for any project in a Fire Safety Review Area (FS) Overlay District.
15. _____ **Three copies** of any other studies prepared for this project.
16. _____ **Three copies** of any required Endangered Species Report (Desert Tortoise Certificate, etc.).
17. _____ **Two copies** of a Water Quality Management Plan (WQMP) if development is proposed.

Section E – 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. Submit two copies 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, 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.
   - _____ If no grading is proposed, state " No grading proposed."
   - _____ Show location, size and height of any existing or proposed 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.
10. _____ Structures/Land Use (Adjacent Areas): Indicate the existing land use, including "Vacant" or "citrus grove," 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, walls, 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: 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. If none proposed state "No signs proposed"
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: 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.

_____ If no protected or endangered trees exist on the site state "No Protected Plants",

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 storage is proposed, 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.

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 Customer Service Unit at (909) 387-8311. **Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.**

APPLICATION TYPE: _____ **T.T.P.M.#**: _____

[Take "type" from the top of the cover sheet, i.e. "Conditional Use Permit," "Tentative Tract," etc. (if a tentative map is involved include the map number)]

All Assessor's Parcel Numbers (APNs): _____

Section 1 - Applicant Data

Applicant Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

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

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

Property owner(s) of record: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

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

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

Representative's Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

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

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

Representative's Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

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

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

Section 5 – Project Description and Location/Legal Data

Briefly describe the project and use:

_____

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, attach information describing the type of commercial activity proposed, along with square footage of sales area, loading facilities and hours of operation.

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

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

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: _____

Number of truck trips per day _____

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

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

_____

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

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

Attachment A

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

APPLICATION CERTIFICATE

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

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

_____

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: : If there are no contiguous properties under the same ownership, STATE "NONE"—***do not leave blank***.

_____

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 sewering requirements of 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 sewering, 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 sewering agency and that: (check applicable).

☐ There are currently existing sewer trunk lines(s) of adequate capacity to provide sewering 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 sewering 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.

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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

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)