MINOR USE PERMIT CHECKLIST

Per Development Code section 17.16.120, a minor use permit provides a process for director review and determination of requests for uses and activities whose effects on adjacent sites and surroundings must be evaluated. These uses and activities generally meet the purposes of the applicable zoning district but require special consideration in their design or operation to ensure compatibility with surrounding or potential future uses. It is anticipated that uses qualifying for a minor use permit only have an impact on immediately adjacent properties and can be modified and/or conditioned to ensure compatibility. The planning director is the approving authority for minor use permits. However, the planning director may also refer a minor use permit to the planning commission for review and approval pursuant to section 17.14.060.C (Referral to the Planning Commission).

SECTION 1: Filing Requirements

☐ 1. A Minor Use Permit Application through our Online Permit Center at https://www.cityofrc.us/onlinepermitcenter.

☐ 2. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**

☐ 3. Development package (see Section 3) uploaded to online application. **NOTE: The development package must be in one single PDF file at a maximum size of 100 MB. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached.**

☐ 4. A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the MUP at this location. Please upload this letter to the online application.

☐ 5. List of all tenants within the center or complex by name, address, type of use, square footage, and hours. This information should be readily available from the property manager/leasing agent. Please upload this information to the online application.

☐ 6. Filing Fees (see Section 2) will be assessed after all required documents are uploaded to the online application.

SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

☐ Minor Use Permit .... See current fee list.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

<mark>PLEASE READ:</mark> **The development package must be in one single PDF file at a maximum size of 100 MB. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached.**

A. **Site Utilization Map (as required by the Planning Department):** A map showing the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (ROW improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. Scale shall not be less than 1" = 100'.

☐   **B.**   **Detailed Site Plan (shall include the following):**

☐   Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.).

☐   Property lines with lot dimensions.

☐   Dimensioned locations of:

     ☐   Setbacks (actual) from all buildings to street curb face and the side and rear property lines.

     ☐   Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths.

     ☐   Access, both vehicular and pedestrian, showing the service areas and points of ingress and egress.

     ☐   Off-street parking and loading or outdoor storage area. Show location, number, and typical dimension of spaces and wheel stop placements (where used).

     ☐   All street improvements and driveways, including adjacent and across-the-street properties.

☐   Distances between the buildings and/or structures.

☐   Location, height, and materials of the walls and fences (Sections if required).

☐   Nearest cross streets in both directions with plus or minus distances from the subject property.

☐   A vicinity map showing the closest major cross streets, zoning, and existing land uses (Does not need to be to scale).

☐   Total existing impervious area (square feet).

☐   Total new impervious area (square feet).

☐   Total removal and replacement of impervious area (square feet).

☐   **C.**   **Floor Plan:** This plan, drawn to scale, shall indicate the proposed seating arrangement and number of seats and aisle-ways, and the location of interior uses (i.e. office, bathroom, waiting area, etc.). Dimension all room sizes, corridors and hallways, and aisle widths. Show existing and proposed improvements. Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom. If rooms will be used for more than one use, such as office and classroom, label accordingly.

SECTION 5: Fire District Submittal Requirements

For questions or to obtain additional information, please contact the Fire District at RCFire@CityofRC.us or 909-477-2770

☐   1.   Provide on the plans: The specifics of the buildings on this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance with its current use. This information is required to provide the applicant with a complete review and applicable comments.

☐   2.   When a change of use and occupancy is proposed with the MUP application, a preliminary "Change of Occupancy Plans" is usually required to be submitted to Building & Safety Services Department for the evaluation of a MUP application regarding a new proposed use and occupancy in the existing residential or commercial/industrial building. Some of the issues that must be addressed to change the occupancy of a building include (but are not limited to): California Disabled Accessibility to buildings and facilities (such as restrooms and parking) mixed occupancy allowable area ratios, area separation walls, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, fire sprinklers, fire alarms, structural analysis and exiting criteria. A complete change of occupancy plans will be required to be submitted after the MUP is approved. Building permits and final acceptance is required before occupancy.

