



# CITY OF RIALTO PLANNING DIVISION

## ENTITLEMENT APPLICATION

**LEGAL OWNER PROPERTY INFORMATION:** I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by the Rialto Municipal Code, are filed with the Planning Division.

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT INFORMATION:** Name (Print): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**ASSESSOR'S PARCEL NUMBER(S):** \_\_\_\_\_

**APPLICATION TYPE:** (check all that apply)

- Conditional Development Permit
  - Major - \$3,116.80
  - Minor - \$2,203.90

- Development Agreement
  - Minimum - \$3,834.36

- General Plan Amendment
  - Minimum - \$3,930.30

- Lot Line Adjustment/Lot Merger
  - \$756.20
  - \*Separate Public Works fees required for certificate of compliance

- Precise Plan of Design
  - < 5 acres - \$2,373.50
  - 5-10 acres - \$2,973.40
  - > 10 acres - \$3,560.20
  - Revision - \$1,212.80

- Specific Plan Amendment
  - \$4,787.04 plus City Cost

- Specific Plan Review
  - Contract Cost plus 5% Administrative Fee

- Tentative Parcel Map (4 lots or less)
  - \$2,712.50
  - Ext. of Time - \$678.00

- Tentative Tract/Parcel Map (5 lots or more)
  - Residential - \$4,290.50
  - Comm./Ind. - \$3,795.00
  - Ext. of Time - \$678.00

- Variance
  - \$1,277.90

- Zone Change
  - \$4,421.00

- Zoning Code Amendment
  - \$4,421.00

**PROJECT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Attach more if needed)

**GROSS ACREAGE:** \_\_\_\_\_ **NET ACREAGE:** \_\_\_\_\_

**ZONING DESIGNATION:** \_\_\_\_\_ **LAND USE DESIGNATION:** \_\_\_\_\_

Staff Use Only:

**RECEIVED BY:** \_\_\_\_\_ **SUBMITTAL DATE:** \_\_\_\_\_



# CITY OF RIALTO PLANNING DIVISION

## ENTITLEMENT APPLICATION CONTACT INFORMATION

**APPLICANT:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**LEGAL PROPERTY OWNER:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**ARCHITECT:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**ENGINEER:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**ENVIRONMENTAL:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**LANDSCAPE ARCHITECT:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**BUILDING CONTRACTOR:** Name (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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# **CITY OF RIALTO PLANNING DIVISION**

## **ENTITLEMENT APPLICATION FILING REQUIREMENTS**

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### **Conditional Development Permit**

The Conditional Development Permit (CDP) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Six (6) **complete** sets of plans, stapled and folded to no larger than 8.5" X 14" in size. Each set of plans shall include a site plan, floor plan, and elevation plan. (See attached plan requirements)

\_\_\_\_\_  
Planner                  Applicant

5. Photos of the subject site and surrounding area.

\_\_\_\_\_  
Planner                  Applicant

6. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

7. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

8. Other information or items as necessary that may include air quality analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

9. One (1) CD or USB Flash Drive containing all of the submittal requirements in PDF and/or JPEG format.

\_\_\_\_\_  
Planner                  Applicant

### **General Plan Amendment**

The General Plan Amendment (GPA) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Written documentation of the requested general plan amendment, including the reason for the request and its justification.

\_\_\_\_\_  
Planner                  Applicant

5. Other information or items as necessary that may include air quality analysis, fiscal impact analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

**(General Plan Amendment cont. on next page)**



# **CITY OF RIALTO PLANNING DIVISION**

## **ENTITLEMENT APPLICATION FILING REQUIREMENTS**

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### General Plan Amendment (cont.)

6. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

7. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

### **Lot Line Adjustment**

The Lot Line Adjustment (LLA) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

3. Three (3) copies of the preliminary title report (prepared within the last 30 days) and three (3) copies of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Three (3) copies of the proposed lot line adjustment plan map drawn on 8 1/2" X 11" paper. Any developed parcels (i.e. buildings, walls, fences, etc.) shall be shown on the plat map by identifying the existing facilities and their relationship to the existing and proposed lot lines. These plans must have the signature seal of the professional authorized to practice land surveying pursuant to the Business and Professional Code of the State of California.

\_\_\_\_\_  
Planner                  Applicant

5. Three (3) copies of a letter signed by all fee owners of the properties involved, agreeing to the proposed adjustment and containing a listing by Legal Description of Assessor Number of the parcels and owners.

\_\_\_\_\_  
Planner                  Applicant

6. Three (3) copies of existing recorded deeds.

\_\_\_\_\_  
Planner                  Applicant

7. Three (3) copies of the existing and proposed legal descriptions which must have the signature and seal of the professional authorized to practice land surveying pursuant to the Business and Professional Code of the State of California.

\_\_\_\_\_  
Planner                  Applicant

8. The individual boundaries of all lots involved shall appear on a current recorded map (tract, parcel map, or Record-of-Survey).

\_\_\_\_\_  
Planner                  Applicant

9. Three (3) copies of letters from all secured lenders of non-objection to the lot line adjustment.

\_\_\_\_\_  
Planner                  Applicant

### **Precise Plan of Design**

The Precise Plan of Design (PPD) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

**(Precise Plan of Design cont. on next page)**



# **CITY OF RIALTO PLANNING DIVISION**

## **ENTITLEMENT APPLICATION FILING REQUIREMENTS**

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### Precise Plan of Design (cont.)

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Six (6) complete sets of plans, stapled and folded to no larger than 8.5" X 14" in size. Each set of plans shall include a site plan, floor plan, roof plan, elevation plan, conceptual grading plan, and landscape plan. (See attached plan requirements)

\_\_\_\_\_  
Planner                  Applicant

5. One (1) copy of a Preliminary Water Quality Management Plan prepared for the project.

\_\_\_\_\_  
Planner                  Applicant

6. One (1) complete set of color elevations.

\_\_\_\_\_  
Planner                  Applicant

7. One (1) 8.5" X 11" color and materials board.

\_\_\_\_\_  
Planner                  Applicant

8. Photos of the subject site and the surrounding area.

\_\_\_\_\_  
Planner                  Applicant

9. One (1) copy of the Assessor's Parcel Map for the site.

\_\_\_\_\_  
Planner                  Applicant

10. One (1) aerial image of the site.

\_\_\_\_\_  
Planner                  Applicant

11. One (1) CD or USB Flash Drive containing all of the submittal requirements in PDF and/or JPEG format.

\_\_\_\_\_  
Planner                  Applicant

12. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

13. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

14. Other information or items as necessary that may include air quality analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

15. Design Guidelines Commercial & Industrial Checklist (signed by the Architect or Owner).

\_\_\_\_\_  
Planner                  Applicant

### **Specific Plan**

The Specific Plan Review (SP) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

**(Specific Plan cont. on next page)**



# CITY OF RIALTO PLANNING DIVISION ENTITLEMENT APPLICATION FILING REQUIREMENTS

## Specific Plan (cont.)

- One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

- Written documentation of the requested Specific Plan amendment, including the reason for the request and its justification.

\_\_\_\_\_  
Planner                  Applicant

- Twenty-four (24) bound copies of the draft Specific Plan.

