



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

General Information

OFFICE USE ONLY

File No.:		Ministerial Determination: ☐ YES ☐ NO If NO, application shall be routed to Site & Architectural Review		
Date Submitted	CEQA Determination: ☐ Not Applicable (Ministerial) ☐ Exempt ☐ Other: _____.	Categorically Exempt	Fees Received \$	Received By
Applicant:		Contact Person:		
Address:				
Phone:		Email Address:		
Additional Contact Person: (Please Specify Name, Company, Title)				
Address:				
Phone:		Email Address:		
Legal Property Owner:				
Address:				
Phone:		Email Address:		

Project Information

- | | | |
|---|---|--|
| ☐ New Single-Family Residence | ☐ Addition to Existing Residence | ☐ ADU/JADU |
| ☐ SB 9 Two-Unit Development | ☐ SB 9 Urban Lot Split | ☐ Accessory Structure |
| ☐ Pool / Spa | ☐ Patio Cover / Sunroom | ☐ Walls / Fences |
| ☐ Supportive Housing (Ministerial) | ☐ Affordable Housing Project (Ministerial) | ☐ Multi-Family (Ministerial, if applicable) |
| ☐ Change of Use / Operational Change | ☐ Site Modification (Commercial) | ☐ Other |



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

Project Address: _____		Assessor's Parcel Number(s): _____
Zoning District: _____	General Plan Designation: _____	Overlay (if applicable): _____
Existing Use: _____	Proposed Use: _____	

Project Description (Provide a brief description of the proposed project. Include any changes to use, floor area, site layout, or operations. Attach additional sheets if needed.)

Residential Project Summary

Lot Size (sq. ft.): _____	Existing Building Area (sq. ft.): _____	Proposed Building Area (sq. ft.): _____
Number of Existing Units: _____	Number of Proposed Units: _____	
Setbacks	Required	Proposed
Yard:		
Front	_____	_____
Rear	_____	_____
Side	_____	_____
Side	_____	_____
Landscaping	_____ % _____ Sq. Ft.	_____ % _____ Sq. Ft.
Building Height: _____	Lot Coverage: _____	Density: _____
Parking (SFR: 2 spaces in garage; ADU/SB 9 subject to State law)	Required: _____	Provided: _____ ☐ Complies



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

Additional Contact Information

Architect:	Contact Person:	License No:
Address		
Phone:		E-Mail Address:
Engineer:	Contact Person:	License No:
Address:		
Phone:		Email Address:
Landscape Architect:	Contact Person:	License No:
Address:		
Phone:		Email Address:

Applicant Affidavit

I certify that the foregoing and following information in this application is true and accurate to the best of my knowledge and belief.

Date: _____ Signature: _____

Print Name and Title: _____

Property Owner Affidavit

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.

Date: _____ Signature: _____

Print Name and Title: _____



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

Submittal Requirements

All applications must include the Required Items below. Additional materials may be required depending on the scope and complexity of the project. For minor residential improvements (e.g., fences, walls, patio covers, and accessory structures), submittal requirements may be reduced at the discretion of the Planning Division.

Required Items (ALL PROJECTS):

- | | |
|---|--|
| <ul style="list-style-type: none"> • Completed Land Use Application • Project Description / Letter of Intent • Site Plan | <ul style="list-style-type: none"> • Floor Plan (required for new construction and additions) • Building Elevations (required for new structures) • Site Photographs • Application Fee |
|---|--|

Additional Items (As Required by Staff)

- ☐ Materials / Color Board
- ☐ Title Report (showing legal description and easements)
- ☐ Utility Information / Will-Serve Letters
- ☐ Soils / Geotechnical Report
- ☐ Survey / Map
- ☐ Lighting Plan (for commercial or multifamily projects, if applicable)
- ☐ Wall / Fence Details (if applicable)
- ☐ Preliminary / Conceptual Grading Plan (for projects involving grading or site disturbance)
- ☐ Conceptual Landscape Plan (for projects subject to landscaping requirements)
- ☐ Any other supporting materials deemed necessary

Site Plan Requirements

Site plans shall be drawn to scale and include sufficient detail to demonstrate compliance with applicable zoning and development standards.

GENERAL INFORMATION

- Project address and Assessor's Parcel Number (APN)
- Property owner/applicant name
- North arrow and graphic scale
- Date of preparation

PROPERTY & CONTEXT

- Property lines with dimensions
- Total lot area (sq. ft.)
- Adjacent streets and right-of-way (labeled)
- Existing improvements within proximity (as needed for context)
- Easements (location and type, if applicable)

SITE LAYOUT

- Location, size, and shape of all existing and proposed structures

Simplified Site Plan (e.g., fences, walls, patio covers, and accessory structures)

For minor projects, a simplified site plan may be submitted including:

- Property lines
- Existing structures
- Proposed improvement location
- Distance from property lines (setbacks)
- Material
- Basic dimensions (length, width, height)
- Adjacent street (if applicable)



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

- Building footprints with dimensions
- All setbacks from property lines (front, side, rear)
- Distance between structures (if multiple)
- Any projections (patios, porches, decks, overhangs, etc.)

ACCESS & CIRCULATION

- Driveways and access points
- Vehicular circulation (if applicable)
- Pedestrian access (if applicable)
- Points of ingress and egress

PARKING

- Location and layout of parking spaces
- Garage location (if applicable)
- Driveway configuration
- Parking count (if applicable)

SITE IMPROVEMENTS

- Paved areas (driveways, walkways, patios)
- Walls and fences (location, height, and material)
- Trash enclosure areas (if applicable)
- Outdoor equipment (if applicable)
- Adjacent public right-of-way (streets, sidewalks, curb, and gutter) and any proposed improvements (if applicable)

UTILITIES & INFRASTRUCTURE

- Existing and proposed utilities (if known):
- Water
- Sewer
- Electrical (general location)
- Fire hydrants (if applicable)

GRADING & DRAINAGE (IF APPLICABLE)

- General grading concept
- Drainage direction (arrows or notes)
- Retaining walls (location and height, if applicable)

LANDSCAPING (IF APPLICABLE)

- Location of landscaped areas
- General layout of planting areas
- Open space areas (if applicable)

APPLICATION FEES (Land Use – Ministerial)

- Minimum Fee: \$260.00
- Structure 0 – 500 sq. ft.: \$2,250.00
- Structure 501 – 5,000 sq. ft.: \$2,555.00
- Structure 5,001 – 15,000 sq. ft.: \$2,760.00
- Structure over 15,000 sq. ft.: \$3,270.00



CITY OF GRAND TERRACE

Planning and Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Land Use Application

Notes

- This application is for ministerial (non-discretionary) review only.
- Projects must comply with all applicable objective zoning standards, including development standards in Chapter 18.10 and any applicable overlays or specific plans.
- Certain housing projects are required to be processed ministerially pursuant to State law (Section 18.03.080).
- Objective Design Standards (ODS) may apply to qualifying residential or multifamily projects.
- Additional permits (e.g., building permits, subdivision maps) may be required separately.
- Additional information may be required based on project scope.
- Applications will be reviewed for completeness prior to processing.
- Incomplete applications may not be submitted.

Application Status:

☐ Complete ☐ Incomplete