



City of Loma Linda

25541 Barton Road, Loma Linda, CA 92354 ☎ (909) 799-2830 📠 (909) 799-2894
Community Development Department

APPLICATION CHECKLIST AND REQUIRED ITEMS

- ☐ **DEVELOPMENT APPLICATION (SECTIONS 1-5):** Must be completed and signed by applicant, including all supplementary information such as agent authorization form.
- ☐ **FULL SETS OF PLANS (DETAILED SITE PLAN, FLOOR PLAN, ELEVATIONS, PRELIMINARY LANDSCAPE, CONCEPTUAL GRADING):** For initial review, provide 5 full-sized copies of the plans (approx. 24" x 36", to scale, folded) and 2 poster-sized copies of the project plans (11"x17") to be distributed to the Administrative Review Committee for initial review and comment. On a case by case basis, Planning might require more copies or other types of plans.

Site Plan and/or Maps: See Checklists on subsequent pages.

Floor Plan. Label each use of each room. Dimension all walls, include room areas/sizes, as well as the garage and driveway.

Elevations. All sides of buildings shall be shown. Call out materials, colors, architectural features, height, HVAC type of equipment, gas, electric meters, mailbox, trash, lighting, signs, etc.

Preliminary Grading/Drainage Plan. Plans must be drawn at one, or two foot contour intervals. For a Tentative Map, the map shall include lot pad location, elevation, and driveways connecting pads to the roadway system. See Tentative Map Checklist.

Preliminary Landscape Plan. Plans must show quantity, size, location and species of all proposed plants and indicate method of irrigation with a permanent automatic system. For smaller project, site plan and landscape plan may be combined.

- ☐ **FIRE WATER AND ACCESS PLAN:** If applicable, submit directly to the Fire Department. This review requires separate fee and process.
- ☐ **HYDROLOGY STUDY:** If applicable, provide hydrology study describing the quality and quality of water as it moves through the project site and surrounding areas.
- ☐ **OTHER PLANS:** If applicable, provide a minimum of 5 sets of roof plan, photometric/lighting plan, sign plan, parcel or tentative tract map, cross sections, fence plan, patio plan, phasing plan, etc. If phasing will occur, a plan should indicate the limits of each phase. Show the unique coloring each phased area.
- ☐ **COLOR RENDERINGS:** Prior to public hearing, color renderings (minimum 2 sides of structure) of each side are required. Materials, lighting, and landscaping must be clearly depicted. Submit a digital copy and a hard copy of both plans. Hard copies must be a minimum of 11"x17".
- ☐ **PDF VERSION OF ALL PLANS:** Submit a PDF or JPEG version of the above mentioned plans in electronic format to be used for the presentation at the City Council and/or Planning Commission meetings. Copies can be provided on compact disc, flash drive, a downloadable link or via email prior or during application submittal.
- ☐ **BUILDING MATERIAL AND COLOR BOARD:** Display board is required. It shall show true colors, wall materials, roofing, etc. The board will be presented to City Council and/or Planning Commission.
- ☐ **DIGITAL COLORED PHOTOS OF SUBJECT SITE.** On a flashdrive or send via email.
- ☐ **SIGN PLAN:** If applicable, Sign Plans must include a plot plan showing the proposed location of all freestanding signs, and the location and size of proposed signage on building elevations. For each



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proposed sign, indicate size, elevation above final grade, color(s), type, material(s) and method of illumination. The sign plan shall also include the location, size and elevations (including colors and materials) of all signs and structures existing on the premises at the time of the proposed project. If the site is undeveloped or to be cleared, a written statement indicating this will suffice. Exceptions to the Code may be requested as part of the plan approval. The sign plan shall be in compliance with the Loma Linda Municipal Code. Sign criteria for your zone may be obtained through the Community Development Dept.

- ☐ **PRELIMINARY TITLE REPORT:** A legal description of the site must be attached in the form of a Preliminary Title Report, dated within 90 days of the submittal. For Annexation, Conditional Use, Parcel Map, Precise Plan of Design, Tentative Tract, Variance, Zone Change, and similar permits.
- ☐ **AGENT AUTHORIZATION FORM:** If applicable, attached the authorization form. See Exhibit C.
- ☐ **RECORDED DEED RESTRICTIONS OR CC&R'S:** If applicable, attach a copy of recorded deed restrictions or CC&R's, which apply to the property involved.
- ☐ **MAILING LABELS OF SURROUNDING PROPERTY OWNERS:** 300 Foot Radius Map and Property Owners Certification. Type the Assessor Parcel Number, name(s) and address of each property owner within 300 feet from the exterior limits of the parcel on **one set** of gummed labels, **and one printed or digital copy**, typically 1" x 2 3/4" in size. See Exhibit A. Assessor's Parcel Number(s) can be obtained at the County Assessor's Office, Hall of Records, 172 W. 3rd Street, San Bernardino, for a fee. All involved parties (applicant, architect, property owner) must be included on labels. Labels must be issued by a certified company or applicant must complete the Certified Property Owner's Affidavit. See Exhibit B. Copies of the Affidavit are available at the Community Development Dept.