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:

Location of Project:

Assessor's Parcel Number:

Applicant Name:

Phone Number:
Email:

Address:

Type of Review Requested

- ☐ Certificate of Appropriateness
- ☐ Certificate of Economic Hardship
- ☐ Community Plan Amendment
- ☐ Minor/Conditional Use Permit
- ☐ Major Design Review
- ☐ Development Agreement
- ☐ Development Code Amendment
- ☐ Entertainment Permit
- ☐ General Plan Amendment
- ☐ Hillside Design Review
- ☐ Home Occupation Permit

- ☐ Landmark Alteration Permit
- ☐ Large Family Daycare Permit
- ☐ Mills Act
- ☐ Minor Design Review
- ☐ Minor Exception
- ☐ Plan Check/Zoning Clearance
- ☐ Planned Community
- ☐ Pre-Zoning
- ☐ Public Convenience or Necessity
- ☐ Reasonable Accommodation
- ☐ Sign Permit

- ☐ Similar Use Determination
- ☐ Site Development Review
- ☐ Specific Plan Amendment
- ☐ Temporary Use Permit
- ☐ Tentative Subdivision Map
- ☐ Tree Removal Permit
- ☐ Uniform Sign Program
- ☐ Vacation of Easement
- ☐ Variance
- ☐ Zoning Map Amendment
- ☐ Other: _____

OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:

Signature:

Print Name and Title:

Phone Number:
Email:

Address:

ONLINE PERMIT CENTER
ELECTRONIC DOCUMENT REVIEW (EDR)
SUBMISSION REQUIREMENTS

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

|	
Layers:	**No multiple layers. Layers must be merged or flattened.**
Format:	**Vector preferred**
Resolution:	**300 pixels per inch (PPI)**
Color Depth:	**Monochrome (1-bit)**
File Size:	**1 megabyte (MB) avg. per sheet. 100 MB total**
Grouping:	**Multiple-sheet PDF (single file with multiple sheets)**
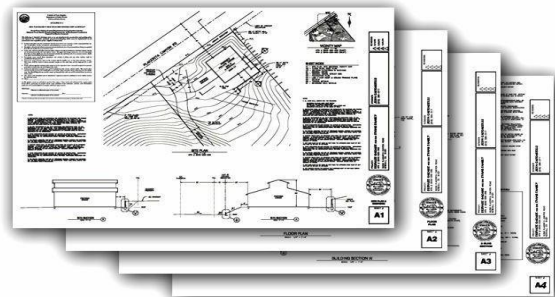
plans.pdf (multiple sheets)

✓Correct

See "Formatting Q&A" on page 3 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

✓ Correct

Updated 2/2025
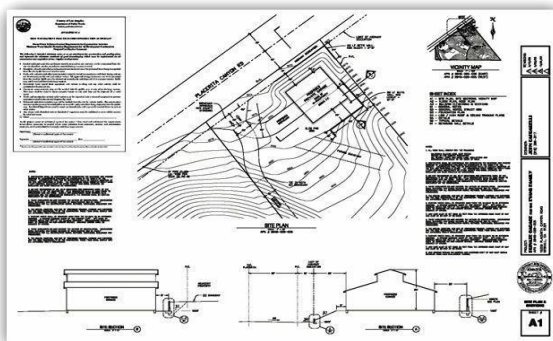
All sheets must be consolidated into one plan set up to a maximum size of 100 MB. Please consolidate plans to the fewest number of files possible.
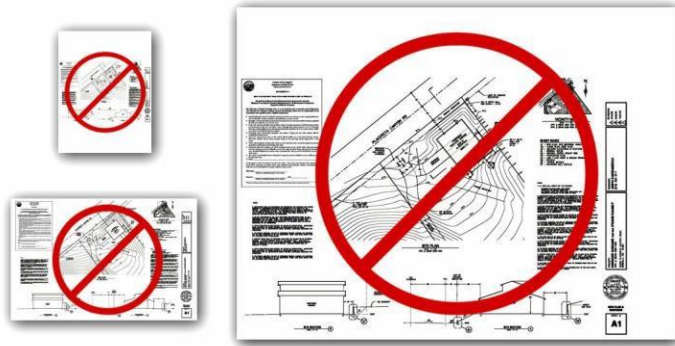
Incorrect sheet size, scale, or margins will not be accepted.

Incorrect orientation will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*
Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*
Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*
Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Updated 2/2025

Question: **My PDF files are too big. What am I doing wrong?**

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).

- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: **How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?**

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.