



# San Bernardino County

## Land Use Services Department, Planning Division

385 N. Arrowhead Ave.; San Bernardino, CA 92415-0182

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## ENVIRONMENTAL REVIEW NOT ASSOCIATED WITH A LAND USE APPLICATION INFORMATION SHEET AND APPLICATION

**Deposit:**           **\$2,980.00** for the “initial deposit.” (J614)

This process is required for all projects and other items that require environmental review in accordance with the California Environmental Quality Act (CEQA) that **are not** associated with a land use application being processed or required by the County.

County Planning staff will review your application and will determine what, if any, type of environmental determination will be required. If an Environmental Impact Report (EIR) is required, staff will contact you to explain the process and costs.

Although your project will not be subject to a County land use review and approval process, you are requested to use the County Land Use Application attached to this information sheet to initiate this environmental review process. It is understood that much of the information requested in this Land Use Application is not applicable to your application and you should mark such items as N/A. Your application type is “Environmental Review”.

### CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311.

#### Section A – Fees/Deposit

1. \_\_\_\_\_ Check or money order made payable to “San Bernardino County” in the amount of **\$2,980.00** for the “initial deposit.” (J614)

**“Actual Cost Initial Deposit”** – The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your proposed project. Your account is then charged for the staff time at established hourly rate (\$65 to \$250/hr). If account funds are depleted an additional deposit will be requested. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the requested deposit will result in termination of the review process. After the review is completed, a minimum deposit balance of \$1000 will be required for condition compliance processing. For more information on fees, please refer to the Land Use and Development Review Fees handout.

**Section B - County Documents**

2. \_\_\_\_\_ **Six copies** of the completed Land Use Application Questionnaire.
3. \_\_\_\_\_ Completed Hazardous Waste Site Certification form contained in this packet.

**Section C – Other Documents**

4. \_\_\_\_\_ **One copy** of the United States Geological Survey (USGS) Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant's name. A legible photocopy is acceptable. The USGS map may be purchased at a local blueprint company.
5. \_\_\_\_\_ **One copy** of any letters or documents received from the County regarding this project.

**Section D – Public Notice Materials/Surrounding Property Owners Certification**

Please refer to the sheet titled “Surrounding Property Owners Certification” attached to this information sheet for details regarding requirements and label format. This handout sheet also includes the required signature block for the person who prepared the information and labels.

6. \_\_\_\_\_ **Submit two** adhesive sets and one reproducible copy of **mailing labels** for all property owners that own property within the following specified areas. The following are based on the project area being:
  - \_\_\_\_\_ 20.0 acres or less: All parcels within 300 feet of the external boundaries of the project parcel.
  - \_\_\_\_\_ 20.1 acres to 160 acres: All parcels within 700 feet of external boundaries of the project parcel.
  - \_\_\_\_\_ 160.1 acres or greater: All parcels within 1,300 feet of the external boundaries of the project parcel.
7. \_\_\_\_\_ Submit the certification sheet signed by the person who prepared the list and labels.

# LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the Application Intake Center at (909) 387-8311. **Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.**

**APPLICATION TYPE:** \_\_\_\_\_ **T.T.P.M.#:** \_\_\_\_\_  
[Take "type" from the top of the cover sheet, i.e. "Conditional Use Permit," "Tentative Tract," etc. (if a tentative map is involved include the map number)]

**All Assessor's Parcel Numbers (APNs):** \_\_\_\_\_

**Section 1 - Applicant Data** (This is the person who the County will contact regarding this application unless a separate representative has been hired.)

Applicant Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section 2 – Property Owner Data** (If same as above check )

Property owner(s) of record: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section 3 – Representative Data** (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section 4 – Architecture/Engineering Representative Data** (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ JCS Project No.: \_\_\_\_\_

**Section 5 – Project Description and Location/Legal Data**

Briefly describe the project and use:

\_\_\_\_\_

Land Use District: \_\_\_\_\_

Overlay Districts: \_\_\_\_\_

Legal Description: Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

USGS Quad Name: \_\_\_\_\_

Location: Community: \_\_\_\_\_ Nearest cross street: \_\_\_\_\_

Street name: \_\_\_\_\_ Side of street: \_\_\_\_\_

Site Size (Gross acres or square footage): \_\_\_\_\_ Number of lots: \_\_\_\_\_

Site Address: \_\_\_\_\_

Proposed Development Area: \_\_\_\_\_

Size of Proposed Buildings: \_\_\_\_\_

Previously approved land use applications for this site: \_\_\_\_\_

Are you filing other land use applications for this site at this time? Yes  No

If yes, please list other application types \_\_\_\_\_

**UTILITIES:**

**Water:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

Are any existing or proposed wells within 200 feet from any existing or proposed liquid waste disposal system?

Yes  No  If yes, attach an explanation

If this is a Tentative Map application, how many service connections have already been made to the existing water system? \_\_\_\_\_

**Sewage Disposal:** Septic? Yes  No

**Sewer :** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

If septic system/leach lines are proposed or existing, attach information showing proposed or existing location and how the size of the sewage disposal area was determined

**Gas:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Electricity:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Phone:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Cable TV:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Section 6 - Environmental Setting**

Be sure to answer all of the questions. This information is necessary to evaluate the project under the California Environmental Quality Act (CEQA). You must provide additional information for any answers marked "yes" or "uncertain" in a letter of explanation attached to this application.