\_\_\_\_\_  
Planner                  Applicant

- Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

- Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

- Other information or items as necessary that may include air quality analysis, fiscal impact analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

- One (1) CD or USB Flash Drive containing the Specific Plan and all related documents.

\_\_\_\_\_  
Planner                  Applicant

## Specific Plan Amendment

The Specific Plan Amendment (SPA) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

- One (1) copy of a completed Entitlement Application and the appropriate filing fees

\_\_\_\_\_  
Planner                  Applicant

- One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game (Attached)

\_\_\_\_\_  
Planner                  Applicant

- One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

- Written documentation of the requested Specific Plan amendment, including the reason for the request and its justification.

\_\_\_\_\_  
Planner                  Applicant

- Other information or items as necessary that may include air quality analysis, fiscal impact analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

- Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

- Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant



# **CITY OF RIALTO PLANNING DIVISION**

## **ENTITLEMENT APPLICATION FILING REQUIREMENTS**

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### **Tentative Parcel/Tract Map**

The Tentative Parcel/Tract Map (TPM/TTM) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Six (6) copies of the tentative map and conceptual grading plan stapled and folded to no larger than 8.5" X 14" in size.

\_\_\_\_\_  
Planner                  Applicant

5. One (1) copy of a Preliminary Water Quality Management Plan prepared for the project.

6. Photos of the subject site and the surrounding area

\_\_\_\_\_  
Planner                  Applicant

7. One (1) copy of the Assessor's Parcel Map for the site

\_\_\_\_\_  
Planner                  Applicant

8. One (1) aerial image of the site

\_\_\_\_\_  
Planner                  Applicant

9. Water and sewer will serve letter(s)

\_\_\_\_\_  
Planner                  Applicant

10. Hazardous waste site declaration letter

\_\_\_\_\_  
Planner                  Applicant

11. Other information or items as necessary that may include air quality analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant

12. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

13. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

14. One (1) CD or USB Flash Drive containing all of the submittal requirements in PDF and/or JPEG format.

\_\_\_\_\_  
Planner                  Applicant

### **Variance**

The Variance (VAR) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

**(Variance cont. on next page)**



# CITY OF RIALTO PLANNING DIVISION ENTITLEMENT APPLICATION FILING REQUIREMENTS

Variance (cont.)

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner          Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner          Applicant

4. Six (6) **complete** site plan sets (to include plot plan, floor plan, and elevation details) **folded to no larger than 8.5" X 14" in size.** (See attached plan requirements)

\_\_\_\_\_  
Planner          Applicant

5. Photos of the subject site and surrounding area

\_\_\_\_\_  
Planner          Applicant

6. Written documentation of the requested variance, including the reason for the request and its justification.

\_\_\_\_\_  
Planner          Applicant

7. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner          Applicant

8. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner          Applicant

9. One (1) CD containing all of the submittal requirements in PDF and/or JPEG format.

\_\_\_\_\_  
Planner          Applicant

10. Other information or items as necessary that may include air quality analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner          Applicant

**Zone Change**

The Zone Change (ZC) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner          Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner          Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner          Applicant

4. Written documentation of the requested zone change, including the reason for the request and its justification.

\_\_\_\_\_  
Planner          Applicant

5. Other information or items as necessary that may include air quality analysis, fiscal impact analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner          Applicant

6. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner          Applicant

**(Zone Change cont. on next page)**





# **CITY OF RIALTO PLANNING DIVISION**

## **ENTITLEMENT APPLICATION FILING REQUIREMENTS**

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### Zone Change (cont.)

7. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

6. Public Notification Package: One (1) radius map and two (2) sets of property owner mailing labels for all properties within 1,000' of the subject site. See attached information.

\_\_\_\_\_  
Planner                  Applicant

7. Notification Sign: One (1) 4' x 8' sign installed on the project site within two (2) weeks after submittal. Additional signs are required to be installed every 300 linear feet for project sites that exceed 300 linear feet of frontage. See attached sheet for the required criteria (e.g. materials, sign information, letter height, etc.).

\_\_\_\_\_  
Planner                  Applicant

### **Zoning Code Amendment**

The Zoning Code Amendment (ZCA) application must be filed with the Planning Division and shall consist of the items listed below. Incomplete application packages will not be accepted.

1. One (1) copy of a completed Entitlement Application and the appropriate filing fees.

\_\_\_\_\_  
Planner                  Applicant

2. One (1) copy of a completed Environmental Information Form and the appropriate filing fees and fees for the Department of Fish and Game. (Attached)

\_\_\_\_\_  
Planner                  Applicant

3. One (1) copy of the preliminary title report (prepared within the past three (3) months) and one (1) copy of the grant deed.

\_\_\_\_\_  
Planner                  Applicant

4. Written documentation of the requested Zoning Code amendment, including the reason for the request and its justification.

\_\_\_\_\_  
Planner                  Applicant

5. Other information or items as necessary that may include air quality analysis, greenhouse gas study, noise study, traffic study, etc.

\_\_\_\_\_  
Planner                  Applicant



**EIR: City Contract Cost plus 5% (\$5,000.00 Deposit)\***

And DFG fee: \$3,393.25\*\*\*

**Negative Declaration: \$1,525.70\***

And DFG Fee: \$2,456.75\*\*\*

**Exemption: \$325.90\***

And DFG Fee: \$50.00 \*\*\*

## DEVELOPMENT SERVICES DEPARTMENT PLANNING DIVISION ENVIRONMENTAL INFORMATION FORM

**LEGAL PROPERTY OWNER INFORMATION :** I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I further waive the right of a decision of the project by the city within the prescribed time limits as set forth in State Law and the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that this application will not be deemed complete by the City until all filing fees, studies, documents, certifications, plans, etc., as required by Section 18.70 of the Rialto Municipal Code, are filed with the Planning Division.

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**ADDRESS OF PROPERTY (IF NONE, GENERAL LOCATION):** \_\_\_\_\_

**ACREAGE AND/OR SITE SIZE:** \_\_\_\_\_

**ASSESSORS PARCEL NUMBER(S):** \_\_\_\_\_

(Valid Assessor Parcel Numbers (APN's) are required.)

**EXISTING GENERAL PLAN DESIGNATION(S):** \_\_\_\_\_

**EXISTING ZONING DESIGNATION:** \_\_\_\_\_

**COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY:** Attach a copy of the most recent Grant Deed(s). If your request is not for the entire property described on the Grant Deed, provide a metes and bounds description AND ATTACH A PLAT MAP OF THE PROPERTY.

**APPLICANT:** (if other than legal owner)

**REPRESENTATIVE:** (if other than applicant)

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

\* **City fees payable to City of Rialto**

\*\*\* DFG fees payable to Clerk of the Board

**PROPOSED USE OF THE SITE, INCLUDING REQUESTED CITY APPROVAL(S):**  
(i.e., general plan amendment, zone change, conditional development permit, tentative map approval, precise plan of design, etc.).

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**RELATED PERMITS OR APPROVALS:** (Please and describe related permits or other approvals required for this project, including those required by the City, County, Regional or State and Federal Agencies).

