TENTATIVE TRACT MAP (SUBDIVISION)
INFORMATION SHEET AND APPLICATION

Fees/Deposit: Initial Deposit: $14,120.00

This application is required for subdivisions creating five (5) parcels or more, for a condominium project, or for a Final Development Plan.

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

Section A – Fees/Initial Deposit

1. _______ Check or money order made payable to San Bernardino County in the amount of $14,120.00.

“Actual Cost Initial Deposit” – The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the 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 review process. For more information on fees, please contact County Planning.
Provide **one copy** of the following receipts or a letter stating such fees are not applicable:

2. ____ **Receipt** from the Environmental Health Services Division (DEHS) of payment of required review fees. Contact DEHS at (800) 442-2283 for fee amount, applicability and payment prior to application submittal.

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

4. ____ **Receipt** from the Land Development Division 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.

**Surveyor Review:** A fee for Final Map and related processing will be charged on an actual cost basis prior to Final Map recordation.

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

**Section B – County Documents**

5. ____ 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 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.*

6. ____ One copy of the completed Hazardous Waste Site Certification form contained in this packet.

7. ____ 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.

8. ____ One completed Financially Responsible Party Information form.

**Section C – Other Documents**

9. ____ 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.

10. ____ Two copies of the Tentative Subdivision Map (per check list); folded accordion style, 8” x 10 1/2". *Only two copies of the Tentative Subdivision Map are required for the initial filing of this application. Revisions may or may not be required. When staff determines that the map is complete, you will be required to submit additional copies of the Tentative Subdivision Map. The specific number of copies to be submitted will be determined at that time.*

11. ____ One copy of the Tentative Subdivision Map reduced to 11” X 17”.

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

13. ____ One copy of the appropriate assessor’s map obtained from the Assessor’s Office.

14. ____ 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. The USGS map may be purchased at a local blueprint company and is not available at County offices. A legible photocopy is acceptable.

15. ____ Two copies of proposed deed restrictions and/or CC&R’s if a Planned Development.

16. ____ One copy of Pre-Application Development Review Minutes or the summary letter if a Pre-Application Conference was conducted.
For affordable housing projects, if the pre-application conference was waived, submit fifteen copies of a supplemental report responding to each of the points raised in the evaluation criteria below:

(a) The density limit designated on the applicable regional land use map of the General Plan and the density bonus being requested, if applicable.
(b) The availability of adequate public services and facilities, particularly; are roads adequate to support increased traffic generated by the project, is water service and solid waste management satisfactory, and is law enforcement and fire protection adequate?
(c) Natural resource constraints such as steep slopes (greater than 10%), or seismic or flood hazards.
(d) Compatibility with adjacent land uses.
(e) Community goals, objectives and standards specified in the General Plan text and any applicable area or specific plan.
(f) The need for affordable housing within the community or area.
(g) Availability of community services such as access to commercial conveniences, medical aid, employment, public transportation and recreation.
(h) Data relative to the proposed price structure, payment schedule, method of financing, housing type, and number of units of each type with specified information relative to the number of units proposed to be in the affordable range.

17. 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.

18. Two copies of 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.

Section D - Special Studies

19. A traffic study can be required. A final determination will be made after submittal of the project.
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.

21. Three copies of a Slope Analysis for any project in a Fire Safety (FS) Overlay District
22. Two copies of the Fiscal Impact Report for any residential project of 50 units or more.
23. Two copies of a Water Quality Management Plan (WQMP).
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.).
26. Four copies of a Water Supply Assessment in accordance with SB 221 and SB 610 for any residential project of 500 units or more or any project on 40 acres or more.
TENTATIVE SUBDIVISION MAP CHECKLIST

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

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

1. _____ Official Stamp Area and Plan Identification: A 4 inch by 14 inch area in the upper right hand side of the map shall be left blank and labeled “Official Use Only.” *The lower right hand corner of the map shall contain the following information in this order: a) Assessor’s Parcel Number(s) (APN); b) Tract number (may be obtained from County Recorder, 387-8306) “Tract ___” c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and map preparer and d) map preparation date and any revision date(s).*

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

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

4. _____ List the names, addresses and telephone numbers of public utility companies, which will serve the tract, including water supply and method of sewage disposal, telephone company, electrical and gas company.

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

6. _____ Show entire Assessor’s parcel, and identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).

7. _____ Legal description of the land included within the proposed tentative map.

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

9. _____ Indicate the approximate acreage, the number of numbered lots, number of lettered lots and lot density proposed by the subdivision. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcels

10. _____ Indicate whether proposed project is designed for **LOT SALES** or **DEVELOPER BUILD-OUT.**

11. _____ Existing and proposed zoning.

12. _____ Proposed use of any lettered lots.

13. _____ The number of lineal feet of new streets.

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

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

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

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

18. _____ The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.

19. _____ Approximate radius of all centerline curves on highways, streets or ways.

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

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

22. _____ The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater. Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1927 datum and the bench shall be one accepted by the County Surveyor.]

