



Planning Division
245 East Bonita Ave., San Dimas CA 91773
(909) 394-6250

CHECKLIST FOR DEVELOPMENT PLAN REVIEW & SUBDIVISION MAPS



The Development Plan Review process is provided to encourage and promote quality architecture and functional site design throughout the city. For a description of the review process, please refer to the *Development Plan Review Board* brochure available at the Planning Division or online at www.cityofsandimas.com/planning.cfm.

SECTION 1: Application Procedure and Filing Requirements

A. Preliminary Review: *It is recommended that you submit a preliminary proposal to the Planning Division prior to submission of the formal application. This will allow us to review the request and provide input to you on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save you possible delay and expensive plan revisions later in the process.*

B. Initial Submittal:

1. One Development Application Form.
2. Application Fees
3. One original Part I of the Initial Study (Environmental Information Form, attached), and all supporting environmental documents, in printed format. Also provide electronic copy (.pdf file format).
4. One Property Owner's Affidavit Form (see attached)
5. Three sets of the development plans (see Section 4) to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be individually rolled, collated, stapled, and secured with a rubber band.
6. One set of 8 1/2" x 11" reductions of all sheets in the development plans.
7. Five sets of typed gummed labels for all persons connected with the project to be notified, such as legal property owner, applicant, architect, engineer, etc.
8. One Hazardous Waste and Substance Site Statement.
9. One Quimby Fee Statement (subdivisions only)

C. Full Submittal: *When determined complete, staff will notify the project applicant to submit the following required items by the Full Submittal Deadline:*

1. Twenty-four (24) sets of the development package. Three sets shall be full size blueprints; then remaining sets shall be 11 x 17 inch reductions.
- ☆☆ 2. A set of colored plans to include: a detailed site plan, conceptual landscape plan, illustrative building elevations, and any necessary cross-sections. Plans should be rolled and **not** mounted on boards.
- ☆☆ 3. A building materials sample board in an 8-1/2" x 11" format.

☆☆ *These items are not required to be submitted as part of a Subdivision package which does not include house product type.*

SECTION 2: Filing Fees as adopted by City Council (subject to change)

Contact the Planning Division to determine which fees are applicable. All fees shall be calculated to the nearest hundredth of an acre (i.e., 14.25 acres), based upon the gross acreage of the proposed project.

Director's Review	\$83
Development Plan Review Board applications:	
Single Family Residence less than 2,500 square feet	\$202
Single Family Residence more than 2,500 square feet	\$656
Multiple Family Residence	\$164 +\$22/unit
Commercial, Industrial, Office less than 10,000 square feet	\$437
Commercial, Industrial, Office more than 10,000 square feet	\$1,092
Classification of Use	\$109
Plot Plan for Tract Maps	\$83 + \$22/lot
Individual Signs	\$83/sign
Sign Program	\$219
License & Permit Hearing Board	\$382
First Floor Office in CG Zone	\$109

Tentative Tract Map..... \$1,530 + \$55 per lot

Tentative Parcel Map..... \$1,366 + \$22 per lot

Review of Final Tract Map/Parcel Map.....\$2,500 + \$60/lot

Initial Study (Environmental Review)..... \$219 + \$75 per Senate Bill 1535 (make check payable to the City of San Dimas) for the filing of an Environmental Notice of Determination with L.A. County Clerk. The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of Environmental Impact Reports, mitigation monitoring plans, and any special studies or reports such as, but not limited to, arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

California Department of Fish & Game Fees per Senate Bill 1535 (make check payable to the City of San Dimas) (pay **one** only) for projects with environmental review under CEQA:

- Negative Declaration & Mitigated Negative Declaration.....\$2,210.25
- Environmental Impact Report (EIR)..... \$3,070.00

SECTION 3: Plan Preparation Guidelines - Plans not conforming to these guidelines will not be accepted for processing

- Plans can be prepared by anyone; however, applicants should be aware that once their project progresses into plan check for building permits the plans must be prepared by a licensed professional. Applicants may find it advantageous and cost effective to use the services of a licensed professional for both DPRB process and construction plans. Construction plans to obtain a building permit must be prepared by a licensed "architect" or registered "professional engineer" or "civil engineer" per California Business & Professions Code §5536-5538. Likewise, construction grading plans to obtain a grading permit must be prepared by a "civil engineer". There are some exceptions that allow any person to prepare plans for certain smaller structures, such as woodframe single family homes not more than 2 stories, multiple dwellings of not more than four units and not more than 2 stories, garages and room additions to single family homes not more than 2 stories, and other types of nonstructural or non-seismic work.
- All plans shall be drawn on uniform sheets of 24" x 36".