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**DESCRIPTION OF PROPOSED DEVELOPMENT:**

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*Attach twelve (12) folded copies of a detailed plot plan and elevations, listing site size, square footage of proposed and existing structures, number of off-street parking spaces and points of vehicular access).*

**ENVIRONMENTAL CHECKLIST:** Check the following items that are applicable to your project. Discuss in writing all checked items (Attach additional sheets as necessary).

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aesthetics                    | <input type="checkbox"/> Agriculture Resources   | <input type="checkbox"/> Air Quality            |
| <input type="checkbox"/> Biological Resources          | <input type="checkbox"/> Cultural Resources      | <input type="checkbox"/> Geology/Soils          |
| <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Land Use/Planning      |
| <input type="checkbox"/> Mineral Resources             | <input type="checkbox"/> Noise                   | <input type="checkbox"/> Population/Housing     |
| <input type="checkbox"/> Public Services               | <input type="checkbox"/> Recreation              | <input type="checkbox"/> Transportation/Traffic |
| <input type="checkbox"/> Utilities/Service Systems     |  |   |

Mandatory Findings of Significance:

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?

c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

**RESPONSES TO ABOVE CHECKLIST:**

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**ENVIRONMENTAL SETTING (ON-SITE):** Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historic or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

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**ENVIRONMENTAL SETTING (OFF-SITE):** Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single family, apartment house, shops, department stores, etc.), and scale of development (height, frontage, set back, rear yard, etc.). Attach photographs of the vicinity.

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**CERTIFICATION:** To the best of my ability, I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation and to the best of my knowledge and belief that the facts, statements, and information presented are true and correct.

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Additional Comments:

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## CITY OF RIALTO PLANNING DIVISION

### FILING REQUIREMENTS

## PLAN REQUIREMENTS

The following information is to be shown on the plans submitted as part of an Entitlement Application. It is recommended that all plans be professionally drawn by an Architect, Engineer, or other qualified professional.

### THE PLANS SHALL INCLUDE THE FOLLOWING INFORMATION:

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

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Planner      Applicant

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Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

\_\_\_\_\_  
Planner      Applicant

1. Property lines and Dimensions.
2. The location, size, height and type of all structures, including signs, walls and fences.
3. All points of ingress and egress (i.e. driveways on-site, adjacent to the site, and across the street and within 300 feet of the site).
4. Parking lot layout fully dimensioned showing width and depth of all stalls (typical), aisle widths, handicapped facilities, and all curbs, sidewalks, etc.
5. Loading zones areas fully dimensioned.
6. All abutting streets, including names, distance to centerline, ultimate right-of-way width and proposed and existing improvements (curbs, sidewalks, utility poles, etc.) and cross-sections.
7. All existing improvements (i.e. land uses, buildings, structure, etc.) within 100 feet of the exterior boundaries of the subject site.
8. The exterior elevations of all buildings to be constructed, showing the general design, architectural features and building materials to be used.
9. The location, size and dimensions of all yards, setbacks and all spaces between structures.
10. All landscape areas clearly identified (include square footage of each area if possible.)



## CITY OF RIALTO PLANNING DIVISION

### FILING REQUIREMENTS

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|---------|-----------|--|
| _____   | _____     | 11. North arrow and scale  |
| Planner | Applicant |  |
| _____   | _____     | 12. All points of ingress and egress for all buildings   |
| Planner | Applicant |  |
| _____   | _____     | 13. Location of proposed and existing fire hydrants (on-site and within 150 feet of the property).   |
| Planner | Applicant |  |
| _____   | _____     | 14. Dimensions and identification of all easement, whether public or private.  |
| Planner | Applicant |  |
| _____   | _____     | 15. Location of proposed and existing water and sewer mains (including pipe sizes and direction of flow).  |
| Planner | Applicant |  |
| _____   | _____     | 16. A revision box for changes made to the plans.  |
| Planner | Applicant |  |
| _____   | _____     | 17. If the project is to be phased, show the proposed phases and their sequences of development.   |
| Planner | Applicant |  |
| _____   | _____     | 18. Vicinity Map.  |
| Planner | Applicant |  |
| _____   | _____     | 19. Detailed plan of all roof mounted equipment and cross section draw to scale demonstrating the maximum size of the roof mounted equipment and how it will be screened from public view. |
| Planner | Applicant |  |
| _____   | _____     | 20. The location, dimensions and method of improvement of all driveways, parking areas, walkways and any other means of access to the project site.  |
| Planner | Applicant |  |
| _____   | _____     | 21. The locations, dimensions and method of improvement of all property to be dedicated to the public or to any public utility.  |
| Planner | Applicant |  |



## CITY OF RIALTO PLANNING DIVISION

### FILING REQUIREMENTS

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The plan shall provide the following information in a legend:

\_\_\_\_\_  
Planner    Applicant

22. The general nature of the proposed use.

\_\_\_\_\_  
Planner    Applicant

23. Net square footage of all buildings.

\_\_\_\_\_  
Planner    Applicant

24. Lot coverage of all buildings as a percentage of the total new area of the site.

\_\_\_\_\_  
Planner    Applicant

25. Number of parking spaces required and the amount provided on-site

\_\_\_\_\_  
Planner    Applicant

26. Type of building construction and occupancy (per Uniform Building Code) and for any attached buildings.

\_\_\_\_\_  
Planner    Applicant

27. Zoning and General Plan designations.

\_\_\_\_\_  
Planner    Applicant

28. Estimated number of employees (if available)

\_\_\_\_\_  
Planner    Applicant

29. Assessor's Parcel Number(s) and telephone number of property owner, applicant and plan preparer.

\_\_\_\_\_  
Planner    Applicant

30. Name, address and telephone number of all service providers, including water, sewer, school(s), utility companies, etc.



