



# San Bernardino County

## Land Use Services Department, Planning Division

San Bernardino County Government Center  
385 N. Arrowhead Ave., San Bernardino, CA 92415-0187  
15900 Smoke Tree Street; Hesperia, CA 92345  
San Bernardino Office – (909) 387-8311      High Desert Office – (760) 995-8140  
Fax (909) 387-3223      Fax (760) 995-8167

## DEVELOPMENT CODE AMENDMENT INFORMATION SHEET AND APPLICATION

**Deposit:** **\$3,725.00** for the “initial deposit.” (J611) (L632/L697 \*this includes a \$25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

The Development Code is an ordinance of the County that contains regulations, process, and procedures related to land design, division of land, land uses, overlay districts, design standards and other regulations related to development. Any development, use of land, or land division proposed must be in conformance with the regulations and procedures set for in the Development Code.

All provisions of the Development Code must be consistent with the County General Plan. If you propose an amendment to the Development Code that is not consistent with provisions of the General Plan, you will also be asked to submit an amendment to the General Plan to eliminate this inconsistency.

Applications to amend the Development Code are reviewed by the Planning Commission in public hearing and acted upon by the Board of Supervisors at public hearing. An action recommending denial by the Planning Commission terminates the action on the proposed Development Code Amendment unless the applicant or any other interested party files an appeal of the Planning Commission action to the Board of Supervisors. If you desire to file an appeal, please contact County Planning staff to discuss the procedures and to understand the time in which the appeal must be filed.

The Development Code and any amendments are approved by ordinance by the Board of Supervisors. There is no limitation as to how many times a year the Development Code may be amended.

**Please use this information sheet as a checklist to assemble the materials required for the submittal of your Development Code Amendment and bring it with you when you submit your application. An appointment is required to submit your application. Please call one of the numbers listed above to schedule this appointment.**

### GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted. The County’s standard Land Use Application shall be used and is contained in this packet.
2. Determination of Application Completeness – County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
3. Environmental Action Determination – County staff will prepare an Environmental Initial Study in compliance with the California Environmental Quality Act (CEQA). It is through the Initial Study that the determination is made as to what type of environmental determination will be required. If an Environmental Impact Report (EIR) is required, staff will contact you to explain the process and the costs.

4. Recommendations and final report – The project planner will prepare these materials for consideration by Planning Commission at a public hearing. The applicant and neighboring property owners will be notified in writing of the hearing date and time and the hearing will also be advertised in a local newspaper.
5. Board of Supervisors – If the Planning Commission recommends approval, the case will be sent to the Board of Supervisors to be set for a public hearing and action. The typical time between the Planning Commission hearing and the Board of Supervisors hearing is four to six weeks. The action of the Board of Supervisors is final.

## 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 **\$3,725.00** for the “initial deposit”. (J611)

**“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 rates (\$63 to \$226/hr). You are responsible for all charges made to the project account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the project review process. After the review is completed, a minimum deposit balance will be required for condition compliance processing. For more information on fees, please contact County Planning.

### Section B - County Documents

2. \_\_\_\_\_ **Two copies** of the completed Land Use Application Questionnaire.  
*Only two copies of the application are required for the initial filing of this application. Revisions may or may not be required. When Application Intake Center staff determines that the application is complete, you will be required to submit additional copies of the application. The specific number of copies to be submitted will be determined at that time.*

### Section C – Other Documents

3. \_\_\_\_\_ **Two copies** of a report describing the proposed amendment in detail.
4. \_\_\_\_\_ **Two copies** of any sections of the Development Code proposed to be amended with old language lined through and all proposed new language highlighted.
5. \_\_\_\_\_ **Two copies** of a map outlining the affected area of the County.
6. \_\_\_\_\_ **One copy** of any letter or document received from the County or any other agency regarding this request.

### Section D – Technical Studies

After review of your request and the materials submitted by staff, you may be required to have technical studies prepared that support your request. Staff will notify you if any technical studies are required.

# 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 Customer Service Unit 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:** Development Code Amendment

**Assessor's Parcel Number (APN):** \_\_\_\_\_

## Section 1 - Applicant Data

Applicant Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Property owner 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 – Project Description and Location/Legal Data

Briefly describe the project and use:

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

**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: If there are no contiguous properties under the same ownership, STATE "NONE"—**do not leave blank.**

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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)\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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