



Planning Division Preliminary Housing Application Checklist

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

This checklist applies to all housing development applications except for accessory dwelling units (ADU). All housing development projects, as defined by SB 330, require the following information to be submitted for a complete application (per Government Code Section 65941.1).

Section 1: Application Filing Requirements

<input type="checkbox"/>	1.	Application Form Parts 1 and 2.
<input type="checkbox"/>	2.	Burden of Proof Form, with detailed answers.
<input type="checkbox"/>	3.	Development Summary Table.
<input type="checkbox"/>	4.	Part 1 of Initial Study (Environmental Review, if applicable).
<input type="checkbox"/>	5.	<p>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></p> <p>a. Development Review</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <p>b. Administrative Development Review</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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.
<input type="checkbox"/>	6.	A set of colored plans to include the conceptual landscape plans and illustrative building elevations (all 4 sides must be submitted before the scheduled public hearing). The maximum size of the colored plans shall be 11" x 17".
<input type="checkbox"/>	7.	A building materials sample board in an 8½" x 11" format.
<input type="checkbox"/>	8.	Catalog cut sheets of windows, doors, garage doors, exterior lighting fixtures, building materials, etc.
<input type="checkbox"/>	9.	Photographs of project site.
<input type="checkbox"/>	10.	One copy of any and all CC&R's or deed restrictions applicable to the development or use of the land.
<input type="checkbox"/>	11.	Surrounding Property Ownership Map and List: Submit one copy of map (1 inch=100 feet) showing the location of all property included in the request within a 500, 700, or 1,000-foot radius depending on the project size and location. Provide completed ownership list, certified to be correct by affidavit, and two separate sets of self-adhesive address labels indicating surrounding property owner's names and addresses from the latest assessment roll (types). All labels shall be cross referenced

		by number to property ownership map and list.
<input type="checkbox"/>	12.	The Protected/Tree Preservation Statement (if applicable).
<input type="checkbox"/>	13.	One copy of a title report that is less than 30 days old.

Section 2: Filing Fees

Diamond Bar Municipal Code (DBMC) 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

<input type="checkbox"/>	1.	All plans shall be drawn on uniform sheets of 24"x36" or 30"x42".
<input type="checkbox"/>	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'.
<input type="checkbox"/>	3.	All required plans shall be collated and stapled together into sets and shall be folded to the size of 9" x 14".
<input type="checkbox"/>	4.	All plans shall be clear, legible, and accurately scaled.
<input type="checkbox"/>	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.
<input type="checkbox"/>	6.	All plans shall be clearly labeled with the title of each sheet and the type of application.
<input type="checkbox"/>	7.	All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
<input type="checkbox"/>	8.	A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
<input type="checkbox"/>	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. Additional information may be necessary for clarification during the review process.

<input type="checkbox"/>	A.	Tentative Map: 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:
	<input type="checkbox"/>	Tract or parcel map number.
	<input type="checkbox"/>	Include the date, north arrow, scale, and name of all owners.
		<input type="checkbox"/> Approximate bearing and distances.
		<input type="checkbox"/> Use heavy dashed lines to define all boundaries.
		<input type="checkbox"/> Label with references to adjoining recorded maps or deed lines.
	<input type="checkbox"/>	Legal description of the land - Sufficient to define boundaries.
	<input type="checkbox"/>	Lots - Number each lot and show approximate dimensions.
	<input type="checkbox"/>	Pads - Show all approximate dimensions.
	<input type="checkbox"/>	Approximate contours within and adjacent to subdivision.
	<input type="checkbox"/>	Streets:
		<input type="checkbox"/> Existing within and adjoining the subdivision - Show name, location, width, status, and existing and proposed improvements.
		<input type="checkbox"/> Proposed - Identify by name or letter. Show location, width, status, and improvements.
		<input type="checkbox"/> Curve radius.
		<input type="checkbox"/> Rate of grade, drainage direction, and water distribution.
	<input type="checkbox"/>	Easements - Location, width, and status within the adjoining subdivision.
	<input type="checkbox"/>	Existing structures:
		<input type="checkbox"/> Show approximate location of structures that will remain.
		<input type="checkbox"/> Show existing structures within 50 feet of subdivision on adjoining land.
	<input type="checkbox"/>	Grading plan can be preliminary/conceptual.
	<input type="checkbox"/>	Zoning - Present and proposed, delineate zone boundaries.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Wells - Existing or proposed, if any.
	<input type="checkbox"/>	Apartment, condominiums, or lease projects:
		<input type="checkbox"/> Show structures with number of units therein, building setbacks, and required distances between buildings.
		<input type="checkbox"/> Access - Vehicular and pedestrian. Show on map and specify widths.

	<input type="checkbox"/>	Parking - Show or note on map. Specify number and type (covered or uncovered).
	<input type="checkbox"/>	Recreation and service area, if any.
	<input type="checkbox"/>	If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
	<input type="checkbox"/>	If a condo conversion, not on the map, the project address and the number of each type of unit (1Br, 2Br, etc.) and comply with the Condominium Conversion Standards (DBMC Section 21.24) requirements for tenant notification of relocation fees and moving costs allocations.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Sewage Disposal - Location of any existing sewage disposal system which is proposed to remain in the division of land.
<input type="checkbox"/>	B.	Detailed Site Plan—This plan shall include the following:
	<input type="checkbox"/>	Name, address, and phone number of the applicant and property owner.
	<input type="checkbox"/>	APN and legal description of the subject property.
	<input type="checkbox"/>	Property lines and lot dimensions.
	<input type="checkbox"/>	Indicate street names, widths and distances to the face of curb, and centerline of the street.
	<input type="checkbox"/>	Existing and proposed square footage.
	<input type="checkbox"/>	Lot size.
	<input type="checkbox"/>	Lot coverage calculation, including square-footage and percentage.
	<input type="checkbox"/>	Zoning and existing use.
	<input type="checkbox"/>	Vicinity map.
	<input type="checkbox"/>	Dimensioned locations of:
	<input type="checkbox"/>	Existing and proposed setbacks (minimum) from all buildings to front, side, and rear property lines.
	<input type="checkbox"/>	Street dedications and improvements (existing and proposed), including overhead utilities.
	<input type="checkbox"/>	Driveway widths at the property line.
	<input type="checkbox"/>	Parking space location and dimensions.
	<input type="checkbox"/>	Distances between building and/or structures.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Location, height and materials of existing and proposed walls and fences.
	<input type="checkbox"/>	Streets-existing and proposed cross-sections, improvements, rights-of-way, etc. Show center