# RMC 18.61 - DESIGN GUIDELINES COMMERCIAL & INDUSTRIAL CHECKLIST

<i>CHECK IF COMPLETE</i>	<i>REQUIREMENT</i>	<i>SHOWN ON SHEET #</i>
<b>18.61.030: Site Design</b>		
	Building placement which creates opportunities for plazas, courts, patio areas, or gardens are encouraged.	
	Focal points and public site entrances shall receive special landscape or architectural treatment to enhance the streetscape.	
	Specialty decorative paving materials shall be used to Enhance and identify building entries, plazas, seating/patio areas, and the likes	
	Specialty decorative paving materials shall be used to: Identify transition from streets used by the public to drives.	
	Multiple buildings shall be clustered on-site to achieve a "village" scale. This creates opportunities for plazas and pedestrian areas while preventing long rows of buildings. When clustering is impractical, a visual link shall be established between buildings.	
<b>18.61.050: Site design - Commercial &amp; Industrial</b>		
	<p>When a commercial use is adjacent to residential or other sensitive (e.g. schools, offices, and etc.) uses, appropriate design techniques shall be provided to mitigate any negative effects of the commercial use. Such design techniques include but are not limited to:</p> <ul style="list-style-type: none"> <li>○ Loading areas and circulation driveways, trash and storage areas, and roof mounted equipment be located as far as feasible and practical from adjacent residences;</li> <li>○ Noise, traffic, or odor generating activities and hazardous activities be located adjacent to similar activities on adjacent properties, whenever possible. The location of these activities within close proximity to residential or other sensitive uses shall always be avoided;</li> <li>○ Commercial buildings adjacent to or across a street or alley from residentially zoned property or property development with a residential use provide a minimum fifteen-foot setback along all common property line boundaries;</li> <li>○ Adjacent residential and nonresidential uses be segregated as is necessary to maintain a livable residential environment by design elements such as masonry walls, landscape berms, building orientation and activity limitation; and</li> <li>○ Trees be planted to screen parking areas and large commercial building walls in order to provide a visual barrier between commercial and residential uses.</li> </ul>	
	<p>Where an industrial use is adjacent to a nonindustrial use, appropriate buffering techniques such as additional setbacks, walls, screening and landscaping shall be provided to mitigate any negative effects of the industrial use. Such buffering techniques include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Industrial buildings adjacent to or across a street or alley from nonindustrial zoned property or property developed with a residential use provide a minimum twenty-five-foot setback along all common property line boundaries; and</li> <li>○ Industrial uses adjacent to or across a street or alley from nonindustrial zoned property or property developed with a residential use provide a minimum six foot high masonry wall along all common property line boundaries, which blends in with the site's architecture. In addition, fifteen gallon trees shall be installed and maintained along the inside of the wall in a minimum five-foot wide planter. The trees shall be located a maximum of twenty feet apart for the length of the common lot line.</li> </ul>	
	"L" shaped retail centers shall be avoided. Retail centers shall incorporate either a clustered type development or utilize pads at the street edge for visual interest.	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	<p>Buildings shall be oriented parallel to streets used by the public and shall be placed as close to those streets as established setbacks permit to allow buildings rather than parking areas to define the street edge. Other such design techniques, to define the street edge, include but are not limited to:</p> <ul style="list-style-type: none"> <li>○ Building be placed at their front setback lines;</li> <li>○ On larger project sites, such as retail centers, thirty percent of the total building frontage be located at the front setback line. Such siting, together with substantial landscape treatment, reinforces and strengthens the streetscape, and screens the parking area; and</li> <li>○ Only building entrances shall be oriented to face streets used by the public, never blank walls or loading areas, shall face streets used by the public.</li> </ul>	
<b>18.61.060: Building Design</b>		
	<p>Desirable colors on building exteriors shall include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Muted natural colors;</li> <li>○ Earth tone colors;</li> <li>○ Pastel colors; and</li> <li>○ Natural stains.</li> </ul>	
	<p>Undesirable colors on building exteriors shall include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Fluorescent colors;</li> <li>○ Neon colors;</li> <li>○ Bright colors as the primary wall color; and</li> <li>○ Primary colors (red, yellow and blue) as the primary wall color.</li> </ul>	
	<p>Wall and ground sign design, material, and color shall be compatible with the building design on-site.</p>	
<b>18.61.80: Building design - Commercial and Industrial</b>		
	<p>Main building entrances shall be well defined. The entrances shall be visually and functionally distinct, pedestrian-oriented and visible from the adjacent street system. This may be achieved by, but is not limited to:</p> <ul style="list-style-type: none"> <li>○ Recessing the entry;</li> <li>○ Creating an arcade by the use of bollards and accent materials;</li> <li>○ Provision of seating areas, by providing lush landscaping in combination with enhanced hardscape materials; and</li> <li>○ Addition of a compatible entry structure.</li> </ul>	
	<p>Manager residences, when provided, shall be located in the front of the site.</p>	
	<p>In order to avoid long, monotonous building facades and to create diversity, building facades greater than one hundred feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least three feet to break up the expansiveness of the exterior</p>	
	<p>The building design shall provide architectural and visual interest. Such design elements shall include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Wall articulations such as pop-outs, inserts and etc.;</li> <li>○ Roof treatments;</li> <li>○ Roof overhangs;</li> <li>○ Arcades;</li> <li>○ Articulated mass and bulk;</li> <li>○ Courtyards and patios;</li> <li>○ Towers element; and</li> <li>○ Recessed doors and window openings</li> </ul>	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	<p>Undesirable design elements shall include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Large blank, flat walls,</li> <li>○ Flat roofs,</li> <li>○ Square "box-like" buildings,</li> <li>○ Highly reflective surfaces such as metal,</li> <li>○ Exposed pip columns,</li> <li>○ Plywood siding, and</li> <li>○ T-11 plywood siding.</li> </ul>	
	<p>In order to achieve design harmony and continuity with all buildings on-site, the exterior building design shall be consistent amongst all buildings on-site.</p>	
	<p>Facades shall be articulated to reduce the massive scale and the one-dimensional appearance of large buildings and provide visual interest. The overall intent is to encourage a more human scale.</p>	
	<p>Facades, exterior walls and entryways shall provide consistent architectural treatment.</p>	
	<p>Facades that face streets used by the public or are visible to residential properties shall have a variety of windows, entry areas, awnings or other such features along no less than fifty percent of their horizontal length unless the structural integrity of the building is at stake.</p>	
	<p>Buildings shall be designed to be viewed from all sides.</p>	
	<p>Facades that do not face a street used by the public shall incorporate a repeating pattern that includes, but not limited to, color change, texture change and material change, each of which shall be integral parts of the building.</p>	
	<p>Blank walls and facades shall not be permitted except as required for the structure integrity of the building.</p>	
	<p>Buildings shall provide protection for pedestrians from adverse weather conditions and not limited to utilizing overhangs, marquees, and awnings at entrances, along pedestrian pathways, and at transportation waiting areas.</p>	
	<p>A decorative trellis, canopy, or other overhang shall be constructed over a drive-thru window and extend across the entire width of the drive-thru aisle. Landscaping shall also be provided.</p>	
	<p>Entries shall portray an office image which is integrated into the building design. Building entries accessible to the general public shall be pronounced and easily recognizable.</p>	
	<p>Office portion of any industrial building shall be located in the front portion of buildings.</p>	
	<p>Service doors shall be recessed and integrated into the overall design of the building.</p>	
	<p>Smaller buildings located within a regional center as a separate building pad shall incorporate into their design structural enhancements similar to the principal building. This would provide visual consistency and a greater sense of place within the center.</p>	
	<p>Industrial building shall be constructed of concrete tilt-up or masonry block. Metal buildings shall not be permitted except for heavy industrial users and building additions.</p>	
<b>18.61.090: Roofs</b>		
	<p>Roof-mounted equipment shall not be located on the roof of the structure unless the equipment can be hidden by building elements that are designed for that purpose as an integral part of the building design. Such building designs include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Roof-mounted equipment fully screened by parapets, roof screens or equipment wells;</li> <li>○ Roof-mounted equipment screened from public view by materials similar to those used in the overall structure and designed to minimize noise; and</li> <li>○ Roof-mounted equipment be clustered and included in one screen.</li> </ul>	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	Roof style in new buildings or additions shall be compatible with the existing roof designs on the site. Flat roofs shall not be permitted unless part of the distinct architectural style.	
	To add interest and reduce the massive scale of large buildings, variations in roof lines shall be used through the use of overhanging eaves, parapets, pop-outs, height variations, and entrance features. In addition, roofline variations shall be used to demarcate primary building entrances.	
	Roof form and masses shall be consistent with the overall architectural character and scale of the building.	
	Roof materials and colors shall be consistent with the desired architectural building character.	
	Roof flashings, rain gutters and downspouts, vents and other roof protrusions shall be finished to match adjacent finish materials and/or colors. Unfinished galvanized metal is not acceptable.	
<b>18.61.100: Materials and Colors</b>		
	Color and finishes on building exteriors of all elevations of a building shall be coordinated to provide a total continuity of design. Alteration of colors and materials shall be used to produce diversity and provide visual and architectural interest. Such materials include but not limited to: <ul style="list-style-type: none"> <li>○ Concrete texturing;</li> <li>○ Cement or plaster to produce the effects of texture;</li> <li>○ Wood;</li> <li>○ Brick;</li> <li>○ Tile;</li> <li>○ Stone; and</li> <li>○ Stucco.</li> </ul>	
	Undesirable materials shall include but not limited to: <ul style="list-style-type: none"> <li>○ Metal;</li> <li>○ Plywood siding;</li> <li>○ T-11 plywood siding; and</li> <li>○ Plywood garage doors.</li> </ul>	
	Exterior material and paint shall be durable and high quality to prevent degradation and for ease of maintenance.	
	No more than three colors shall be used on any given facade, including "natural" colors such as unpainted brick or stone. These three colors are referred to as: <ul style="list-style-type: none"> <li>○ Base color;</li> <li>○ Trim color; and</li> <li>○ Accent color.</li> </ul>	
	The base color is the color of the facade. This color shall be subtle, neutral or earth tone colors. Such colors tones include but not limited to: <ul style="list-style-type: none"> <li>○ Cream;</li> <li>○ Off-white;</li> <li>○ Light pastels;</li> <li>○ Gray;</li> <li>○ Brown; and</li> <li>○ Taupe.</li> </ul>	
	Finish materials with "natural" colors such as brick, stone, tile and etc. shall be used where practical.	
	When the base color is natural brick, the major trim color shall relate to the brick color. When the base color is painted, the trim and accent colors shall complement the base color.	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	<p>The trim color is used primarily as an accent to highlight the architectural details of the facade. Design elements include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Window trims;</li> <li>○ Door trim; and</li> <li>○ Trim elements within the facade openings.</li> </ul>	
