

This checklist applies to all development project applications except for accessory dwelling units (ADUs). All development projects, including projects subject to ministerial review, require the following information to be submitted for a complete application.

Section 1: Application Filing Requirements

☐	1.	Application Form Parts 1 and 2.
☐	2.	Applicable Burden of Proof Form(s), with detailed answers. ☐ Development Review and Administrative Development Review Burden of Proof. ☐ Conditional Use Permit and Minor Conditional Use Permit Burden of Proof. ☐ General Plan, Development Code & Zoning Map Amendment Burden of Proof. ☐ Subdivision Application Burden of Proof. ☐ Comprehensive Sign Program Burden of Proof. ☐ Variance and Minor Variance Burden of Proof. ☐ Temporary Use Permit Burden of Proof. ☐ Tree Permit Burden of Proof.
☐	3.	Development Summary Table.
☐	4.	Environmental Information Form
☐	5.	Plans Required: site utilization map, detailed site plan, conceptual grading plan, conceptual landscape plan, building elevations, floor plan, roof plan. <u>See Sections 3 and 4 for plan preparation guidelines and contents of development plans.</u> a. Development Review ☐ 2 full size copies folded no larger than 9" x 14", 1 reduced copy (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at initial application submittal. ☐ 1 full size copy folded no larger than 9" x 14", 20 reduced copies (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at request of the planner. b. Administrative Development Review ☐ 2 full size copies folded no larger than 9" x 14", 1 reduced copy (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at initial application submittal. ☐ 1 full size copy folded no larger than 9" x 14", 20 reduced copies (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at request of the planner.
☐	6.	A set of colored plans to include the conceptual landscape plans and illustrative building elevations (all four sides must be submitted before the scheduled public hearing). The maximum size of the colored plans shall be 11" x 17".
☐	7.	A building materials sample board in an 8½" x 11" format.
☐	8.	Catalog cut sheets of windows, doors, garage doors, exterior lighting fixtures, building materials, etc.

☐	9.	Photographs of the existing project site, as follows: ☐ Front elevation of project site. ☐ Front elevation of the properties immediately adjacent to the project site. ☐ Front elevation of properties directly across the street from the project site. ☐ Side elevations to properties adjacent to the project site. ☐ Rear elevation of project site.
☐	10.	One copy of any and all CC&R's or deed restrictions applicable to the development or use of the land.
☐	11.	Surrounding Property Ownership Map and List: a. A scaled map showing all parcels located within or intersected by a 500, 700, or 1,000-foot radius, depending on the project size and location, of the subject property's boundaries. The map shall identify the Assessor's Parcel Number (APN) for each such parcel. b. An ownership list for all parcels within or intersected by the applicable radius boundary, certified by affidavit to have been obtained from the latest Assessor's rolls. Each entry on the list shall include the APN, the property owner's name, the corresponding parcel's street address, and the property owners mailing address if different from the parcel address. c. Two separate sets of self-adhesive mailing labels, with each label containing the APN, the property owner's name, and the property owner's mailing address. If a property owner's mailing address differs from the associated parcel address, then an additional label shall be created that is addressed to "current resident" and include the mailing address for the applicable parcel. All labels shall be cross-referenced by number to the property ownership map and list.
☐	12.	The Protected/Tree Preservation Statement (if applicable).
☐	13.	One copy of a preliminary title report that is less than 30 days old.
☐	14.	Density Bonus Application Form (if applicable).

Section 2: Filing Fees

Diamond Bar City Code (DBCC) Section 22.44.040 requires an application fee to be submitted with the application. Application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. The applicable fee or deposit amount for this application is listed on the current fee schedule. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be issued.

Environmental Analysis	Deposit to be determined by the Community Development Director.
California Department of Fish and Wildlife.	Please see current fee schedule.
Concurrent Filed applications (e.g. a Development Review, CUP, Tree Permit, etc.)	One deposit is accepted (the largest deposit listed or as determined by staff) where actual cost of processing all applications shall be charged against the one deposit.

