



Zone Change & Municipal Code Amendment Checklist

SECTION 1: Application Procedure and Filing Requirements

A. Pre-Application Meeting: Fontana City Code (FCC) Section No. 30-41 requires that the applicant submit a Pre-Application Meeting (PAM) request to the Planning Department. This early review process is intended to provide the applicant with the necessary information to make an informed decision prior to submitting a formal entitlement application.

B. Filing Requirements:

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after creating an MCN (Master Case Number). If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

For a Zone Change (Map):

- 1. **Notarized Property Owner Affidavit.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Department.
- 4. **Environmental Information Form:** A completed Environmental Information Form.
- 5. **Justification Letter:** A letter explaining the reasons for the requested zone change or municipal code amendment.
- 6. **Preliminary Title Report:** A current Title Report within the last three (3) months.
- 7. **Exhibits:** A colored map showing the existing zoning designation and proposed zoning designation of the site.
- 8. **Notification Sign:** Installation of one 4' x 8' notification sign on each street frontage. (See information sheet for required sign information, sign height, letter height, etc.)

For a Municipal Code Amendment (Text):

- 1. **Property Owner Notarized Affidavit.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.

- 3. **Environmental Information Form:** A completed Environmental Information Form.
- 4. **Justification Letter:** A letter explaining the reasons for the requested zone change or municipal code amendment.
- 5. **Amended Municipal Code Text:** A copy of the amended text and a Word file of the amended text. Text to be deleted shall be ~~stricken through~~ and text to be added shall be ***bold and italicized***.

After the first submittal review you will be informed if your application is deemed complete or incomplete pursuant to the Permit Streamlining Act. If your application is deemed incomplete see “C” below. You will also be provided with preliminary conditions of approval and corrections required to make your application complete. If your application is deemed complete see “D” below

C. Second Submittal: If the application is determined to be incomplete, staff will notify the project applicant to submit the following required items. The applicant will have the option to make an appointment to meet with city staff when the project is resubmitted. These required items shall incorporate all the comments that were provided from various departments.

- 1. **For resubmittals:** digital documents can be uploaded to the MCN in your Build Fontana account.
- 2. **Fees:** The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Department.
- 3. **Mailing List (for Zoning District Map Amendments Only):** The mailing list will include all property owners within the project area and surrounding area within 660 ft. The mailing list shall contain the following:
 - 1” x 2 ¾” Self-adhesive address labels (Two sets) with the following information:
 - Names, Addresses and assessor’s parcel numbers (Note: the mailing list information shall be obtained from the latest San Bernardino County Equalized Assessment Rolls. Planning Department shall not accept an ownership list which bears a date MORE THAN 90 DAYS PRIOR to the date of the FIRST PUBLIC HEARING).
 - Assessor’s maps showing the subject site and all properties within 660 ft. of the exterior boundaries of the project site. The Assessor’s pages shall be (11” x 17”) with the appropriate radius clearly drawn in red ink or pencil.
 - One pre-stamped business size envelope prepared for mailing for each name on the mailing list with the City’s return address as shown below.

City of Fontana Planning Department 8353 Sierra Avenue Fontana, CA 92335	Forever Stamp 000-000-00 (Assessor's Parcel No.) Property Owners name Address Fontana, CA 92335/6
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- The mailing address on the envelope shall contain the assessor's parcel number and the property owner's name and address as shown above.
- 4. **Notification Sign:** Submit a colored photograph of the 4' x 8' notification sign posted on the site.

D. Submittal for Planning Commission Action: After the reviews by city staff are complete and prior to scheduling for Planning Commission, the following required items must be submitted:

I. Items listed under "C" Second Submittal (2) and (3) if not already submitted; and,

II. Planning Commission

- 1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.