	<p>The accent color is used on the decorative elements of the construction, which serve to define the building facade. Design elements which define the facade include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Upper and lower cornices;</li> <li>○ Shutters;</li> <li>○ Doors;</li> <li>○ Decks; and</li> <li>○ Storefront columns.</li> </ul>	
	<p>The trim and accent colors may feature brighter colors, including primary colors. Such colors tones include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Blue;</li> <li>○ Red;</li> <li>○ Yellow;</li> <li>○ Bluegreen;</li> <li>○ Charcoal gray; and</li> <li>○ Burgundy.</li> </ul>	
	<p>Fluorescent and neon colors shall be prohibited.</p>	
	<p>All building facades shall be architecturally treated. Special consideration shall be given to those elevations that may be viewed from streets viewed by the public.</p>	
	<p>The combination of materials on a building facade shall be appropriate to its style and design.</p>	
	<p>All building colors shall be subtle and compatible with the neighborhood.</p>	
<b>18.61.120: Materials and colors - Commercial and Industrial</b>		
	<p>Light, neutral colors shall be used on industrial buildings to help reduce their perceived size. Contrasting trim and horizontal color bands may feature brighter colors complementing to the primary color.</p>	
	<p>The exterior building materials may include smooth-faced concrete block, tilt-up concrete panels, or pre-fabricated steel panels only when these materials have been incorporated into the overall design of the development in an architecturally pleasing fashion and reflect an overall appearance of a high-quality development.</p>	
<b>18.61.130: Entryways</b>		
	<p>Entryway design elements and variations shall give orientation and aesthetically pleasing character to the building. The building shall have a clearly defined highly visible pedestrian entrance such as:</p> <ul style="list-style-type: none"> <li>○ Canopies;</li> <li>○ Overhangs;</li> <li>○ Recesses/projections;</li> <li>○ Peaked roof forms;</li> <li>○ Arches;</li> <li>○ Outdoor patios;</li> <li>○ Display windows;</li> <li>○ Architectural details such as tile work and moldings which are integrated into the building structure and design; and</li> <li>○ Integral landscape areas and/or places for sitting.</li> </ul>	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	<p>A clear and well-designed entry into the project site shall be created using walls, signage, paving, and planting to visually link the site entry to the building(s). Such project entries include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Canopies;</li> <li>○ Overhangs;</li> <li>○ Recesses/projections;</li> <li>○ Peaked roof forms;</li> <li>○ Arches;</li> <li>○ Outdoor patios;</li> <li>○ Display windows;</li> <li>○ Architectural details such as tile work and moldings which are integrated into the building structure and design; and</li> <li>○ Integral landscape areas and/or places for sitting.</li> </ul>	
	<p>A clear and well-designed entry into the project site shall be created using walls, signage, paving, and planting to visually link the site entry to the building(s). Such project entries include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Landscape enhancements;</li> <li>○ Medians;</li> <li>○ Walkways; and</li> <li>○ Special paving.</li> </ul>	
<b>18.61.140: Lighting</b>		
	Lighting shall be designed as an integral part of the overall site and building design.	
	The design of the light fixtures and their structural supports shall be architecturally compatible with on-site buildings and be architecturally integrated into the design of a building.	
	All exterior lighting shall be coordinated as to style, material, and color and designed to avoid spillover glare beyond the site boundaries, particularly where incompatible uses are located in close proximity. Neutral and carhtone color lighting fixtures with other appropriate measures to conceal the light source from adjoining properties and adjacent street used by the public shall be required.	
	Exterior lighting shall provide illumination for the security and safety of on-site areas such as entrances, exits, parking, loading, shipping and receiving, pathways, and other work areas.	
	All building facade recesses shall be well lit to encourage a safe environment.	
	Night lighting shall be provided for all pedestrian movement paths such as walkways and where stairs, curbs, ramps, and crosswalks occur.	
	The location of light fixtures shall correspond to anticipated use. Lighting of pedestrian movement paths shall illuminate changes in grade, path intersections, seating areas and any other uses along movement path which if left unlighted would create an unsafe condition.	
	The level of lighting shall not exceed one-half footcandle at any residential property line or one footcandle at any nonresidential property line.	
	Illuminated street address lighting fixtures shall be installed on the front yard side of each dwelling and each commercial and industrial building to facilitate location of the street address numbers for safety and public convenience.	
<b>18.61.150: Accessory Buildings and Structures</b>		
	The design of secondary dwellings and accessory structures, such as carports, detached garages and sheds shall be architecturally compatible with the main structure with regard to roof and building wall finish materials and shall match the colors and materials of the residential development on-site.	
	The design of the mailboxes and mailbox enclosures shall be consistent with the architectural style of the development and shall match the colors and materials of residential buildings on-site. Each mailbox installation shall conform to current United States Postal Service standards.	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	Trash bins shall be located within trash enclosure. The enclosure shall be finished using materials compatible with surrounding architecture and shall be soften with landscaping.	
	Trash and storage areas shall be screened and gated from view. Dumpster shall be enclosed and covered.	
<b>18.61.160: Service, Storage and Loading Areas</b>		
	Buildings shall be designed so that loading and storage areas do not face onto streets used by the public, wherever possible. When these features must face a street used by the public due to site constraints, they shall be screened with a solid decorative wall, berm, and/or landscaping. Where oblique views of these features are possible from streets used by the public, these features shall be screened through the use of walls, trellises, tall landscaping, or equivalent features. Height of screening shall be sufficient to screen dock doors, loading areas, and any outdoor storage.	
	Loading facilities shall be located out of sight of streets used by the public, to the extent possible. Loading docks are most appropriately located at the rear of the buildings and screened from view by masonry wall and landscaping.	
	Service facilities such as loading areas shall be incorporated into the design of the building. Loading door design shall be integrated into the design of the building. High quality material and non-bright colors shall be used for loading doors.	
	Loading facilities shall be located so that vehicles are not required to use streets used by the public for backing into loading docks. Adequate room shall be provided for trucks maneuvering or waiting to unload.	
	Loading and service areas shall be separated from pedestrian and automobile traffic. The areas shall be easily accessible for service vehicles and tenants and be located so as to minimize interaction between service vehicles and automobiles.	
	When service areas such as loading, trash enclosures, outside storage, and ground-mounted equipment are located adjacent to residential uses or in parking areas, a minimum ten-foot wide landscape strip with a minimum eight-foot high masonry wall shall be required. The landscaping shall be maintained at all times in good condition and must not be trimmed to a height lower than the equipment they screen.	
	Service areas such as loading, trash enclosures, outside storage, and ground-mounted equipment such as mechanical and HVAC equipment shall not be installed at ground level along any portion of a building facing a street used by the public unless such location is necessitated by the nature and design of the building it serves. A minimum ten-foot wide landscape strip with a minimum eight-foot high masonry wall shall screen such equipment. The landscaping shall be maintained at all times in good condition and must not be trimmed to a height lower than the equipment they screen.	
	A combination of fences, walls, gates and landscaping shall be used to screen service facility areas. Screening fences shall be compatible with overall site design.	
	In multi-building complexes, service areas shall be combined or located next to each other to minimize the visual and noise impact on the surrounding uses.	
<b>18.61.170: Fences and Walls</b>		
	If walls are not required for a specific screening or security purpose, they shall not be utilized.	
	Walls shall be designed to blend with the architectural character of the site. Landscaping should be used in combination with walls.	
	When security fencing is required, it shall be a combination of solid pillars, or short solid walls segments and wrought iron grille work.	
	Long expanses of fence or wall surfaces shall be offset and architecturally designed to prevent monotony. A minimum twelve feet wide by three feet deep landscaping pockets shall be provided at seventy-foot minimum intervals along the walls.	
	All fences shall be made of attractive durable and weather resistant materials.	
	Fences and walls used for noise control shall be made of material most suited for noise reduction, and which minimize reflective sound.	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	Walls shall be designed to blend with the overall architectural character of the site, including material, color and texture. Wherever possible, landscaping shall be used to soften the appearance of walls.	
	Where visible from streets used by the public, walls shall not be blank, long surfaces, but rather shall be articulated with intervening pillars, alternating heights, offsetting sections and materials that provide variety, including material texturing.	
	Gates, viewed from the streets used by the public or parking areas, shall be designed to blend with the site's architecture through the use of similar materials and colors.	
	Landscaping shall be used in combination with walls to soften the otherwise blank surfaces. Vines planted on walls are strongly encouraged to hide flat wall surfaces and to help reduce graffiti.	
	Barbed wire, razor wire or similar wire or security fences shall not be permitted.	
	Chain link and wood fencing and barb wire shall not be permitted.	
<b>18.61.190: Parking and Circulation</b>		
	Parking areas and vehicular traffic shall not be the dominant visual element of the project site.	
	Ingress and egress to and from parking areas and loading facilities shall be provided and shall be clearly marked with appropriate directional signage and pavement markings.	
	Parking areas adjacent to and visible from streets used by the public shall be screened through the use of landscaping, landscape berms, screen walls or combination thereof.	
	Site access and internal circulation shall be designed in a straight forward manner which emphasizes safety and efficiency. The circulation pattern shall be designed to reduce conflicts between vehicular and pedestrian traffic, provide adequate maneuvering and stacking areas, and consideration for emergency vehicle access.	
	Parking areas shall be designed in a manner that links the building to the street sidewalk system as an extension of the pedestrian environment. This can be accomplished by using design features such as enhanced pavement treatments on walkways, trellis structures or special landscape treatments.	
	A minimum of ten percent of the automobile parking areas shall be landscaped, receiving interior as well as perimeter treatment.	
	Parking areas shall be designed so that pedestrians walk parallel to moving cars to minimize the need for the pedestrian to cross parking aisles and landscape areas.	
	Reciprocal ingress and egress, circulation, and parking arrangements shall be required where possible and feasible to facilitate ease of vehicular movement between adjoining properties and to limit unnecessary driveways.	
	Parking areas shall be designed to minimize visual impact. Parking areas shall provide safe and efficient ingress and egress for vehicles and public transit and be designed to reduce the overall mass of paved surfaces.	
	Parking areas shall provide direct pedestrian access to the building on-site.	
	Parking areas with street frontage shall be attractively landscaped with a minimum ten-foot wide planting strip of trees and shrubs in order to screen parked vehicles.	
	<p>All parking areas shall incorporate screening of parked vehicles. Such screening techniques include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Minimum thirty-six-inch earth berm;</li> <li>○ Minimum three-foot high masonry wall;</li> <li>○ Solid landscape hedge;</li> <li>○ Lower the grade of the parking area in relation to the adjacent street used by the public; and</li> <li>○ Variety of twenty-four-inch and thirty-six-inch boxed trees.</li> </ul>	



