TENTATIVE PARCEL MAP/MINOR SUBDIVISION
INFORMATION SHEET AND APPLICATION

Fees/Deposit

FOR SUBDIVISIONS OF FOUR (4) PARCELS OR LESS: $9,060.00 for the “initial deposit.”

FOR SUBDIVISIONS OF FIVE (5) PARCELS OR MORE WHERE A FINAL MAP IS NOT REQUIRED: $8,940.00 plus $45.00 per lot for the “initial deposit.” (J639)

This application is required for subdivisions where four (4) parcels or less, with or without a remainder, are created or reconfigured. Where each parcel created has a gross area of less than twenty (20) acres, a Parcel Map shall be required. Where each parcel has a gross area of twenty (20) acres or more, or where each parcel is a quarter of a quarter section or larger, a Property Plot Map may be submitted in lieu of a Parcel Map. This application is also required for those projects that would normally require a Tentative Tract Application (a subdivision creating five (5) parcels or more) but are listed as exceptions to the Final Map requirement in the California Subdivision Map Act.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your application. An appointment is not required to submit your application; however, appointments are available upon request. If you have any questions about the items requested, information on processing schedules or would like to arrange an appointment please call the Application Intake Center at (909) 387-8311 or (760) 995-8140.

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.

Note from the Assessor: When new lots are created and the property described in the new lots are located in two different Tax Rate Areas or on two different pages of the assessor’s maps, the County Assessor may assign separate assessment parcel numbers for property tax administration purposes. Different assessment parcel numbers does not equate to separate, legal lots.
CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311 or (760) 995-8140.

Section A – Fees/Deposit

1. ______ Check or money order made payable to San Bernardino County in the correct amount.

<table>
<thead>
<tr>
<th>FOR SUBDIVISIONS OF FOUR (4) PARCELS OR LESS:</th>
<th></th>
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<tbody>
<tr>
<td>Planning Review Initial Deposit (J636)</td>
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</tr>
<tr>
<td>$45.00 per lot--calculate</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: 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 (909) 387-4666 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.

Additional costs may be incurred as a result of potential conditions of approval such as a parcel map and/or required road improvements. You may wish to have a pre-application conference on your project to determine the potential for these conditions.

Surveyor Review: A Checking Fee will be charged for the Surveyors Division to complete the final processing of a Parcel Map. The applicant should check with the Surveyor Division of the Public Works Department for the exact amount of this fee. Make check payable to “S.B. Co. - Surveyor.”

If an appeal is filed, additional fees will be required in accordance with the fee ordinance.

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

Section B - County Documents

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. ______ One Copy of the Completed Hazardous Waste Site Certification form contained in this packet.

Section C – Other Documents

7. _____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.

8. _____ **Two copies** of the current Preliminary Title Report for subdivision purposes, for the property, obtained from a title company, (not more than 60 days old).

9. _____ **One copy** of the appropriate assessor’s map. This may be obtained from the Assessor’s Office.

10. _____ **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.

11. _____ If this project is within an approved or proposed Planned Development, a Final Development Plan must be submitted as a concurrent filing with this application. To ascertain the requirements for the Final Development Plan, refer to the Planned Development Application packet and the Preliminary Development Plan Conditions of Approval.

12. _____ Original color photos of the project site from various angles (digital photos are preferred). Also include a vicinity map showing the location and direction of the photo.

**FOR ALL DIVISIONS RESULTING IN PARCELS LESS THAN TWENTY (20) ACRES:**

13. _____ **Two copies** of Tentative Parcel Map (per checklist); folded accordion style, 8 x 10 1/2". (See attached Tentative Parcel Map Checklist.

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

14. _____ **One copy** of the Tentative Parcel Map reduced to 11” X 17”.

15. _____ **Two copies** of the Adequate Service Certification for water and sewer service (see the forms at the end of this packet), or two copies of a Water Purveyor Service Letter from the servicing domestic water company and sewer letter from the appropriate provider.

16. _____ **Two copies** of proposed deed restrictions and/or CC&R's if a Planned Development.

17. _____ **Two copies** of the preliminary drainage study showing or explaining the drainage area tributary to the subdivision and its access routes from the nearest public maintained road. The study shall set forth in detail the manner in which storm water run-off will enter the subdivision, the manner in which it will be carried through the subdivision, the manner in which disposal beyond the subdivision boundaries will be accomplished and the manner in which any disruption of natural water courses by the grading or construction of the access routes will be addressed. **The study must be signed and sealed by a registered civil engineer or a land surveyor.**

**FOR DIVISIONS WHERE ALL PROPOSED PARCELS ARE TWENTY (20) ACRES OR MORE:**

18. _____ **One original** of Property Plot Plan Drawing. (See attached Property Plot Checklist.)

19. _____ **One copy** of the recorded Grant Deed or Quit Claim Deed with the previous Grant Deed for each lot or parcel.

