



LAND USE SERVICES DEPARTMENT
Planning Division

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

LICENSING REVIEW
INFORMATION SHEET AND APPLICATION

This application is required to obtain Planning Division approval or renewal of a business license for those businesses requiring such license (adult-oriented businesses, massage parlors, thrift stores, motels etc.). Do not leave any blank spaces.

FEE:

A check or money order made out to San Bernardino County in the amount of \$284.00* must be submitted with the Licensing Review Application.

Table with 2 columns: Description and Amount. Rows include Planning Review Fee for Record Review (L607) at \$259.00, Records Media Conversion for Job Closure (L697) at 25.00, and a TOTAL of \$284.00*.

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

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.

SUBMITTAL REQUIREMENTS:

- 1. Two copies of completed Licensing Review Application.
2. One copy of any building permits or other approval for the specified use.
3. One copy of a Plot Plan. Please refer to the Plot Plan Checklist for additional information. If a plot plan has been previously approved, please provide a copy of the approved plan.
4. One copy of the plot plan reduced to 11" X 17" if larger size is used.

Section D – Plot Plan: Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 11" x 17"). Remember that the staff is not familiar with the property and will need this information to evaluate your project. If the plans are not legible or do not contain the information listed below, your application will be returned.

- 1. Name, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
2. Complete legal description and Assessor's Parcel Number of the property involved.
3. Identify the type of project, as well as the Variance requested.
4. North point, date of drawing and engineer's scale (suggest 1:20).

5. _____ Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
6. _____ Dimension of property lines or boundary of project.
7. _____ Location, size and use of all existing and proposed structures (including buildings, fences, trash enclosures, towers, signs, paved areas, curbs and driveways, underground utilities, septic tank and sewage disposal system), including dimensions, height, number of stories (including basements), square footage, distance from property lines and building separations. Indicate doors that open onto a street or property line.
8. _____ Land Use (Zoning) District classification and the type of development on all adjacent properties, including across any streets. Show distance of structure(s) on adjacent properties from the project property lines.
9. _____ Vicinity map showing location of project.
10. _____ Compute all building coverage, open space and sign area requirements as established by Land Use District or Planning Areas.
11. _____ Indicate existing native trees six inches or greater in diameter or if none exist, a statement **MUST** be placed on the plot plan. EXAMPLE: "No Native Trees six inches in diameter exist on this site".
12. _____ Show parking spaces in detail (each space to be 9' X 19'). Refer to the County Development Code for detailed information regarding parking requirements for your use and for disabled access requirements. Show paving or surfacing as required by the Development Code.
13. _____ Show loading zone space(s) at 10' X 20'.
14. _____ Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flowline arrows and contour lines.
15. _____ If signs are proposed or exist, plot their location on the site and include a side elevation showing the face dimensions, overall height and height above grade from bottom of sign. Include distance from both top and bottom of sign to grade.

LICENSING REVIEW APPLICATION

Applicant's Name: _____ Date: _____

Business Name: _____

Mailing Address: _____

City: _____ Zip: _____

Subject Site Address/Location: _____

City: _____ Zip: _____

Assessor's Parcel #: _____ Phone #: _____

E-mail Address: _____ FAX # _____

Area/Community: _____

Type of business regarding license: _____

If this request is for a license renewal, give date of original licensing review by Planning:

The following information is to be completed by county staff:

Parcel size _____ Township _____ Range _____ Section _____

Official Land Use District (Circle): RC AG RL RS _____ RM CO CN CR CH CG

CS IC IR FW SD (Min. acreage suffix) _____

Applicable Overlays (Circle): AA AP AR1 AR2 AR3 AR4 AH BR CR SR
FS1 FS2 FS3 FP1 FP2 FP3 GH MR NH PR SC

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