<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
<b>18.61.210: Parking and Circulation - Commercial and Industrial</b>		
	Parking areas shall be designed to accommodate all parking needs generated by the use. Streets used by the public for parking and staging of trucks is not permitted.	
	Parking areas shall be designed to accommodate solid waste pick-up service without excessive backing-up of service trucks.	
	Site access and internal circulation shall be designed in a manner which emphasizes safety and efficiency. Consideration shall be given to the separation of employee/customer parking and commercial vehicle operation (trucking, delivery and etc.).	
<b>18.61.220: Pedestrian Access Ways</b>		
	On-site pedestrian circulation systems shall be provided to meet the movement needs of the on-site users. Such systems shall provide safe, all-weathered surfaces and aesthetically pleasing means of on-site foot travel. Pedestrian walkways shall be an integrated part of the overall architecture and site design concept.	
	Continuous internal pedestrian walkways no less than eight feet in width shall be provided from the sidewalk and/or street used by the public to the pedestrian entrance of all buildings on the site.	
	The walkways shall feature adjoining landscaped areas to enhance the appearance of the walkway areas and must have adequate lighting.	
	To the maximum extent feasible, pedestrian and vehicles shall be separated through provisions of a walkway. Where complete separations of pedestrian and vehicles are not feasible, hazards shall be minimized by using landscaping, bollards, special paving, lighting and other means to clearly delineate pedestrian areas.	
	All internal pedestrian walkways shall be distinguished by the use of durable, low maintenance surface materials such as pavers, bricks stamped asphalt, scored concrete, or similar architectural treatments to enhance pedestrian safety and comfort as well as the attractiveness of the walkways.	
	Walkways shall connect focal points of pedestrian activity.	
<b>18.61.230: Plazas</b>		
	Plazas are encouraged as a site amenity and design detail. Buildings shall be arranged to include opportunities for plazas and outdoor eating areas for pedestrians with such amenities as outdoor seating, landscaping, shade structures, arbors, and special lighting, whenever possible.	
	Outdoor employee break areas shall be located away from loading areas or other high vehicular traffic areas.	
	Specialty decorative paving materials shall be used to enhance and identify building entries, plazas, seating areas and the like.	
	Activity-generating uses such as retail shops, restaurants shall be located at the edges of plazas.	
	Physical access shall be provided from the sidewalk used by the public to plazas.	
	Visual features, such as public art, a fountain, and etc., shall be incorporated in plazas to attract pedestrians.	
	Shade trees or other elements providing relief from the sun shall be incorporated within plazas, in a manner that does not impair pedestrian movement.	
<b>18.61.250: Landscaping and Buffering</b>		
	The scale and nature of landscape materials shall be appropriate to the site and structure. Native plant materials and other plant species which are well adapted to local climatic conditions are preferable. Drought tolerant landscape materials shall be used as much as possible.	
	Elements such as mature trees, tree grouping, and etc. shall be considered in the design of the project. Where feasible, significant existing landscape elements shall be preserved and incorporated into development and landscape plans.	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
	Landscaping of parking areas shall include a combination of trees, shrubs and groundcovers. All parking areas shall provide interior landscaping for shade purposes and aesthetic enhancement.	
	To soften the edge between the parking lot areas and the building, landscaping shall be provided at building perimeters visible by streets used by the public. A minimum ten-foot wide landscape strip shall be provided around the entire base of buildings to soften the edge between the parking areas and the structure.	
	A perimeter landscape buffer planting area shall be provided along all sides of the property boundaries. A minimum ten-foot wide landscape strip from the edge of the property lines, along all sides of the property shall be required. Property boundaries adjacent to residentially zoned parcels shall provide a fifteen-foot wide landscape strip. Planting area shall consist of a combination of medium to large scale trees, shrubs and groundcover.	
	Views of parking areas from streets used by the public shall be buffered by a minimum fifteen-foot wide landscape strip in order to reduce the visual impact of large parking areas.	
	A perimeter landscape buffer planting area shall be provided along all sides of the property boundaries. A minimum ten-foot wide landscape strip from the edge of the property lines, along all sides of the property shall be required. Property boundaries adjacent to residentially zoned parcels shall provide a fifteen-foot wide landscape strip. Planting area shall consist of a combination of medium to large scale trees, shrubs and groundcover.	
	Views of parking areas from streets used by the public shall be buffered by a minimum fifteen-foot wide landscape strip in order to reduce the visual impact of large parking areas.	
	Parking areas shall be enhanced with clustered landscaped areas such as finger planting islands, and curbed planting areas equal to the width and depth of one parking stall along with additional landscaping throughout the parking area. Planting areas shall be placed at each end of a parking row and shall contain a maximum of ten contiguous parking spaces without curbed parking planting areas.	
	Wheel stops shall be used adjacent to tree wells and planter areas to protect landscaping from vehicular overhangs. A planter curb may be used for car overhangs provided the five-foot minimum clear planting area is maintained.	
	Landscaping shall be protected from vehicular and pedestrian encroachment by raised planting surfaces and the use of curbs.	
	Street parkways and common lots, such as detention/retention basins, shall be provided with landscaping consisting of decorative gravels, living groundcovers, shrubs and trees.	
	For security reasons, openings shall be incorporated into the landscaping in order to permit clear views into the site.	
	Any landscape element that dies, or is otherwise removed, shall be promptly replaced with the same, if not similar, to height or texture element as originally intended.	
	All landscaped areas within a development shall be required to have a permanent installed automatic irrigation system to ensure plant survival.	
	Parking areas shall include landscaping that accents the importance of driveways from the street, frames the major circulation aisles, and highlights pedestrian pathways.	
<b>18.61.270: Landscaping and Buffering - Commercial and Industrial</b>		
	Landscaping for commercial and industrial uses shall be used to define specific areas such as entrances to buildings and parking lot areas, define the edges of various land uses, provide transition between neighboring properties (buffering), and provide screening for loading and equipment areas.	
	When industrial buildings and/or loading dock areas are located adjacent to residential uses, a minimum ten-foot wide landscape strip with a minimum eight-foot high masonry wall shall be required	