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

☐	1.	All plans shall be drawn on uniform sheets of 24"x36" or 30"x42".
☐	2.	All site and landscape plans shall be drawn to an engineering scale of 1"=20', 1"=30', 1"=40' and shall not exceed 1"=50'. Grading plan scale shall not exceed 1"=40'.
☐	3.	All required plans shall be collated and stapled together into sets and shall be folded to the size of 9" x 14".
☐	4.	All plans shall be clear, legible, and accurately scaled.
☐	5.	All plans shall contain a title block to include the architect/designer's name, address, phone number, email address, and property owner and project address.
☐	6.	All plans shall be clearly labeled with the title of each sheet and the type of application.
☐	7.	All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
☐	8.	A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
☐	9.	Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or lightly shaded. Future improvements should be shown by long dashes.

Section 4: Contents of Development Plans - The items listed below are considered a minimum. The City may request additional information to clarify, amplify, correct, or otherwise supplement the application during the review process.

☐	A.	Tentative Map (if Applicable): This map shall be prepared in accordance with the Subdivision Map Act and the City's Subdivision Ordinance (see separate Subdivision Application checklist), if applicable:
	☐	Tract or parcel map number.
	☐	Include the date, north arrow, scale, and name of all owners.
	☐	Approximate bearing and distances.
	☐	Use heavy dashed lines to define all boundaries.
	☐	Label with references to adjoining recorded maps or deed lines.
	☐	Legal description of the land - Sufficient to define boundaries.
	☐	Lots - Number each lot and show approximate dimensions.
	☐	Pads - Show all approximate dimensions.
	☐	Approximate contours within and adjacent to subdivision.
	☐	Streets:

	☐	Existing within and adjoining the subdivision - Show name, location, width, status, and existing and proposed improvements.
	☐	Proposed - Identify by name or letter. Show location, width, status, and improvements.
	☐	Curve radius.
	☐	Rate of grade, drainage direction, and water distribution.
	☐	Easements - Location, square footages, dimensions, and status within the adjoining subdivision.
	☐	Existing structures:
	☐	Show approximate location of structures that will remain.
	☐	Show existing structures within 50 feet of subdivision on adjoining land.
	☐	Grading plan can be preliminary/conceptual.
	☐	Zoning - Present and proposed, delineate zone boundaries.
	☐	Storm Water - Approximate limits or any area subject to storm water overflow or inundation and the location, width, and direction of each water course and/or swale.
	☐	Wells - Existing or proposed, if any.
	☐	Apartment, condominiums, or lease projects:
	☐	Show structures with number of units therein, building setbacks, and required distances between buildings.
	☐	Access - Vehicular and pedestrian. Show on map and specify widths.
	☐	Parking - Show or note on map. Specify number and type (covered or uncovered).
	☐	Recreation and service area, if any.
	☐	If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
	☐	If a condo conversion, note on the map, the project address and the number of each type of unit (1Br, 2Br, etc.) and comply with the Condominium Conversion Standards (DBCC Section 21.24) requirements for tenant notification of relocation fees and moving costs allocations.
	☐	Submit a letter that tenants have been notified of the provision of the Subdivision Map Act Section 66452.9 and copy the notification to the tenants as it is specifically worded.
	☐	Sewage Disposal - Location of any existing sewage disposal system which is proposed to remain in the division of land.
☐	B.	Detailed Site Plan—This plan shall include the following:
	☐	Name, address, and phone number of the applicant and property owner.
	☐	APN and legal description of the subject property.
	☐	Property lines and lot dimensions.
	☐	Indicate street names, widths and distances to the face of curb, and centerline of the street.