20. _____ **Two copies** of the preliminary drainage study showing or explaining the drainage area tributary to the subdivision and its access routes from the nearest public maintained road. The study shall set forth in detail the manner in which storm water run-off will enter the subdivision, the manner in which it will be carried through the subdivision, the manner in which disposal beyond the subdivision boundaries will be accomplished and the manner in which any disruption of natural water courses by the grading or construction of the access routes will be addressed. **The study must be signed and sealed by a registered civil engineer or a land surveyor.**

Section D - Special Studies


22. _____ **Two copies** of a Slope Analysis for any project in a Fire Safety Review Area (FS) Overlay District.

23. _____ **Two copies** of a Water Quality Management Plan (WQMP) if development is proposed.

24. _____ **A Traffic Study** may be required. A final determination will be made after submittal of the project.

25. _____ **Five copies** of any required Endangered Species Report and/or general Biological Study (Desert Tortoise, Mojave Ground Squirrel, Southern Rubber Boa, Delhi Sand Loving Fly, etc.).
Section E – Public Notice Materials/Surrounding Property Owners Certification

Please refer to the handout sheet titled “Surrounding Property Owners Certification” for details regarding requirements and label format. This handout sheet also includes the required signature block for the person who prepared the information and labels.

26. Submit two adhesive sets and one reproducible copy of mailing labels for all property owners that own property within the following specified areas. The following are based on the project area being:
   - 20.0 acres or less: All parcels within 300 feet of the external boundaries of the project parcel.
   - 20.1 acres to 160 acres: All parcels within 700 feet of external boundaries of the project parcel.
   - 160.1 acres or greater: All parcels within 1,300 feet of the external boundaries of the project parcel.

27. One copy of the certification sheet signed by the person who prepared the list and labels.

28. One copy of a radius map showing all the assessor’s parcels at the same scale and including the radius notification specified above based on parcel size.

Section F – Tentative Parcel Map Checklist (If applicable)

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

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

1. Official Stamp Area and Plan Identification: A 4 inch by 14 inch area in the upper right hand side of the map shall be left blank and labeled “Official Use Only.”

2. The lower right hand corner of the map shall contain the following information in this order: a) Assessor’s Parcel Number(s) (APN:); b) Parcel Map number (may be obtained from County Recorder, 387-8306) “Parcel Map ____”; c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and map preparer and d) map preparation date and any revision date(s).

3. The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal, and provide their California registration or license number and the date of expiration of such license or registration.

4. Names, addresses and telephone numbers of the owner of record, subdivider, and the engineer or surveyor preparing the map.

5. List the names, addresses and telephone numbers of public utility companies, which will serve the subject property, including water supply and method of sewage disposal.

6. North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or left hand side of the map. Boundary shall be shown as a solid, distinctive line.

7. Show the entire Assessor's parcel number, identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).

8. Legal description of the land included within the proposed tentative parcel map.

9. The parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in division shall be labeled as a remainder parcel.

10. Indicate the approximate acreage, the number of numbered parcels, number of lettered parcels and parcel density proposed. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.

11. Existing and proposed zoning by parcel numbers and/or letters.

12. Proposed use of parcels.

13. The number of lineal feet of new streets.

14. Land Use district (zoning) and development or uses of adjoining property, including across any streets. Indicate distance from property line to any off site structures that are within fifteen (15) feet of property line.

15. Show and dimension all existing structures, indicating the use of each structure and whether structure is to remain or be removed. In addition, show all parking facilities and driveways.

16. Front and side street building setback lines, delineated on the map, including dimensions.

17. Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.

18. The approximate gradient and typical cross section for each proposed highway, street, easement and drainage improvement shown on the tentative parcel map.

19. The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
20. _____ Approximate radius of all centerline curves on highways, streets or ways.

21. _____ The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.

22. _____ Locate, by distance from existing and proposed property lines and other above ground structures, the placement on the property of all existing structures and other manmade features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the subdivision. Indicate which existing structures will remain and which will be removed.

23. _____ The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater. Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1929 datum and the bench shall be one accepted by the County Surveyor.]

24. _____ Vicinity map of the area showing the proposed parcel map in relation to any established roads, landmarks, etc., so that the site can be easily located.

25. _____ Indicate the proposed access route to the site from nearest public maintained road.

26. _____ On a parcel map consisting of a condominium project or a planned development, the tentative parcel map shall show the approximate location from all existing and proposed property lines/structures of all building envelopes and other structures to be erected by dashed lines.

27. _____ Preliminary grading information shall be delineated on the tentative map when staff determines that the proposed site is located within a:

(a) Geologic Hazard (GH) or Fire Safety Review Area (FS) Overlay District, or
(b) Specific plan which requires such information, or
(c) The average slope of a feasible building site and/or the access to these sites exceeds ten percent (10%).

When preliminary grading information is required it shall include maximum elevation of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill. Graded slopes shall not exceed thirty (30) feet in vertical height. Setbacks from top and bottom of graded slopes shall be a minimum of one-half the slope height. Pad elevations shall be shown, if applicable. Include slopes resulting from grading for new or existing roads.