Please note, the Planning Division shall not accept an ownership list which bears a date more than 90 days prior to the date of the first public hearing or administrative approval. If you know the review will take longer, you can hold off on submitting the mailing labels and pre-stamped envelopes until the 2nd or 3rd review. Check with your assigned case planner if you are unsure.

- ☐ **PRE-STAMPED AND LABELED BUSINESS SIZE ENVELOPES:** At least one set of pre-stamped envelopes prepared for mailing for each mailing label listed on the map. Additional sets might be requested if a 2nd or 3rd public hearing is required.

City of Loma Linda Community Development Department 25541 Barton Rd. Loma Linda, CA 92354	Forever Stamp
000-000-00 (Assessor's Parcel No.) 1	
Property Owner's Name	
Address Loma Linda, CA 92354	

Note: If a permit, such as a Conditional Use Permit, is submitted in conjunction with another permit, such as Precise Pan of Design or Tentative Tract Map, many of the above listed items do not have to be submitted separately for each application/permit.



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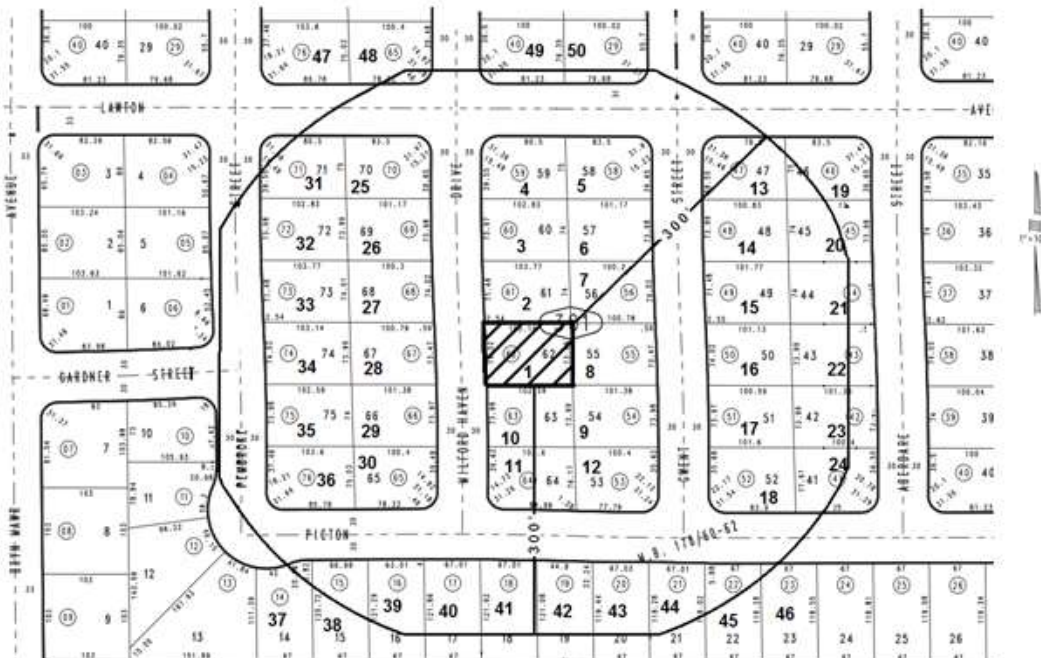
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EXHIBIT A SAMPLE LABEL

John Doe 11111 Milford Haven Dr. Loma Linda, CA 92354 APN 1234 567 62	1	Jane Doe 11113 Milford Haven Dr. Loma Linda, CA 92354 APN 1234 567 61	2
Ricardo Garcia 2458 Main Street Springfield, CA 90000 APN 1234 567 60	3	Mary Smith 123 Broadway Phoenix, AZ 45612 APN 1234 567 59	4
Tim Sims 8 Avenida Bonita Mission Viejo, CA 95164 APN 1234 567 70	5	Young Kim 11114 Gwent Street Loma Linda, CA 92354 APN 1234 567 69	6

- Each label should be numbered to correspond to a number on the map.
- **Project address begins with No. 1.**
- Size: Avery 5160 Labels Preferred

Sample 300' Radius Map





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EXHIBIT B



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Certified Property Owner's Affidavit

I, _____,

Hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available roll of the county within the area described on the attached application and for all properties within _____ feet from the exterior of the property described on the attached application, as of _____.

