CITY OF FONTANA
PLANNING DIVISION

Project Specific Information Required for Home Occupation Permit

Where will the Home Occupation be conducted (eg., main dwelling unit, garage, other)

_____

_____

If Home Occupation will be conducted in the garage, indicate the total sq. ft. to be used.

_____

_____

Will the Home Occupation require any modification or alteration of any part of any existing structure?
_____Yes _____No (If yes, please explain your answer in detail.)

_____

_____

_____

_____

Will the Home Occupation require storage of supplies or materials, indoors or outdoors not normally associated with the residential use? _____Yes _____No (If yes, please explain your answer in detail.)

_____

_____

_____

_____

Will the Home Occupation generate additional traffic in the form of deliveries to the home or customers?
_____Yes _____No (Please explain your answer in detail.)

_____

_____

_____

Will the Home Occupation employ additional persons not actually living on site?
_____Yes _____No (If yes, please explain your answer in detail.)

_____

_____

_____

Is the property a rental property? Each Home Occupation permit request to be conducted on a rental property shall be accompanied by the written authorization of the property owner for the proposed use.
_____Yes _____No (If yes, please attach a letter from the owner.)

Will the Home Occupation generate additional noise, dust, pollutants, etc. not normally associated with the residential use of the property? _____Yes _____No (Please explain your answer in detail.)

_____

_____

_____

Submittal Requirements for Home Occupation Permit applications

Please submit the following:

Site Plans: Three (3) copies:

- ❑ Name and Address of the property owner
- ❑ Address/location of the property
- ❑ Assessor's Parcel Number(s)
- ❑ Identification of adjacent streets by name, alleys or other public property
- ❑ The location and dimension of all existing and proposed parking areas
- ❑ Any legal easements that cross the property or other pertinent legal features
- ❑ A north arrow
- ❑ A scale
- ❑ Property line and dimensions
- ❑ Location, size, and shape of any structures presently on the site
- ❑ Location, size, and shape of any proposed structures on the site (include all porches, chimneys, bay windows, roof overhangs, decks, etc.)
- ❑ Location, size, and shape of any paved areas
- ❑ Dimension showing the sides, rear, and front setbacks
- ❑ Location of doors and entrances
- ❑ Vicinity map

Letter of Justification:

- ❑ Letter of justification including an explanation of the Home Occupation and expected additional traffic to be generated and types of materials to be stored at the property.

Floor Plan:

- ❑ Three (3) copies of floor plans showing:
  - ❑ Window locations
  - ❑ Door locations
  - ❑ Dimensions and use of each room

***Note: All submitted plans shall be collated, folded and stapled as a complete set.**

Home Occupations on rental property require the signature of the property owner.

Property Owner(s) Affidavit:

I/We, _____

Please Print Name(s)

hereby state that I/we are the property owner(s) of the entire property involved in this application and I/we give permission for the filing of a Home Occupation permit.

Property Owner(s) Signature: _____ Property Owner(s) Signature: _____

Print/Type Name: _____ Print/Type Name: _____

CITY OF FONTANA
PLANNING DIVISION
APPLICATION & APPLICANT INFORMATION

Department Use Only

Master Case No. _____

Case No. _____ **Case No.** _____

Case No. _____ **Case No.** _____

Case No. _____ **Case No.** _____

Submittal Date: _____ **Received By:** _____ **Related Case:** _____

Please check all application types that apply:

Administrative Site Plan:	_____	Lot Merger:	_____
Administrative Site Plan Amendment:	_____	Master Sign Program:	_____
Administrative Site Plan Modification:	_____	Minor Use Permit: (ABC Lic Change):	_____
Administrative Variance:	_____	Minor Use Permit: (Comm):	_____
Annexation Consent:	_____	Minor Use Permit Amendment:	_____
Annex(Irrevocable Agreement Exist):	_____	Re-Build Letter:	_____
Annex(Irrevocable Agreement New):	_____	Specific Plan:	_____
Appeal (Aggrieved Person):	_____	Specific Plan Amendment:	_____
Appeal (Project Applicant):	_____	Temporary Use Permit:	_____
City Council/Planning Comm Interp:	_____	Temporary Sign Permit:	_____
Community Plan Amendment:	_____	Tentative Parcel Map (Residential):	_____
Conditional Use Permit (Res.):	_____	Tentative Parcel Map (Comm/Indust.):	_____
Conditional Use Permit (Comm.):	_____	Tentative Parcel Map (Minor Modification):	_____
Conditional Use Permit Amendment:	_____	Tentative Parcel Map (Major Modification):	_____
Conditional Use Permit/Res. Child Care:	_____	Tentative Parcel Map Time Extension:	_____
Conditional Use Permit (New ABC Lic):	_____	Tentative Tract Map (Residential):	_____
Design Review (Residential):	_____	Tentative Tract Map (Comm/Indust):	_____
Design Review (Comm/Indust):	_____	Tentative Tract Map (Minor Modification):	_____
Design Review Amendment:	_____	Tentative Tract Map (Major Modification):	_____
Design Review Modification:	_____	Tentative Tract Map Time Extension:	_____
Design Review Sign:	_____	Tentative Tract Map (Vesting):	_____
Development Agreement:	_____	Variance:	_____
Development Code Amendment:	_____	Zone Change:	_____
General Plan Amendment (Minor):	_____	Zone Change Consistency:	_____
General Plan Amendment (Major):	_____	Zoning Determination:	_____
Home Occupation Permit:	_____	Zoning Letter:	_____
Lot Line Adjustment:	_____	Other	_____

For additional info call (909) 350-6717

Application Information

Please provide all applicable information. Failure to do so may result in significant processing delays.