1. When do you anticipate starting construction? \_\_\_\_\_

2. Will grading be required? Yes  No

If so, how many cubic yards will be cut? \_\_\_\_\_ How many cubic yards will be filled? \_\_\_\_\_

3. Is the project phased? Yes  No

If yes, describe the phasing: \_\_\_\_\_

4. If residential, indicate the number of units or lots. \_\_\_\_\_

5. If commercial, provide information describing the type of commercial activity proposed, along with square footage of sales area and loading facilities.

6. If industrial, attach information indicating type of industrial activity proposed, square footage of building, estimated employment per shift and loading facilities.

7. If institutional, attach information indicating major function, estimated employment per shift estimated occupancy and loading facilities.

8. Will the use require truck activity? Yes  No

If yes, give truck type(s) and number of axles : \_\_\_\_\_

What is the gross weight of each vehicle: \_\_\_\_\_

**YES**      **NO**      **UNCERTAIN**

9. Will the project change scenic views or vistas from existing residential areas, public lands or roads?

10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?

11. Has the site been surveyed for historical, paleontological or archaeological resources?

12. Is the site on filled land or on slope of 10 percent or more?

13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?

14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?

15. Will there be any substantial change in existing noise or vibration levels in the vicinity?

16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?

17. Has a traffic study been prepared for this site or has the site been included in another traffic study?

18. Will the project generate significant amounts of solid waste or liter?

19. Will the project change any existing features of hills or make substantial alteration of ground contours?

20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

21. Is there a relationship to a larger project or series of projects?

22. List any previous environmental documents or technical studies prepared for this site:  
\_\_\_\_\_

23. Describe the project site, as it exists before project implementation, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. On an attachment describe any existing structures on the site, and the use of the structures.

24. On an attachment, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercials, etc.), intensity of land use (single family dwelling(s), apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**Attachment A**

(Please use this form to amplify any answer. Be sure to identify which question is being amplified.)

**APPLICATION CERTIFICATE**

**ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE:** (Attach it to the application)

List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property, which is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that the application is being filed with the San Bernardino County Planning Division, and certifies under penalty of perjury that the County applications forms have not been altered and that the information contained in this application is true and correct. I (We) acknowledge that additional materials may be necessary to provide to the Planning Division once the preliminary review of the specifics of the project has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant also agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This requirement includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a notarized copy of the Power of attorney.

\_\_\_\_\_  
**(Print)** (APPLICANT OR LEGAL AGENT)

\_\_\_\_\_  
Signature Date

REGISTRATION NO.  
(IF R.C.E. OR LICENSED LAND SURVEYOR)

\_\_\_\_\_

\_\_\_\_\_  
**(Print)** (OWNER(S) OF RECORD)\*  
Date

\_\_\_\_\_  
Signature

\*If property is owned by corporation, partnership or other group signee should indicate corporate position or title and submit substantiating documentation.

# SURROUNDING PROPERTY OWNERS CERTIFICATION

Certain development case applications and other requests processed by the Land Use Service Department require notification of the surrounding property owners by mail. The notification requirements are specified by California State Law and County Ordinances.

Please refer to the Information Sheet or Application for the submittal requirements for the specific application request you are submitting.

## Mailing Label Requirements:

Prepare labels for all property owners within the area as prescribed by the formulas listed below. **Please include the applicant, representative and the owner of record in these labels.** Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the parcel on which the project is located:

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Printed Name and Company of person who prepared list

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Signature of person who prepared list

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Date

## FORMULA: The property for which this application is being processed is (check one):

- Variance: All contiguous properties. Contiguous means touching or across the street including corners.

### ALL OTHER APPLICATIONS

- 20.0 acres or less: All parcels within 300 feet of the external boundaries of the parcel on which the project is located.
- ABC Licenses: All parcels within 500 feet of the external boundaries of the parcel on which the project is located. If the property owner does not reside on-site, a notice needs to be sent to the current resident ("Occupant" plus situs address).
- 20.1 acres to 160.0 acres: All parcels within 700 feet of the external boundaries of the parcel on which the project is located.
- 160.1 acres or greater: All parcels within 1,300 feet of the external boundaries of the subject parcel on which the project is located.
- If project involves a "Hazardous Waste Facility": All parcels within 3,000 feet of the external boundaries of the parcel on which the project is located.
- If project involves a cancellation of a Land Conservation Contract: All parcels under a Land Conservation Contract within one mile of the external boundaries.

### LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

Note: **No punctuation** is to be placed on the last line between city state and zip code. **Italic type** print is **not** permitted, and characters **cannot** touch. **No extraneous print** is allowed on or below the delivery address line. Use a three column label format with the size of labels as shown below (1x2 5/8", Avery 5160). Information must be in the format designated below (i.e., APN number must be on top line)

Assessors Parcel Number
Name
Address
City State Zip Code

235-09-85
John Doe
1653 Outside Lane
Redlands CA 92300