3. All site and landscaped plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled (Grading plan scale shall not exceed 1" = 40').
4. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 1' (a scale of 1/8" = 1' may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division).
5. All required plans shall be collated and stapled together into development package sets and shall be rolled together into a single bundle, secured with a rubber band. The Site Utilization Map shall be the first sheet of the development package.
6. All plans shall be clear, legible, and accurately scaled. Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm.
7. All plans shall be clearly labeled with the title of each sheet and the type of application (DPRB, Parcel Map 12345, etc.).
8. All site plans shall contain a North arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
9. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
10. Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or screened. Future improvements should be shown by long dashes.

SECTION 4: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. Vicinity Map:** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 300 foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use (the scale of this map shall not be less than 1" = 100').
- B. Subdivision Map:** This map shall be prepared in accordance with the Subdivision Map Act, the City's Subdivision Ordinance (San Dimas Municipal Code Section 17.12.040), and shall include the following:
- Tentative Map Number in 1" high numbers. Condominium Maps shall also clearly state, below Tentative Map Number, "for condominium purposes" and state the number of for-sale units being created.
 - Sufficient legal description of the land included on the Map to define the boundaries of the Tentative Tract or Parcel Map.
 - Names, addresses and telephone numbers of the owner of record, developer, and registered civil engineer preparing the Map.
 - North point, scale, date, and area of Tract or Parcel Map and the date of survey. Minimum lettering size shall be one-eighth (1/8th) inch.
 - The width and approximate locations of all existing or proposed easement or rights-of-way whether for public or private roads, drainage, sewers, or flood control purposes, shown by dashed lines. Existing easements shall show the name of the easement holder, purpose of easement, and the legal reference for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the Tentative Map.
 - The actual street names of each existing highway or street shown on the Tentative Map.
 - The locations, widths, and approximate grades of all existing and proposed highways, streets, alleys, or ways within and adjacent to such Tentative Map. The radius of all centerline curves on highways, streets, alleys, or ways; a cross-section of each street; and any planned line for street widening or for any other public project in and adjacent to the land division. The lettered designation of each proposed highway or street shown on the Tentative Map.
 - The lot layout, the approximate dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-tenth (1/10th) acre of each lot, and where pads are proposed for building sites, and approximate finish grade.
 - The locations of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all water-courses and flood control areas within and adjacent to the property involved.

- The contour of the land at intervals of not more than two (2) feet if the general slope of the land is more than ten (10) percent and five (5) feet for all other areas. This shall include an area not less than one hundred (100) feet surrounding the subject property.*
- The location and outline to scale of each building or structure within or immediately adjacent to the division of land and the proposed disposition of such building or structure. The approximate location, height, and general description of any trees with notations as to their retention or destruction.*
- The location of existing water wells, sumps, cesspools, sewers, culverts, drain pipe, underground structures, or sand, gravel, or other excavations within the subdivision and within two hundred (200) feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed or used.*
- The location of existing or proposed surface easements, ground leases or access agreements.*
- A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision.*
- The location of all streets, existing or contained on adjacent approved Tentative Maps, where such streets intersect the boundary of the subdivision or where such streets intersect another street that forms a boundary of the subdivision.*
- A layout of adjoining subdivided or unsubdivided property in sufficient detail to show the effect of proposed streets that may intersect such property.*
- The location of any previously filled areas within the subdivision.*
- Proposed direction of flow and rate of grade of street drainage.*
- Statement of the present use and the proposed use or uses of the property.*
- The Tentative Map shall clearly indicate the proposal for handling of storm waters. In the event that such information cannot satisfactorily be shown on the Tentative Map, the Map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.*
- The Tentative Map shall clearly show the method of sewage disposal. In the event this information cannot satisfactorily be shown on the Tentative Map, the Map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.*
- The designation of all remainder parcels pursuant to Section 66424.6 of the Subdivision Map Act.*

C. Detailed Site Plan :☆☆ This plan shall include the following:

- Name, address, and phone number of the applicant and the author of the plan.*
- Property lines and lot dimensions.*
- Dimensioned locations of:*
 - Setbacks (actual) from all buildings to street curb face, and the side and rear property lines.*
 - Street dedications and improvements (existing and proposed), including overhead utilities.*
 - Access, both vehicular and pedestrian, showing service areas and points of ingress and egress.*
 - Off-street parking and loading or outdoor storage areas showing location, number, and typical dimension of spaces and wheel stop location (where used).*

