



Environmental Health – Land Use Services

Code Enforcement

(909) 884-4056 (760) 995-8148

www.sbcounty.gov/ehlus

OHV/ STAGING TEMPORARY SPECIAL EVENT PERMIT

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted.
2. Application processing – The code enforcement officer will review the application and will approve the permit as quickly as possible, if he/she is able to make the required findings and all standards have been met.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your Special Use Permit application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Code Enforcement Division at the numbers listed above.

Section A – Fees

1. _____ Check or money order made payable to San Bernardino County Code Enforcement in the correct amount.

Application Fee	\$ 155.00
Fee for an Appeal to the Planning Commission	\$1,050.00

Note: The appeal fee is paid by the individual or agency filing the appeal.

Section B - County Documents

2. _____ Completed Application.

Section C - Other Documents

3. _____ Two copies of a plot plan.

Special Use Permit APPLICATION

Complete all sections of this application. If you believe a question does not apply, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please contact Code Enforcement.

Section 1 - Applicant Data. (This is the person who the county will contact regarding this application).

Applicant Name _____

Mailing Address _____

City _____ Zip _____

Phone _____ FAX No. _____ E-Mail _____

Emergency contact number _____

Section 2 – Property Data

1. Assessor's Parcel Number (APN): _____
(This may be obtained from the Assessor's Office)

2. Present Land Use District (Zoning): _____
(This must be obtained from the Building and Safety Division)

5. General location of property: Include street address and location from nearest street or intersection, indicating which side of the street:

Street Address _____

City _____ Zip _____

Location: _____

6. Proposed use of property:

7. Property Dimensions: _____ Total Square Footage: _____

8. Square footage of staging area: _____

9. Square footage of home area if any: _____

10. Utilities:

A. Sewage Disposal:

Public Sewer
Name of Serving District: _____

Septic System
Describe size of existing septic tank and indicate leach field or seepage pit:

B. Water Source:

- Water Source
Water meter pipe size and minimum pressure (this information can be obtained from your water company):

- Well: Number of dwellings connected to well and location of well (if applicable):

C. Electric Supply Source:

Name of Serving Company: _____

10. Special use operational information:

- A. Dates of event and maximum number of campers per day:

- B. Number of RV's to be on site:

- C. Number of OHV's occupying site and/or attending functions at any given time:

- D. Where will riding take place:

- E. Comments from Sheriff's Department:

Section 4 – Signature:

I certify under penalty of perjury that the above information is true and correct that I have read and understand and will abide by San Bernardino County Code, Sections 28.0401 – 28.0406.

I understand that my permit shall be clearly posted at the site and may be voided for non-compliance of the conditions set forth in the approval.

Signature

Date