23. _____ Vicinity map of the area showing the proposed tract in relation to any adjacent tracts, established roads, landmarks, etc., so that site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.

08/01/15
24. In a subdivision consisting of a condominium project or a planned development, the tentative map shall show the approximate location of all building envelopes and other structures to be erected by dashed lines [with no unit or space numbers, sidewalks, parking areas, etc., shown.]

25. Show all regulated native trees or plants on the site. Highlight any of these trees or plants that are within 100 feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Highlight all regulated trees or plants that are proposed to be removed in accordance with San Bernardino County Code Title 8, Division 9. If no regulated trees or plants exist on site, indicate this by a note on the map.

26. Preliminary grading as per instructions below. If slope is less than 5%, show pad elevations with top and foot of slope if they exceed three (3) feet. Include slopes resulting from grading for new or existing roads.

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

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

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

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

D. A legend with appropriate symbols.

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

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

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

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

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

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the 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: 

Lot Sales Only 

Developer Build-Out

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? 

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
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 operations.

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

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? □ □ □

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) 

REGISTRATION NO. (IF R.C.E. OR LICENSED LAND SURVEYOR)

(Print) (OWNER(S) OF RECORD)* 

(Print) (OWNER(S) OF RECORD)* 

(Print) (OWNER(S) OF RECORD)*

*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

|   | Form A | The applicant shall complete the form and provide a copy to each certifying agency. |

WATER

|   | 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. |
|   | 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

|   | 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. |
|   | 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: ____________________________ APN: ____________________________

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

______________

APN

______________

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: ____________________________  APN: ____________________________

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 sewer service facilities can and will be installed prior to occupancy of the proposed use and will comply with all federal, state, and country laws and regulations.

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

By: ____________________________  Date: ____________________________

Title: ____________________________

Name of Sewering Agency: ____________________________

Address: ____________________________

Phone No.: (____) ____________________________

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

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

☐ This certifies that the above referenced property’s proposed connection to this Publicly Owned Treatment Works will not result in sewage/septage flows which will exceed the plant’s design capacity.

☐ This agency cannot certify that the referenced property’s connection to this Public Owned Treatment Works will not resulting sewage/septage flows which will exceed the plant’s design capacity.

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

☐ (Other) ____________________________

By: ____________________________  Date: ____________________________

Title: ____________________________

Name of POTW/Landfill: ____________________________

Address: ____________________________

Phone No.: (____) ____________________________

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

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

☐ The referenced project is adequately serviced.

☐ The referenced project is not adequately serviced

☐ (Other) ____________________________

DEHS ____________________________  Date ____________________________

cc: Planning Division

California Regional Water Quality Control Board
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
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.)
FINANCIALLY RESPONSIBLE PARTY AGREEMENT

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

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

1. The Financially Responsible Party will pay the security deposit required at the time of Project submittal in an amount established by the County Code or by LUSD policy; will pay monthly invoices within twenty-five (25) days from invoice date, subject to LUSD stopping work until payment is received; and agrees to be responsible for payment of all permit processing costs associated with the Project application.

2. If it is deemed necessary by LUSD to utilize consultant services, the Financially Responsible Party will pay a deposit to cover consultant costs prior to execution of the contract with the consultant, with charges against the contract with the consultant to be billed on an hourly basis against the deposit.

3. Financially Responsible Party agrees that all funds deposited in the Project Trust Account will be held by the County in an account under the name of Financially Responsible Party, and that the Financially Responsible Party shall be considered the owner of all funds in said account.

4. Financially Responsible Party agrees that the LUSD is not required to issue any clearances or permits without receipt of full payment of fees, unless waived by the Board of Supervisors, by Board Action.

5. Financially Responsible Party agrees that if there is an outstanding amount on any other LUSD application for which the Financially Responsible Party is the applicant, the depositor, of the Financially Responsible Party, subsequent applications will not be accepted until such amounts are paid.

6. Financially Responsible Party agrees that LUSD may refund any funds remaining in the project trust account at the completion of work to the Financially Responsible Party.

7. The Financially Responsible Party agrees that the person or entity designated as the Financially Responsible Party maintains that designation until the project is completed and all legal challenges to the County’s approval have been resolved, or the County is notified, and accepts, a Change of Financial Responsibility form (available on the San Bernardino County LUSD website).

8. Indemnification. In compliance with Development Code §81.01.070, the Financially Responsible Party agrees, to defend, indemnify, and hold harmless the County or its “indemnitees” (herein collectively the County’s elected officials, appointed officials (including Planning Commissioners), Zoning Administrator, agents, officers, employees, volunteers, advisory agencies or committees, appeal boards or legislative body) from any claim, action,
or proceeding against the County or its indemnitees to attack, set aside, void, or annul an approval of the County by an indemnitee concerning a map or permit or any other action relating to or arising out of County approval, including the acts, errors or omissions of any person and for any costs or expenses incurred by the indemnitees on account of any claim, except where such indemnification is prohibited by law. In the alternative, the developer may agree to relinquish such approval.

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

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

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

The Financially Responsible Party agrees that its 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)