



City of Fontana
Planning Department
Pre-Application Meeting Request

Received By:
Date:

Pre-App No. Date:

Pre-application meetings are required by City Code Section No. 30-117 for the review of procedures and criteria for entitlement applications. This meeting is to provide preliminary information and guidance prior to submitting a formal entitlement application. If assistance is needed with completing this form, please contact the Planning Department at (909) 350-6718 or via email at planning@fontana.org.

Applicant's Name:
Company Name (if any):
Applicant's Contact No.: Ext Fax No.:
Mailing Address:
E-Mail Address (if any):
Project Name (if any):

Please provide the following information regarding your proposed project site:

Assessor Parcel Numbers (s):
Property Address/Intersection:
General Plan Designation
Zoning District /Specific Plan
Specific Plan Designation
Overlay District
TTM/TPM No. (if applicable)

Please provide a detailed description of your project/business. (Attach additional sheets if necessary).

[Blank lines for project description]

Submit digital preliminary sets of plans, elevation, and floor plans with this application as an electronic copy in a USB drive (thumb drive), upload the files onto the Development Services Kiosk, or submit via online at https://cityoffontana.sharefile.com/share/getinfo/re12204ffa0a48cbb.

Please be aware that your submittal is incomplete until the payment has been received and processed.

Please submit this application form along with required fee of \$1,000 and attachments to: City of Fontana, Planning Department at 8353 Sierra Avenue, Fontana, CA 92335.



**Before You Start ...**

Before you submit your application, use this checklist showing common issues that can affect project timelines and approvals. This will help avoid unnecessary delays and is especially important for small projects completed without the help of a design professional.

- I am confident that I have the necessary skills to handle this project on my own or I have obtained the help that I will need to complete this project.
- I have checked to see if my zoning is correct for what I want to do and what the requirements are for my area. Contact: Planning (909) 350-6718.
- I have reviewed the fees associated with this project and have the funds or financing available.
- I have checked the requirements for parking and have the space available to meet these requirements. Contact: Planning (909) 350-6718
- I have checked to see if my property is in a sensitive habitat area or may be home to an endangered species. Contact: Planning (909) 350-6718.
- I have reviewed my property documents to ensure that there are no easements in the area where development will occur.
- I have checked the availability, location, and size of the sewer lines and they will be sufficient for this project. Contact: Engineering (909) 350-7610.
- I have checked to see if my project will require undergrounding of electrical utility poles. Contact: Engineering (909) 350-7610.
- I have checked the requirements for any off-site improvements to be made such as sidewalks, street improvements, trenching, etc. Contact: Engineering (909) 350-7610.
- I have had the soil checked for contamination.
- I have checked to see if there are any code enforcement issues on my property.
- I have checked the location and size of the water lines and they will be sufficient for this project. Contact: Fontana Water Company (909) 822-2201, Cucamonga Valley Water District (909) 987-2591, West Valley Water District (909) 875-1804, Marygold Mutual Water Company (909) 877-0516.
- I have submitted plans to the San Bernardino County Environmental Management Department, Environmental Health Division (restaurants and food sales only). Contact the County Health Department at (800) 442-2283.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_