<b>CHECK IF COMPLETE</b>	<b>REQUIREMENT</b>	<b>SHOWN ON SHEET #</b>
<b>ARCHITECT SIGNATURE</b>		
<b>DATE:</b>		
<b>COMPANY NAME:</b>		
<b>ADDRESS:</b>		
<b>TELEPHONE:</b>		
<b>EMAIL:</b>		

## **Radius Map and Property Ownership List Requirements**

1. One (1) radius map which identifies all properties within one-thousand (1,000) feet of the exterior boundaries of the subject property.
2. Two (2) sets of self-adhering mailing labels, each label containing the assessor's parcel number and the owner name and address of each property within one-thousand (1,000) feet of the subject property, as identified in the radius map.

**\*All information shall be prepared using the latest property owner information from the most recent San Bernardino County Tax Assessment Roll.**

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### **Radius Map/Ownership List Preparers**

The following is a list of qualified businesses that can prepare radius maps and property ownership lists. This information is only intended to be used as a reference and is not an endorsement of any business.

Radius Maps 4 Less  
Rancho Cucamonga, CA  
(909) 997-9357

AM Mapping Service  
Rancho Cucamonga, CA  
(909) 466-7596

LA Mapping Service  
71 Deer Creek Rd.  
Pomona, CA 91766  
(909) 595-0903

City Radius Maps  
300 E. Bonita Ave. #3641  
San Dimas, CA 91773  
(818) 850-3382

Donna's Radius Maps  
684 S. Gentry Ln.  
Anaheim Hills, CA 92807  
(714) 921-2921

Radius Maps  
211 S. State College Blvd. #515  
Anaheim, CA 92806  
(888) 272-3487

Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589  
(951) 699-8064

GC Mapping Service  
3055 W. Valley Boulevard  
Alhambra, CA 91803  
(626) 441-1080