☐	Existing and proposed square footage.
☐	Lot size.
☐	Lot coverage calculation, including square-footage and percentage.
☐	Zoning and existing use.
☐	Vicinity map.
☐	Dimensioned locations of:
	☐ Existing and proposed setbacks (minimum) from all buildings to front, side, and rear property lines.
	☐ Street dedications and improvements (existing and proposed), including overhead utilities.
	☐ Driveway widths at the property line.
	☐ Parking space location and dimensions.
	☐ Distances between building and/or structures.
	☐ Location and setback dimensions for building and accessory structures, including but not limited to: pavement/sidewalks, patio covers/trellises, trash enclosures, pools/spas, pool equipment, air conditioning units, etc.
	☐ Location, height and materials of existing and proposed walls and fences.
	☐ Streets-existing and proposed cross-sections, improvements, rights-of-way, etc. Show center line radii and gradient.
	☐ Existing and proposed rear yard improvements.
	☐ Existing and proposed sewers.
	☐ Existing easements and restricted use areas (Location, square footages, and dimensions).
☐	c. Conceptual Landscape Plan—This plan shall include the following:
☐	All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
☐	Include a statement that the landscape plans shall comply with the water conservation landscaping requirement pursuant to DBCC Chapter 8.14. Please note this on the plans. A copy of the guidelines is enclosed.
☐	Show the square-footage of all new and rehabilitated landscape areas.
☐	Table showing the required mix of plant materials, calculating the required mix.
☐	All existing and proposed hardscape areas, including the percentage of hardscape.
☐	Conceptual location of plants and a planting legend which identifies such things as:
	☐ Trees, shrubs, and ground cover areas or other softscape elements. Indicate intended function of plants (i.e. street tree, accent tree, canopy shade tree, screening hedge, etc.).

		☐ Slope planting scheme.
		☐ Walls, fences and their color and materials.
		☐ Show existing trees, and whether they will be removed or preserved.
		☐ Show compliance with City's Water Conservation Ordinance and Guidelines.
		☐ Easements - Location, square footages, dimensions, and status within the adjoining subdivision.
☐	D.	Conceptual Grading Plan: (Not required if project has less than 50 cubic yards of cut and fill). This plan should include the following: Proposed items shall be designated with solid lines and existing items with short dashes or screened. Projects which are subject to the Hillside Management Ordinance should refer to DBCC Section 22.22 - Hillside Management for additional submittal requirements.
		☐ Proposed and existing grading—structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
		☐ Structures-footprints, pad and floor elevations, retaining walls, stem walls, etc.
		☐ Separate cut and fill areas with a clearly identified delineated polygons.
		☐ Submit a separate cut and fill map with proposed fill areas colored in green and cut areas colored in red, with areas where cut and fill exceed depths established in the hillside development guidelines and standards clearly shown. Additionally, include the area of cut and fill, calculated as a percentage of the total site area.
		☐ Earthwork quantities - cut and fill, import and export.
		☐ Average slope of the lot. Use the following formula to calculate slope of the entire parcel: $\text{Slope} = 0.002296 \text{ IL/A}$ $\text{I} = \text{Contour interval in feet}$ $\text{L} = \text{Summation of length of all contours in feet}$ $\text{A} = \text{Area in acres of parcel being considered}$
		☐ Cross-sections at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site and structures and those on-site. Sections should extend through building pads and/or streets.
		☐ Drainage and flood control facilities size, type, etc.
		☐ Easements (location, square footages, and dimensions), property lines, rights-of-way, restricted use areas, etc.
		☐ Stormwater Pollution Prevention Plan (SWPPP) if the disturbed area is one acre or greater.
		☐ Natural areas to be preserved (undisturbed—no grading).
		☐ Retaining walls—top and footing elevations.
		☐ Top of wall and finished grade elevations for all walls.
		☐ Indicate location of benchmark(s).

