



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

ADMINISTRATIVE REVIEW UNIFORM APPLICATION

APPLICATION TYPE AND FEE:

- Single Family Residence:** \$1,640 **Minor Modification:** \$395
- Small Project:** \$1,640 **Minor Use Permit:** \$5,345
- Time Extension:** \$2,565 (for small projects) **Minor Deviation/Variance:** \$200 (SFR owner-occupied)
- Variance:** \$250 (SFR owner-occupied/PC hearing) **Other:** _____

Submit application with appropriate fee. Check is payable to the "City of Loma Linda". If you prefer to pay by credit card, staff will collect payment after submittal. Please note, Development Impact, School District, Sewer Capacity, and Building Permit Fees are separate from the planning application fee.

FOR OFFICE USE ONLY

Date Filed: _____ **Project Case #:** _____

This application form is used for a variety of smaller project types. If you believe your proposal would be considered major development, please complete the "Development Uniform Application" instead. Incomplete applications will not be accepted for filing. Any section item that does not pertain to your request, please note it as "Not Applicable" or N/A. Most Administrative Review projects and applications are exempt from CEQA. If that is the case, a Notice of Exemption will be filed with the County upon entitlement approval. Please note, before filing, we recommend you contact the division so that any potential concerns can be identified and resolved.

SECTION 1 – APPLICANT INFORMATION

Applicant/Primary Contact (Name): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

Representative/Secondary Contact (Name): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

Owner of Record (Name): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

SECTION 2 – PROJECT LOCATION AND DESCRIPTION

Project Address\Location: _____

General Location of Project Site: _____

Assessor Parcel Number(s): _____ **Parcel Size(s):** _____

Describe Proposed Project: _____

Current/Existing Use(s) on Site: _____

Existing Structure(s) on Site (Types of structures, numbers of floors, square footages of each, and total square footage of all structures): _____

General Plan Designation:

Existing: _____ Proposed (for zone change only): _____

Zone District:

Existing: _____ Proposed (for zone change only): _____

Describe Adjacent Land Uses:

North: _____ South: _____

East: _____ West: _____

Does project propose demolition of any of existing structures? If yes, provide brief explanation: _____

Domestic Water Source: _____

Sewage (method of disposal): _____

Is any grading proposed? YES NO Are private streets proposed? YES NO

When did the present owner of record acquire the property? _____

SECTION 3 – STATEMENT OF OPERATIONS (project description, maintenance and security plan, etc)

Statement of Operations: _____

(If space provided is not sufficient attach an additional sheet titled Statement of Operations.)

SECTION 4 - ENVIRONMENTAL SETTING (ALL APPLICATIONS)

The environmental information is necessary to evaluate the project under the California Environmental Quality Act (CEQA). Additional studies may be required to complete the processing of your application. You will be notified if any additional materials are required.

Project Application Type: _____

Associated Projects: _____

Building Square Footage (Existing and Proposed): _____

Number of Floors of Construction (Existing and Proposed): _____

Amount of Off-street Parking Provided: _____

Proposed Scheduling: _____

Anticipated Construction Phasing: _____

What is the estimated employment per shift of the non-residential use proposed? _____

What is the estimated occupancy of the facility? _____

What are the community benefits derived from the project? _____

If the project involves a Minor Modification, Minor Use Permit or Small Project, state this and indicate clearly why the application is required. Use an additional sheet if necessary, label EVN 1.

Describe site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structure(s) on the site, and the use of the structure(s), attach photographs of the site, Snapshots, digital pictures, or printed photos will be accepted. Use an additional sheet if necessary, label EVN 2.

Describe the surrounding properties, including information on plants, animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single family residence, apartment, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.). Enclose or email photos of the vicinity. Snapshots, digital pictures, or printed photos will be accepted. Use an additional sheet if necessary, label EVN 3.

Are the following items applicable to the project or its effect? Discuss on an attached sheet all items checked yes. Use additional sheet if necessary, label ENV 4. Check YES or NO if item below applies:	YES	NO
Change in existing features of any bays, tidelands, beaches, hills, ridge lines, or substantial alteration of ground contours.		
Change in scenic views or vistas from existing residential areas or public lands or roads.		
Change in pattern, scale, or character of general area of project.		
Significant amounts of solid waste or litter.		
Change in dust, ash, smoke, fumes or odors in vicinity.		
Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.		
Substantial change in existing noise or vibration in the vicinity.		
Site placed on filled land or on slope of 10 percent or more.		
Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.		
Substantial change in demand for municipal services (police, fire, water, sewage, etc.).		
Substantial increase of fossil fuel consumption (electricity, oil, natural gas, etc.).		
Relationship to a large project or series of projects.		