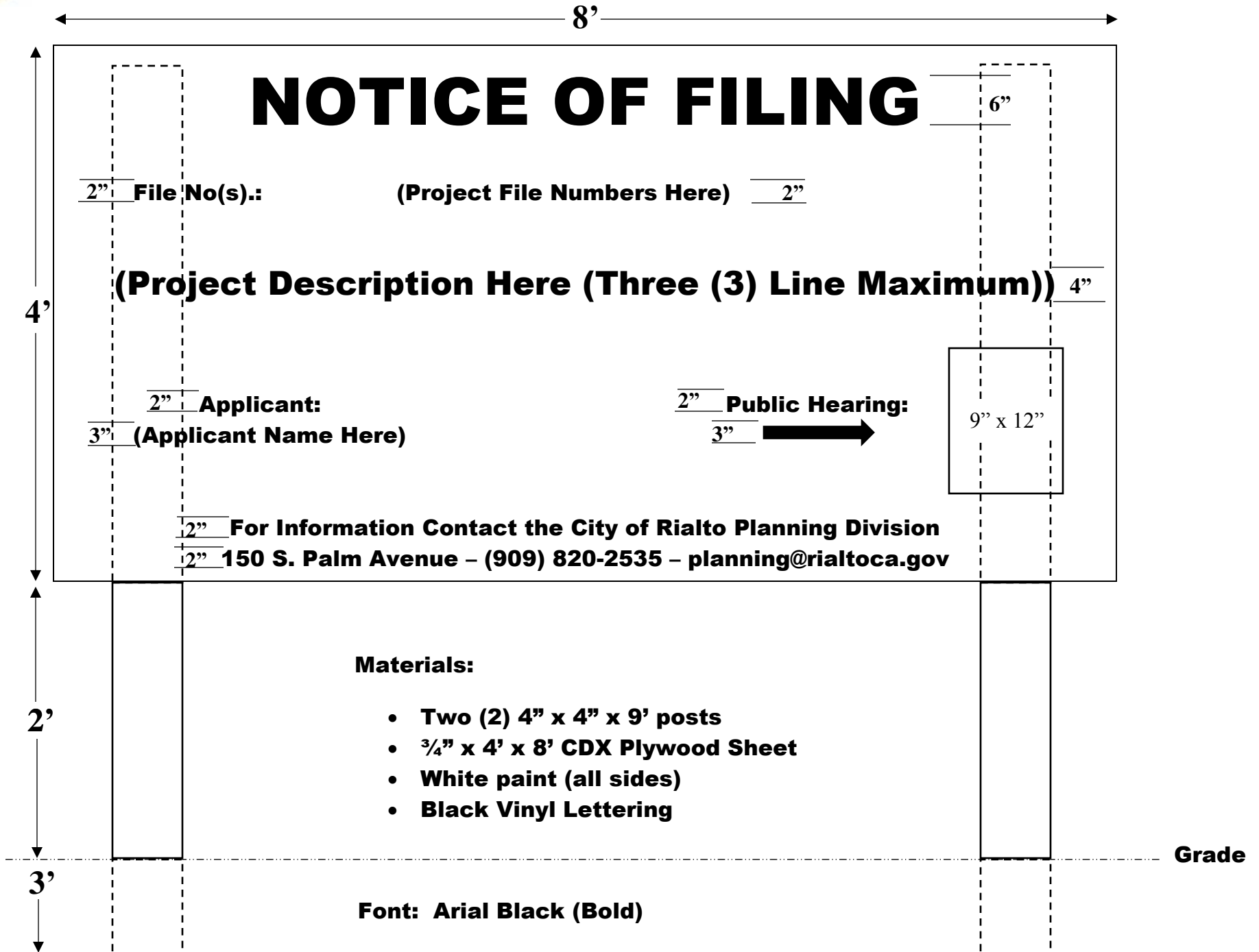
Susan Case, Inc.  
917 Glenneyre St. #7  
Laguna Beach, CA 92651  
(949) 494-6105

JPL Zoning Services  
6257 Van Nuys Blvd. #101  
Van Nuys, CA 91401  
(818) 781-0016

DataPro  
1711 Presidio Way  
Plumas Lake, CA 95961  
(800) 568-7104

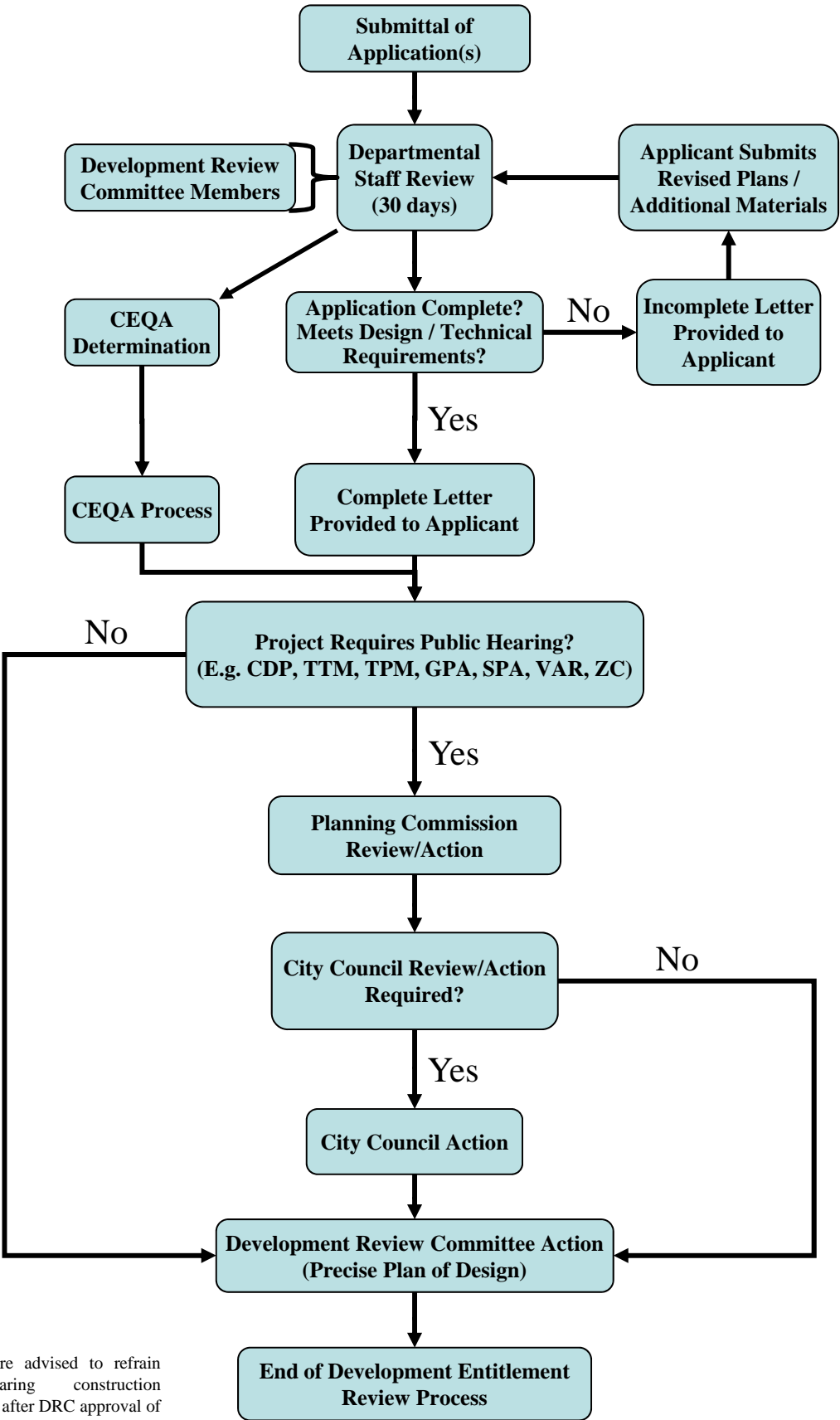


## Notification Sign Required Criteria



# City of Rialto

## Development Entitlement Process Flowchart



\*Applicants are advised to refrain from preparing construction drawings until after DRC approval of the Precise Plan of Design.