28. _____ Indicate any regulated native trees or plants that are within one hundred (100) feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Indicate all regulated trees or plants that are proposed to be removed in accordance with San Bernardino County Code Title 8, Division 9. All other regulated trees or plants may be indicated by note or general graphic representation of major clusters or stands of trees. If no regulated trees or plants are on the site, indicate this by a note on the map.

PRELIMINARY GRADING INSTRUCTIONS

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

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

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

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

4. _____ A legend with appropriate symbols.

5. _____ Any other date necessary to aid in review of a project.

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

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

Map Portion

1. _____ Map should be drawn so that "north" is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.

2. _____ Delineate the location and dimension the lengths and widths of the following:
   (a) Existing property lines for each lot or parcel.
   (b) Proposed property lines for each lot or parcel.
   (c) Existing right-of-ways for all abutting streets. ALSO indicate names.
   (d) Proposed new right-of-way dedication including expansion and additions.
   (e) Existing street and drainage improvements including curbs, gutters, sidewalks and paving widths.
   (f) All existing and proposed easements for drainage, public utilities, access or encroachments.
   (g) All underground structures including septic tanks, leach lines, seepage pits, storm drains and wells.
   (h) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.
   (i) Indicate location and dimensions of any important topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.)

3. _____ Number each proposed lot and compute the net and gross lot area in square feet or acres.

4. _____ If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.

5. _____ Indicate native trees six inches or greater in diameter, and protected desert native plants with stems two inches or greater in diameter or six feet or greater in height, or state in a note that no such trees exist on site. Indicate whether any trees or protected plants are to be removed.

6. _____ Show any existing grading and provide copy of approved grading plan.

Information Portion

7. _____ Applicant's name and phone number.

8. _____ The number of lots to be created.

9. _____ The Assessor's book, page and parcel number(s) of the existing parcel(s).

10. _____ The township, range and quarter section of the parcel.
Note: State Fish and Wildlife fees may be required before your project can be approved.

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

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

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

PROPERTY PLOT
SAN BERNARDINO COUNTY LAND USE SERVICES DEPARTMENT
TO BE USED ONLY FOR LOT MERGER, LOT LINE ADJUSTMENT AND MAP ACT EXCEPTION APPLICATIONS
(ITEMS MUST BE COMPLETED BY THE APPLICANT/REPRESENTATIVE)

Information Portion:  
SCALE 1" = 500'

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

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

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

Planning Staff Only:
File/Index:  
Land Use District:  
Overlay:  
Rd. Bk.:  

Approval Date:  
Approved By: X

San Bernardino County -8-  
Tentative Parcel Map/Minor Subdivision
Information Portion:

Applicant Name: __________________________ Phone: (___) _________ Proposed # of New Lots: ______
Assessor Parcel Number(s): __________________________
Township: __________ Range: __________ Section: __________ NW NE SW SE (Circle One)

Planning Staff Only:
File/Index: ________________ Land Use District: ________________ Overlay: ________________ Rd. Bk.: __________
Approval Date: _______________________
Approved By: ________________________ X _______________________
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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: [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)]

T.T.P.M. #: 

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.: 

San Bernardino County Hazardous Waste Site Certification
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, and 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: ____________________________

9. Will the project change scenic views or vistas from existing residential areas, public lands or roads? YES □ NO □ UNCERTAIN □

10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project? YES □ NO □ UNCERTAIN □

11. Has the site been surveyed for historical, paleontological or archaeological resources? YES □ NO □ UNCERTAIN □

12. Is the site on filled land or on slope of 10 percent or more? YES □ NO □ UNCERTAIN □

13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives? YES □ NO □ UNCERTAIN □

14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns? YES □ NO □ UNCERTAIN □

15. Will there be any substantial change in existing noise or vibration levels in the vicinity? YES □ NO □ UNCERTAIN □

16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)? YES □ NO □ UNCERTAIN □

17. Has a traffic study been prepared for this site or has the site been included in another traffic study? YES □ NO □ UNCERTAIN □

18. Will the project generate significant amounts of solid waste or liter? YES □ NO □ UNCERTAIN □

19. Will the project change any existing features of hills or make substantial alteration of ground contours? YES □ NO □ UNCERTAIN □

20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)? YES □ NO □ UNCERTAIN □

21. Is there a relationship to a larger project or series of projects? YES □ NO □ UNCERTAIN □

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 shall 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 shall 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 exist 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

Applicants 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.: ( ________ ) ____________________________

San Bernardino County -3- Identified Hazardous Waste Sites
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 __________

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San Bernardino County -4- Identified Hazardous Waste Sites
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 line(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 sewering 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) __________________________

DEHS __________________________
cc: Planning Division California Regional Water Quality Control Board __________________________

Date

San Bernardino County -5- Identified Hazardous Waste Sites
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