Fill in the appropriate information. If more space is needed, please attach a supplemental sheet.					
	Housing Type (i.e. SFR/MFR, Town House, Condo)	Number of Units	Schedule of Unit Size	Price Per Unit (Rent)	Household Size
Residential					
	Type (i.e. Commercial, Retail, Office)	Square Footage of Sales Area	Square Footage of Office/Admin Areas	Square Footage of Storage Areas	Square Footage of Loading Facilities
Commercial					
	Type (i.e. Warehouse, Manufacturing, Assembly)	Square Footage of Warehouse/ Manufacturing	Square Footage of Loading Facilities		
Industrial					
	Type		Estimated Occupancy	Loading Facilities	Community Benefits Derived From Project
Institutional					

Certification

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

(Print APPLICANT Name)

(Signature)

For (if representing owner): _____ Date: _____

SECTION 5 – INDEMNIFICATION AGREEMENT AND SIGNATURES

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

The Owner/Applicant shall defend, indemnify and hold harmless the City or its agents or officers and employees from any claim, action or proceeding against the City or its agents, officers or employees, to attack, set aside, void, or annul, in whole or in part, the City's approval of this project. In the event that the City fails to promptly notify the Owner / Applicant of any such claim, action or proceeding, or that the City fails to cooperate fully in the defense of said claim, this condition shall thereafter be of no further force or effect.

Name of Applicant:

Name of Authorized Representative:

(Print)

(Print)

(Signature)

(Signature)

Date

Date

Name of Property Owner(s):

(Print)

(Print)

(Signature)

(Signature)

Date

Date

NOTE: Payment of filing fees is not deemed as acceptance of an application. The Applicant will be notified in writing, within 30 days, by Staff on the project status. If this application is incomplete in any detail or in part, the applicant will be required to submit additional information, which may delay the project. An application is not officially filed for any time limits established by the Subdivision Map Act, the California Environmental Quality Act, or City Ordinances until such time as all necessary information, plans and maps have been submitted, and all fees have been paid. The Applicant will be notified when an application is complete.

If the Applicant is not the owner of record, a notarized letter authorizing the Applicant to represent the property owner(s) must be submitted. The property owner(s) must sign his/her name as it appears on the preliminary title report to the land. All property owners of record must sign the letter and the application. See Exhibit C.

ADMINISTRATIVE REVIEW UNIFORM APPLICATION CHECK LIST

FORMS

- UNIFORM APPLICATION (SECTIONS 1-5): Must be completed and signed by applicant and/or property owner(s), or authorized representative.

REQUIRED PLANS

- FULL SETS OF PLANS (SITE PLAN, FLOOR PLAN, ELEVATIONS): For initial review, provide 6 full-sized copies of the project plans (approx. 24" x 36", to scale) and 2 poster-sized copies of the project plans (11"x17") to be distributed to the Administrative Review Committee for review and comment. Plans shall include all information required by the Site Plan Checklist. On a case by case basis, Planning might require more copies.
- *COLORED PLANS: Prior to public hearing, color elevations or renderings (of each side of structure) are required. Submit a digital copy and a hard copy. Hard copies must be a minimum of 11"x17".
- OTHER PLANS: If applicable, provide a minimum of 6 sets of conceptual grading plan, preliminary landscaping plan, color renderings, roof plan, sign plans, parcel or tentative tract map, cross sections, fence plan, patio plan, etc. City Planner will let you know if any of the aforementioned items are required upon review of the submittal.
- 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 public hearing. Copies can be provided on disc, flash drive, or via email prior or during application submittal.
- *BUILDING MATERIAL BOARD: Display board is required. It shall show true color, wall materials, roofing, etc. On occasion, a digital version of the material board is acceptable.
- 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 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 Department.