Applicant's Information:

Company Name (if any): _____
Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Engineer: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Architect: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Property Owner's Information (If more than three, add separate sheet):

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Bus. Phone: _____ Cell Phone: _____
Fax: _____
E-Mail (if any): _____

CITY OF FONTANA
PLANNING DIVISION
APPLICATION
PROJECT INFORMATION

The following information is required for all applications. Also, please complete specific project information.

Assessor's Parcel Number(s) Provide full nine digit number which shall include the book, page, and parcel for each parcel within the project. (If more than nine parcels, add separate sheet.)

_____ _____ _____

_____ _____ _____

_____ _____ _____

Project Location (Must be given as appropriate by street address, closest cross street, and most recent available Thomas Brothers Coordinates, or other information that may convey the location of the property):

_____

_____

_____

General Plan Designation(s)
(If more than one GP land use Designation, list designation for each parcel)

_____

_____

_____

_____

Zoning District(s)
(If more than one Zoning District list District for each parcel)

_____

_____

_____

_____

Specific Plan Designation(s)
(If more than one Specific Plan Designation, list Designation for each parcel)

_____ _____

_____ _____

_____ _____

Project Name (if any):

_____

Miscellaneous Information, notes, comments, etc that you wish to provide.

_____

_____

_____

CITY OF FONTANA
PLANNING DIVISION
APPLICATION
AFFIDAVITS

An application affidavit is required for all applications except the following: Appeal, Development Code Amendment, Re-build letter, or Zoning Letter application.

Property Owner(s) Affidavit:

I/We, _____
Please Print Name(s)

hereby state that I/we are the property owner(s) of the entire property involved in this application and I/we give permission for the filing of this application.

Property Owner(s) Signature: _____ Property Owner(s) Signature: _____

Print/Type Name: _____ Print/Type Name: _____

The property owner affidavit must be signed by the property owner or authorized representative of a corporation, before a notary. **(Please attach Notary Acknowledgement)**

Applicant's Affidavit:

I/we have familiarized ourselves with the requirements of the City of Fontana Planning Division filing requirements and the information provided in this application are true and correct to our knowledge. I/we understand that this application represents a preliminary submittal and will not be officially filed until such time as Notice of Official Filing is issued by the Planning Division.

Applicant's Signature: _____

Print/Type Name: _____

CITY OF FONTANA
PLANNING DIVISION
APPLICATION
SUBMITTAL REQUIREMENTS

The following items are required to be submitted at time of application. **Prior to actual filing an application all applicants are strongly encouraged to contact the Planning Division (909.350.6728) to schedule a pre-filing meeting.**

The following items are required for all applications (Also, see specific application requirements):

- ❑ **Application Form:** The appropriate application forms shall be completed.

- ❑ **Filing Fee:** The appropriate filing fees will need to be submitted a time of application. A fee schedule is attached.

- ❑ **Mailing List:** One list of all persons owning property within 300 feet for an Administrative Site Plan and Administrative Variance applications or 660 feet for a Community Plan Amendment, Design Review, Specific Plan, Tentative Tract Map, Time Extension, Zone Change, Annexation, Development Code Amendment, Community Plan Amendment, Conditional Use Permit, Minor Use Permit, General Pan Amendment, Specific Plan Amendment, Tentative Parcel Map, and Variance application. A mailing list is not required for an Appeal, Temporary Sign Permit, Design Review Sign, or Temporary Use Permit application. The mailing list shall contain the following:
  - ❑ 1" x 2 ¾" Self-adhesive address labels
  - ❑ Names, addresses and assessor's parcels numbers

    (Note: the mailing list information shall be obtained from the latest San Bernardino County Equalized Assessments Rolls. Planning Division shall not accept an ownership list which bears a date MORE THAN 90 DAYS PRIOR to the date of the FIRST PUBLIC HEARING.)

  - ❑ Assessor's maps showing the subject site and all properties within 300 (Administrative Site Plan) or 660 feet (all other projects) of the exterior boundaries of the project site. The Assessor's pages shall be full size (11"x17") with the appropriate radius clearly drawn in red ink or pencil.

  - ❑ One pre-stamped business size envelope prepared for mailing for each name on the mailing list. The return address on the envelope shall read:

City of Fontana Planning Division 8353 Sierra Avenue Fontana, CA 92335	Stamp
000-000-00 (Assessor's Parcel No.) Property Owners Name Address Fontana, CA 92335/6	

  - ❑ The mailing address on the envelope shall contain the assessor's parcel number and the property owner's name and address.

    - ❑ A second set of envelopes shall be submitted for projects requiring a public hearing before the City Council (Zone Changes, Development Code Amendments, General Plan Amendments, Specific Plans, Community Plans, and Specific or Community Plan Amendments.

- ❑ **Environmental:** A completed Environmental Information Form (attached).
- ❑ **Preliminary Title Report:** A current Title Report within the last three (3) months.
- ❑ **Water Quality Management Plan:** A complete Water Quality Management Plan prepared by a registered Civil Engineer licensed by the State of California.

- ❑ **Notification Sign:** Installation of one 4' x 8' notification sign on each street. (See information sheet for required sign information, sign height, letter height, etc.)