SECTION 1: Application Procedure and Filing Requirements

A. Pre-Application Meeting: Fontana City Code (FCC) Section No. 30-102.6.1 requires that the applicant submit a Pre-Application Meeting (PAM) request to the Planning Division. This early review process is intended to provide the applicant with the necessary information to make an informed decision prior to submitting a formal entitlement application (see PAM form for submittal requirements).

B. Filing Requirements:

The following items are required with the application:

For a Zone Change (Map):

- 1. Application Form: Uniform Application Parts 1 and 2 shall be completed.
- 2. Filing Fee: The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Division.
- 4. Environmental Information Form: A completed Environmental Information Form.
- 5. Justification Letter: A letter explaining the reasons for the requested zone change or municipal code amendment.
- 6. Preliminary Title Report: A current Title Report within the last three (3) months.
- 7. Exhibits: An 11” X 17” colored map showing the existing zoning designation and proposed zoning designation of the site.
- 8. Notification Sign: Installation of one 4’ x 8’ notification sign on each street frontage. (See information sheet for required sign information, sign height, letter height, etc.)

For a Municipal Code Amendment (Text):

- 1. Application Form: Uniform Application Parts 1 and 2 shall be completed.
- 2. Filing Fee: The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. Environmental Information Form: A completed Environmental Information Form.
- 4. Justification Letter: A letter explaining the reasons for the requested zone change or municipal code amendment.
5. **Amended Municipal Code Text:** Seven (7) copies of the amended text and one (1) compact disc with a Word file of the amended text. Text to be deleted shall be stricken through and text to be added shall be **bold and italicized**.

c. **Second Submittal:** If the application is determined to be incomplete, staff will notify the project applicant to submit the following required items. The applicant will be given a date to appear before the DAB when the project is resubmitted at the front counter. These required items shall incorporate all the comments from the first DAB meeting.

   1. Number of plan map sets or proposed pages of text to be determined by the Project Planner.
   2. The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Division.
   3. **Mailing List (for Zoning District Map Amendments Only):** The mailing list will include all property owners within the project area and surrounding area within 660 ft. The mailing list shall contain the following:
      1. 1” x 2 ¾” Self-adhesive address labels (Two sets) with the following information:
         - Names, Addresses and assessor’s parcel numbers (Note: the mailing list information shall be obtained from the latest San Bernardino County Equalized Assessment 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 660 ft. of the exterior boundaries of the project site. The Assessor’s pages shall be (11” x 17”) 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 with the City’s return address as shown below.
The mailing address on the envelope shall contain the assessor’s parcel number and the property owner’s name and address as shown above.

D. **Submittal for Planning Commission Action:** After completing DAB review, and prior to scheduling for Planning Commission review, the following required items must be submitted:

I. Items listed under “C” Second Submittal (2) and (3) if not already submitted; and,

II. Planning Commission

   1. Ten (10) full size map sets or pages of text amendments incorporating all necessary revisions, changes, etc.