**These items may or may not be required, or, may be accepted in different formats. Please verify with planner prior to submittal.*

OTHER REQUIRED ITEMS

- 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 **two sets** of gummed labels, **and one printed or digital copy**, which are 1' x 2 3/4" in size. 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 A and B. Copies of the Affidavit are available at 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 Permit, Parcel Map, Precise Plan of Design, Tentative Tract, Variance, Small Project, Single Family, and Zone Change.
- AGENT AUTHORIZATION FORM: If applicable, attached the authorization form. 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.

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.

EXHIBIT A
SAMPLE LABEL

John Doe **1**
11111 Milford Haven Dr.
Loma Linda, CA 92354
APN 1234 567 62

Jane Doe **2**
11113 Milford Haven Dr.
Loma Linda, CA 92354
APN 1234 567 61

Ricardo Garcia **3**
2458 Main Street
Springfield, CA 90000
APN 1234 567 60

Mary Smith **4**
123 Broadway
Phoenix, AZ 45612
APN 1234 567 59

Tim Sims **5**
8 Avenida Bonita
Mission Viejo, CA 95164
APN 1234 567 70

Young Kim **6**
11114 Gwent Street
Loma Linda, CA 92354
APN 1234 567 69

- 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

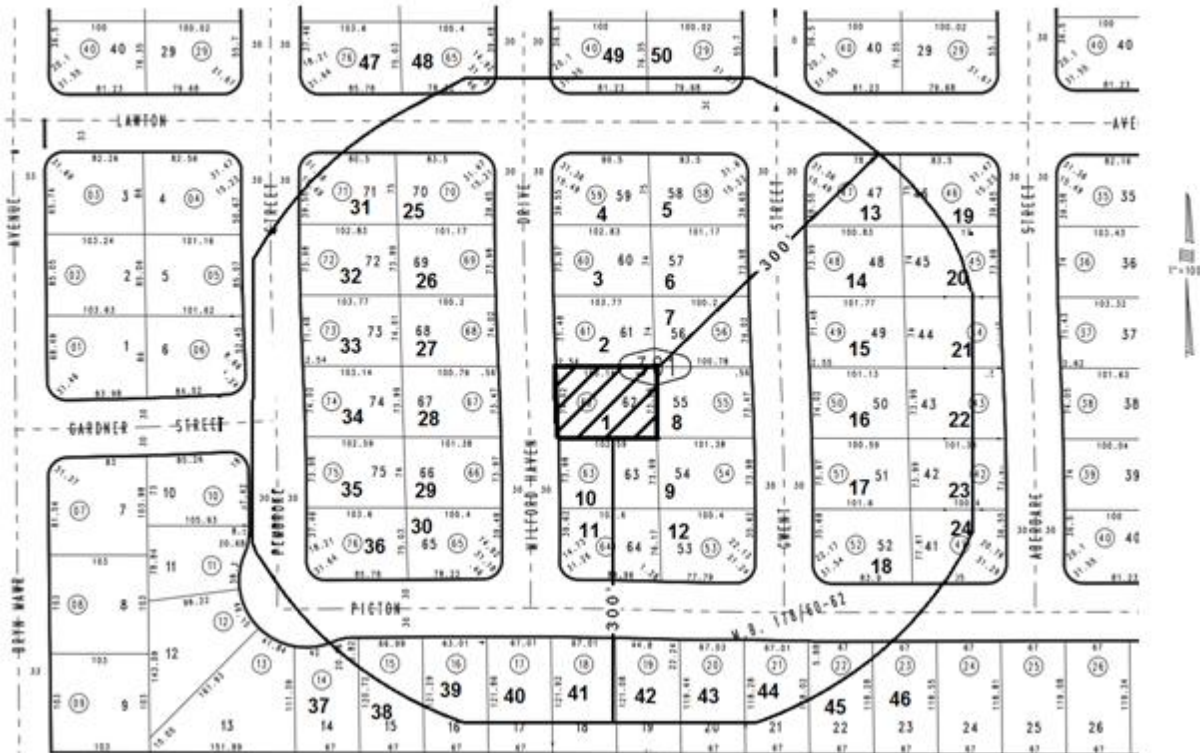


EXHIBIT B



City of Loma Linda

25541 Barton Road, Loma Linda, CA 92354 ☎ (909) 799-2830 📠 (909) 799-2891
Community Development Department

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: _____

EXHIBIT C

AGENT AUTHORIZATION LETTER

Note: This is to be used as a guideline, not an agent letter.

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**

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)