- All street improvements and driveways on adjacent and across-the-street properties within 100 feet of the site.*
- Any existing or planned median islands within 100 feet of the site.*
- All buildings within 100 feet of the site.*
- Internal circulation pattern both vehicular and pedestrian. Show truck turning radii where applicable.*
- Distances between buildings and/or structures.*
- Building and accessory structure locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear and sides).*
- This plan shall be drawn to scale on an 8-1/2" x 11" format showing the location and type of existing utility lines and supporting poles on both sides of all streets, alleys, railroad and flood control channel rights-of-way adjacent to the project limits and extending to the first existing pole off-site from the site boundaries.*
- Location, height, and materials of walls and fences.*
- Fire access roadways including public roads, streets, and highways, as well as private roads, streets, drive aisles, and designated fire lanes. Access roadways shall be shaded, width dimensioned, and turning radii labeled. All areas of the Fire access roadway that will require recordation of an easement must be clearly identified on this plan.*
- If phasing is to occur, the plan should indicate the limits of each phase.*

D. Conceptual Landscape Plan:☆☆☆ This plan shall include the following:

- All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.*
- Conceptual location of plants and a planting legend which identifies such things as:

 - Trees, shrubs, and ground cover areas or other softscape elements. Indicate intended function of plants (i.e., street tree, accent tree, canopy shade tree, screening hedge, etc.).*
 - Water elements and public art.*
 - Berming and/or mounded areas (show contours and height).*
 - Slope planting scheme.**
- Plazas, sidewalks, or other hardscape elements, such as special paving materials or rockscape.*
- Walls or fences and their materials.*
- Location and design of community amenities and a legend which identifies such things as:

 - Common or public open space/recreation areas.*
 - Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.**
- Primary and secondary project entry points and their treatment (textured paving, security gates, accent planting, entry walls and/or monument signs).*

- Private and public sidewalks, greenbelts, and/or equestrian trails.
- Line of sight at driveway entrances to street

E. Elevations:☆☆

- Illustrative elevations of **all** sides of **all** buildings and structures. For additions, show existing building and clearly note location of proposed additions.
- "Illustrative" building elevations means drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people -- place them behind or on the side.
- Conceptual sign program (location, size, type).
- Illustrative elevations of all walls and/or fences.
- Illustrative cross sections and enlargements or architectural elements or details as needed.
- All exterior building materials shall be clearly labeled **on each sheet** of elevations.
- Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas.
- Front elevations for single-family residential structures shall be drawn to an architectural scale of 1/4" = 1'0" (rear and side elevations may be drawn at 1/8" = 1'0").

F. Floor Plans:

- All floors, including labels showing the use of each room (bedroom, kitchen, game room, etc.).
- Dimension all exterior walls, doors, windows, and room sizes.

G. Conceptual Grading Plan: Proposed items shall be designated with solid lines and existing items with short dashes or screened. Projects which are subject to the Hillside Development Ordinance should refer to the Ordinance for additional submittal requirements.

- Proposed Grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
- Existing Grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.
- Maximum contour intervals shall conform to the following:

Slope	2% or less	From 2% to 9%	Over 9%
Interval	2'	5'	10'

- Existing features within 100 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.
- Structures -- footprints, pad and floor elevations, retaining walls, stem walls, etc.

- Cross-sections at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections should extend through building pads and/or streets.*
- Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.*
- Drainage and flood control facilities -- size, type, etc.*
- Easements, property lines, rights-of-way.*
- Natural areas to be preserved (undisturbed -- no grading).*
- Parkway culverts where drainage is directed to streets, except for single-family residences.*
- Retaining walls -- top and footing elevations.*
- Shade pavement and slopes 3:1 or steeper.*
- Location, elevation, and size of proposed building pads.*
- Streets -- existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.*
- Existing and proposed sewers or other method of sewerage.*
- Custom lot subdivision -- show grading for streets, drainage and trails only. In addition, provide a separate plan showing possible future house plotting and lot grading to be completed on a lot-by-lot basis.*
- Indicate location of benchmark(s).*
- Line-of-sight from driveway entrances to street.*
- All sheets shall have the Geotechnical Engineer and Civil Engineer's California registration seal and original signature prior to plan submittal.*
- Cut and fill quantities, exclusive of street quantities, in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter.*
- Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains.*

H. The following supplemental drawings, statements, and data shall accompany the Tentative Map:

- A Quimby Fee Statement (see attached).*
- A statement of existing and proposed zoning and existing and proposed uses of the property.*
- The subdivider shall provide a proposed site plan with proposed sequence of construction.*
- A statement by a person holding a proprietary interest in the parcel or parcels comprising the division of land, consenting to the submission of the Tentative Map.*