Subject Parcel Number: _____.

I certify under penalty of perjury the foregoing is true and correct to the best of my knowledge.

(Signed): _____

Name: _____

Address: _____

Phone: _____



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SITE PLAN CHECKLIST

The following items shall be shown and labeled on the submitted site plan. Distinguish between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans must be drawn to scale unless noted otherwise by the Community Development Department.

1. Property lines and dimensions.
2. North arrow, scale and date.
3. Location or vicinity map.
4. Existing and proposed building and structure footprints, including loading zones.
5. Dimension and nature of all easements.
6. Frontage streets: name, centerline, curb line, right-of-way, street widths, improvements and utility poles. Proposed grades of streets, if applicable.
7. Location of water/sewer lines.
8. Location of fire hydrants.
9. Setback and yard distances and spaces between buildings and/or spaces between property lines and buildings.
10. Detailed plan of landscaping showing the location, dimensions of landscaped areas.
11. Driveways: show (A) all points of ingress and egress; (B) direction of ingress and egress; and (C) conflict points such as other driveways, streets or alleyways within 300 feet of proposed driveways on site and on adjacent properties (this can be on a separate plan).
12. Parking layout showing sizes and location of each stall, back up area and driving aisles (indicate required parking).
13. Handicapped ramps, parking, signs and pavement markings.
14. Concrete header separating all paved vehicular areas from landscaping.
15. Sidewalks and interior walks including ramps and curb ramps.
16. Location, height and composition of walls and fences.
17. Location of refuse enclosures and containers.
18. Location and method of lighting.
19. Printed name, address, registration number and phone number of engineer/architect.
20. Title block listing related case numbers.
21. Existing contours (2 foot intervals) for project site and adjacent topography within fifteen feet of the perimeter of the project site. Please note the effect that the proposed grading will have on adjacent properties.
22. Proposed final grades shall be clearly shown and designated on plans along with cut and fill slopes. Slopes shall be clearly designated on plans and shall not exceed a 2:1 ratio unless approved.
23. Show details of any on-site walls and cribbing.
24. Assessor's Parcel Number(s), legal description and project address.
25. Existing and proposed zoning and General Plan designation.
26. Square footage or gross and net acreage of property.
27. Square footage of existing and proposed, and any proposed demolitions to buildings.
28. Percent of lot coverage.
29. Square footage of landscaping: existing and proposed, and percent of landscaping.
30. Building occupancy code.
31. Square footage of seating area and/or number of seats provided (if applicable).
32. Construction type.



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TENTATIVE MAP CONTENT AND CHECKLIST

The following information shall be delineated on the tentative map except those items as determined by the Community Development Director as not being pertinent to a particular division of land:

1. The tract or parcel map number as obtained from the County Surveyor's Office;
2. Sufficient legal description of the land included on the map to define the boundaries of the tentative map;
3. The name, address, and telephone number of the record property owners together with his/her affidavits consenting to the filing of the tentative map;
4. The name, address, and telephone number of the subdivider together with his affidavits providing his/her approval of the tentative map as submitted;
5. Name, address, phone number of the registered engineer or licensed land surveyor preparing the map;
6. The name, address and telephone number of the geologist or soils engineer whose services were obtained in the preparation of the design of the tentative map;
7. A geologic soils report prepared by a civil engineer who is registered by the state, based upon adequate test borings or excavations, unless the Building Division, shall determine that, due to the knowledge such division has as to the soil qualities of the soil of such subdivision or lot, no preliminary analysis is necessary. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected would lead to structural defects, the person filing the tentative map shall submit a soils investigation of each lot in the subdivision, prepared by a civil engineer who is registered in this state, which shall recommend corrective action which is likely to prevent structural damage to each dwelling proposed to be constructed on the expansive soil. The Building Division shall approve the soils investigation if it determines that the recommended action is likely to prevent structural damage to each dwelling to be constructed and shall require that the approve recommended action be incorporated in the construction of each dwelling as a condition to the building permit;
8. If the Building Division finds that a written geological report is necessary to determine whether the property to be divided is subject to an existing or potential geological hazard, the applicant filing the tentative map shall submit such report to the Community Development Department. The report shall be prepared by a registered engineering geologist;
9. North point, scale, date, and boundary line of the division of land;
10. Locations, names or other designations, widths, approximate centerline, curve radii, and approximate grades of all highways, streets, alleys, and pedestrian trails in the proposed land division and also those that are existing and adjoining the proposed land division;
11. The width and approximate locations of all existing or proposed railroads, flood control channels, public utilities, reservations, or other easements or rights-of-way;
12. The names, addresses, and phone numbers of the existing and proposed public utility companies that will serve the tract;
13. The lot or parcel layout, the approximate dimension of each lot or parcel, and a number or letter for each lot or parcel;
14. The approximate location of all areas subject to flood waters, overflow, or inundation, and the location, width, and direction of flow of all watercourses;
15. The accurate contour of the land in intervals of not more than two feet if the general slope of the land is less than ten percent or of not more than five feet if the general slope of land is more the ten percent. All elevations shall be based on U.S.G.S. data, or other data acceptable to the city engineer. Copies of U.S.G.S. maps are not acceptable;