		☐ Ensure that the conceptual grading and landscape plans are consistent to depict accurate measurements and spaces in between walls. Provide sections showing the proposed landscape in relationship to both sets of retaining walls [DBCC Section 22.22.030(2)].
		☐ Show trees to be preserved or removed. Show drip line and fence for trees to be preserved.
☐	E.	Floor Plans:
		☐ Demolition plan clearly showing all walls to be demolished and to remain.
		☐ Existing and proposed floor plans, including all floors and label the use of all rooms. Clearly show walls that are new, to be removed, and to remain.
		☐ Dimensions of all exterior walls, doors, windows and room sizes.
		☐ Dimensions of patio and balcony areas.
☐	F.	Elevations:
		☐ Existing architectural elevations.
		☐ Label and identify architectural style.
		☐ Proposed illustrative elevations of all sides of all buildings and structures. "Illustrative" building elevations mean drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people—place them behind or on the side.
		☐ Illustrative elevations of all walls and/or fences.
		☐ All exterior building materials and colors shall be clearly labeled on each sheet of elevations.
		☐ Provide details of all building materials such as stucco finish, trim/molding finish around windows, doors and garage doors, etc.
		☐ Dimension of the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas, etc.
		☐ Retaining walls - top and footing elevations.
☐	G.	Roof Plans:
		☐ Indicate roof pitch and slope.
		☐ Show the length of the eaves and dimensions of fascia board.
		☐ Indicate the color and type of the proposed roofing materials.

Section 5: Additional Submittal Requirements

☐	SUBMITTAL OF MATERIALS DOES NOT AUTOMATICALLY CONSTITUTE A COMPLETE FILING OR AN APPROVAL OF YOUR APPLICATION BY THE CITY. The City has 30 days to determine whether a submitted application is complete. Within 30 days from the date noted on the fee receipt, the applicant or the agent will be mailed a statement notifying him/her/it if the application is complete or if additional materials or information are needed. If the City does not make a written determination within 30 days, the application will be deemed complete.
☐	CEQA Technical Reports and Supporting Documents: Additional environmental material/data may be

	required based upon further review of the proposed project and the completion of Initial Study Part II by staff. The applicant will be notified of the required additional information, studies, reports, etc. Questions regarding the Initial Study should be directed to the Diamond Bar Planning Division.												
☐	Additional information required to complete the processing of this application. If it is checked, the information is required. Please consult with staff regarding the specific requirements for your project: ☐ Arborist Report (Protected Trees) ☐ Geologic/Geotechnical Report ☐ Noise Study ☐ Parking Study ☐ Biological Study ☐ Master Plan ☐ Soils Report ☐ Drainage Report ☐ Traffic Study – The study shall be submitted pursuant to the “Level of Service” Policy in the City’s Transportation Study Guidelines for Vehicle Miles Traveled and Level of Service Assessment (the “TS Guidelines”).												
☐	ENVIRONMENTAL FACTORS – Clarify if the project site is wholly or partially within the following areas/zones, or contains the following features. Attach separate sheet(s) to this application and provide an answer for each of the items below. Include any documentation that supports the determinations below.												
	Is the subject site listed on the most recent Hazardous Waste and Substances Sites List or other lists compiled per Government Code Section 65962.5?												
	Is the proposed project located within 1,000 feet of a military installation, beneath a low-level flight path or within special use airspace?												
☐	EXISTING HOUSING CONDITIONS – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Types of Units</th><th style="width: 20%;">Occupied Residential Units</th><th style="width: 20%;">Unoccupied Residential Units</th><th style="width: 25%;">Total Residential Units</th></tr> </thead> <tbody> <tr> <td>Existing</td><td></td><td></td><td></td></tr> <tr> <td>To Be Demolished*</td><td></td><td></td><td></td></tr> </tbody> </table> *In accordance with Government Code Section 66300.6, the City may not approve a housing development project that demolishes existing housing units without replacing them. In addition, if the housing project proposes to demolish existing housing units, it cannot be approved by the City unless the project contains at least as many units as are being demolished, and all “protected units” are replaced. “Protected units” is defined in Government Code Section 66300.6 and include, without limitation: 1. Units that have been subject to any form of rent control within the past 5 years (including rent control imposed by the state); 2. Units that are or were rented by lower or very low-income households within the past five years (regardless of rent paid);	Types of Units	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units	Existing				To Be Demolished*			
Types of Units	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units										
Existing													
To Be Demolished*													

	3. Residential dwelling units that were withdrawn from rent under the Ellis Act within the past ten years.
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	Additional Comments/Notes:
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