- A Preliminary Title Report.
- A geologic and/or soils report if required by the City Engineer.
- A flood hazard report from the Los Angeles County Flood Control District.
- If the map is for conversion of existing buildings into condominiums, community apartments, or a stock cooperative, the subdivider shall submit all reports required by, or deemed necessary by, the Development Services Department in order to meet the requirements of Article 8, Chapter 7 of the San Dimas Zoning Ordinance (Ordinance No. 755) and, in addition, the following:
 - 1) A report from a licensed structural pest control operator, approved by the City, on each structure and each unit within the structure;
 - 2) A statement of repairs and improvements to be made by the subdivider necessary to refurbish and restore the project to achieve a high degree of appearance and safety;
 - 3) Evidence that requirements of Section 66427.1 and other sections of the Subdivision Map Act related to tenant notification have been met;
 - 4) Specific information concerning the demographic characteristics of the project including, but not limited to, make-up of existing tenant households (family size, length of residence, age), rental rate history, monthly vacancy rates, proposed sale price of units, and proposed homeowners' association fee.
- Any other data or reports as deemed necessary by the Development Services Department and/or the City Engineer.
- The Director of Development Services may waive any of the foregoing requirements when, in his discretion, any such requirement is not necessary due to the nature of the proposed subdivision of land, or other circumstances justify such waiver.
- ☆☆ **These items are not required to be submitted as part of a Custom Lot or Tract Subdivision package which does not include house product designs.**

I. Model or Rendering: As a design tool to benefit both the design professional and the DPRB, a scaled model or perspective renderings shall be required with application submittal. The purpose is to illustrate all sides of all structures, depict proposed grading, and show how the proposed project will fit into neighborhood context. A scaled model with minimum scale of 1/8 inch equals one foot or perspective color renderings shall be required for:

- All development projects in the Single Family Hillside zone
- All development projects in Hillside Development areas as defined by Zoning Code 18.164.010, including, but not limited to, Specific Plans No. 3, 4, 5, 7, 8, 11, 12, 14, 17, and 25.
- All single family homes and detached accessory structures of 5,000 square feet or larger floor area in any zone.

SECTION 5: Additional Submittal Requirements

Any of the following items may be required based upon further review of the development application. If required, then one printed copy and electronic file (.pdf format) must be submitted. The contents of these items are described in other handouts, State Regulations, or the City's Ordinance. The applicant is responsible to pay or reimburse the City, its agent, officers and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to, arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

- | | |
|--|--|
| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Drainage Report |
| <input type="checkbox"/> Alquist-Priolo Study (geologic) | <input type="checkbox"/> Noise Study |
| <input type="checkbox"/> Soils Report | <input type="checkbox"/> Equestrian Envelope |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Parking Study |
| <input type="checkbox"/> Biological Study/Habitat Assessment | <input type="checkbox"/> Tree Preservation Plan including an Arborist Report |



QUIMBY FEE STATEMENT (subdivision applications only)

Parks & Recreation Division
245 East Bonita Ave., San Dimas CA 91773
(909) 394-6230

Pursuant to San Dimas Municipal Code Chapter 17.36, the City requires anyone who subdivides land to dedicate a portion of such land, pay an in lieu fee, or do both for the purpose of developing new or rehabilitating existing public park and recreational facilities to serve future residents of such subdivision. If a subdivider provides park and recreational improvements upon land dedicated for public park and recreational facilities, pursuant to a development plan approved by the City, the value of the improvements shall be a credit against the payment of fees or dedication of land (private recreational facilities and private open space are not eligible).

Land Dedication – The amount of land to be dedicated shall be 643 square feet per single-family home and 457 square feet per multiple-family home. The land to be dedicated shall be clearly identified on the subdivision map.

In Lieu Fee – The fees are based upon the appraised fair market value of the amount of land that would have been dedicated.

We certify that we are the applicant for a subdivision of land described in this application. We understand that at the time of filing of a tentative tract map or tentative parcel map, the developer must indicate on this form whether they desire to either 1) dedicate property for park and recreational purposes or 2) pay a fee in lieu of dedication. We further understand that the final decision whether to accept land dedication or payment of an in lieu fee is made by the City Council as part of their approval of the tentative map. We hereby indicate our intention to (check one box only):

- Dedicate Land as shown on our proposed subdivision map
- Pay Fee In Lieu of Dedication prior to the City’s release of the final map for recordation
- Provide/develop affordable homes as part of our project; therefore, request that the City defer payment of a fee in lieu of land dedication until project occupancy.

We also understand that, in addition to the Quimby fees, the City requires the developer/owner to pay a Park and Recreation Development Fee, which is payable at the time building permits are issued.

Applicant’s Signature

Applicant’s Name (PRINT) Date

If additional information is needed, please contact Theresa Bruns, Director of Parks and Recreation, at (909) 394-6230.