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16. The location and outline, to scale, of each building, utility pole, or other structure above ground, noting thereon whether same is to be removed from or is to remain in the development of the division of land. If the structure is to remain and within fifteen feet of a lot or parcel line, such distance is to be shown on the map;
17. The location of existing wells, water lines, cesspools, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the land division and within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or used;
18. A general location map of the area to be divided, showing its relation to adjacent subdivisions, existing main thoroughfares, and other pertinent information;
19. Approximate acreage and the total number of numbered lots or parcels and total number of lettered lots or parcels contained within the division of land;
20. Existing use of the property and of the adjoining property immediately surrounding the land division;
21. The name and tract number of adjoining subdivisions;
22. Existing zoning;
23. Type of development proposed on the division of land; if the property is proposed to be used for more than one purpose, the area, lot or lots proposed for each type of use;
24. Type of improvements including but not limited to streets, drainage, water, sewer, grading, utilities, pedestrian trails, street lights and tree planting which are proposed to be installed and of the time at which such improvements are proposed to be completed;
25. If the water is not to be supplied by the City the source, name of supplier, quality and an estimate of available quantity of water and, if to be served by an established mutual water company or an established public utility, a letter shall be furnished to indicate that satisfactory arrangements have been made or can be made for water supply;
26. Proposed Method of Sewage Disposal. Additionally, the Community Development Director may in the interests of the public health, safety and welfare require as to a particular division of land that the subdivider cause a percolation test to be made of all or any portion of the property delineated on the tentative map and to submit a report of the results of such tests to the city prior to the city accepting such tentative map for filing if the proposed method of sewage disposal for such property is by a private leaching system;
27. The drainage area tributary to the division of land, and a statement setting forth in detail the manner in which storm runoff will enter the division of land, the manner in which it will be carried through the division of land, and the manner in which disposal beyond the division of land boundaries will be accomplished;
28. Proposed protective covenants, if any, to be recorded;
29. Location and dimensions of all streets and other lands whether for public or private purposes, to be dedicated or offered for dedication;
30. If private streets are proposed, the method by which their maintenance will be accomplished and financed;
31. Location of lands intended to be dedicated for park or trail purposes and/or statement as to whether fees are proposed to be paid in lieu therefore;
32. Proposed generalized grading to show proposed lot grades and proposed cut and fill slopes;
33. Location of all trees within the division of land having a diameter of four inches and larger; and,
34. Such other information as the Planning Commission determines is necessary to properly consider the proposed land division.



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EXHIBIT C

AGENT AUTHORIZATION LETTER

Note: This is to be used as a guideline, not final agent authorization letter. Letter requires the applicant and property owner information.

Date _____

I, _____ *(Property Owner's name)*, as owner of Assessor's Parcel Number(s) _____

located at: _____ *(address)*

hereby give my consent to _____ *(name, address, and phone number)* to

act as my Agent on behalf in all matters related to _____ *(project(s) description)*.

Printed Name of Property Owner

Signature

Address

Phone Number

Printed Name of Agent

Signature

Address

Phone Number

LETTER MUST BE NOTARIZED WITH THE NOTARY PUBLIC ACKNOWLEDGMENT ACKNOWLEDGMENT AS SHOWN BELOW

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)