		line radii and gradient.
		<input type="checkbox"/> Existing and proposed rear yard improvements.
		<input type="checkbox"/> Existing and proposed sewers.
		<input type="checkbox"/> Existing easements and restricted use areas.
<input type="checkbox"/>	C.	Conceptual Landscape Plan—This plan shall include the following:
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Include a statement that the landscape plans shall comply with the water conservation landscaping requirement pursuant to DBMC Chapter 8.14. Please note this on the plans. A copy of the guidelines is enclosed.
	<input type="checkbox"/>	Show the square-footage of all new and rehabilitated landscape areas.
	<input type="checkbox"/>	Table showing the required mix of plant materials, calculating the required mix.
	<input type="checkbox"/>	All existing and proposed hardscape areas, including the percentage of hardscape.
	<input type="checkbox"/>	Conceptual location of plants and a planting legend which identifies such things as:
	<input type="checkbox"/>	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.).
	<input type="checkbox"/>	Slope planting scheme.
	<input type="checkbox"/>	Walls, fences and their color and materials.
	<input type="checkbox"/>	Show existing trees, and whether they will be removed or preserved.
	<input type="checkbox"/>	Show compliance with City's Water Conservation Ordinance and Guidelines.
<input type="checkbox"/>	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 DBMC Section 22.22 - Hillside Management for additional submittal requirements.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Structures-footprints, pad and floor elevations, retaining walls, stem walls, etc.
	<input type="checkbox"/>	Separate cut and fill areas with a clearly identified delineated polygons.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Earthwork quantities - cut and fill, import and export.

		<input type="checkbox"/> Average slope of the lot. Use the following formula to calculate slope of the entire parcel: Slope = 0.002296 IL/A I = Contour interval in feet L = Summation of length of all contours in feet A = Area in acres of parcel being considered
		<input type="checkbox"/> 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.
		<input type="checkbox"/> Drainage and flood control facilities size, type, etc.
		<input type="checkbox"/> Easements, property lines, rights-of-way, restricted use areas, etc.
		<input type="checkbox"/> Stormwater Pollution Prevention Plan (SWPPP) if the disturbed area is one acre or greater.
		<input type="checkbox"/> Natural areas to be preserved (undisturbed—no grading).
		<input type="checkbox"/> Retaining walls—top and footing elevations.
		<input type="checkbox"/> Top of wall and finished grade elevations for all walls.
		<input type="checkbox"/> Indicate location of benchmark(s).
		<input type="checkbox"/> 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. [DBMC Section 22.22.030(2)].
		<input type="checkbox"/> Show trees to be preserved or removed. Show drip line and fence for trees to be preserved.
<input type="checkbox"/>	E.	Floor Plans:
		<input type="checkbox"/> Demolition plan clearly showing all walls to be demolished and to remain.
		<input type="checkbox"/> 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.
		<input type="checkbox"/> Dimensions of all exterior walls, doors, windows and room sizes.
		<input type="checkbox"/> Dimensions of patio and balcony areas.
<input type="checkbox"/>	F.	Elevations:
		<input type="checkbox"/> Existing architectural elevations.
		<input type="checkbox"/> Label and identify architectural style.
		<input type="checkbox"/> 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.
		<input type="checkbox"/> Illustrative elevations of all walls and/or fences.
		<input type="checkbox"/> All exterior building materials and colors shall be clearly labeled on each sheet of elevations.
		<input type="checkbox"/> Provide details of all building materials such as stucco finish, trim/molding finish around windows, doors and garage doors, etc.

		<input type="checkbox"/> 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.
		<input type="checkbox"/> Retaining walls - top and footing elevations.
<input type="checkbox"/>	G.	Roof Plans:
		<input type="checkbox"/> Indicate roof pitch and slope.
		<input type="checkbox"/> Show the length of the eaves and dimensions of fascia board.
		<input type="checkbox"/> Indicate the color and type of the proposed roofing materials.

Section 5: Additional Submittal Requirements

<input type="checkbox"/>	THE SUBMITTED MATERIALS DO NOT CONSTITUTE A COMPLETE FILING OR AN ACCEPTANCE BY THE CITY. Within 30 days from the date noted on the fee receipt, the applicant or the agent will be mailed a statement notifying him/her if additional materials or information are needed.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Additional information may be requested by the Planning Division in order to complete the processing of this application such as, but not limited to the following: <ul style="list-style-type: none"> <input type="checkbox"/> Arborist Report (Protected Trees) <input type="checkbox"/> Biological Study <input type="checkbox"/> Drainage Report <input type="checkbox"/> Geologic/Geotechnical Report <input type="checkbox"/> Master Plan <input type="checkbox"/> Noise Study <input type="checkbox"/> Parking Study <input type="checkbox"/> Soils Report <input type="checkbox"/> Traffic Study