



Variance Checklist

SECTION 1: Application Procedure and Filing Requirements

A. Pre-Application Meeting: Fontana City Code (FCC) Section No. 30-204 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. First Submittal Requirements:

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

- 1. **Notarized Property Owner Affidavit.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Submittal For Variance and Administrative Variance:**
 - A Letter containing the following information
 - Associated Project/Planning case number, if applicable
 - Address or Assessor's Parcel Number of projects
 - Detailed description of project
 - Detailed description of Variance request
- 4. **Environmental Form:** A completed Environmental Information Form.
- 5. **Notification Sign:** Required to be installed within two (2) weeks after formal submittal. See attached sheet for required sign information, sign height, letter height, etc.

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.

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. **Revised colored plan sets:** 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 (environmental filing) fees. The Project Planner will confirm which additional fees apply to this project.
3. **Public Hearing Information:** Submit the items listed below.
 - A list of all property owners within the project's required mailing radius of 660 ft. 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 OR ADMINISTRATIVE APPROVAL.
 - 1" x 2 3/4" Self-adhesive, typed address labels (two sets) listing the name, address and assessor's parcel number of all property owners within the project's mailing radius
 - A radius map clearly drawn in red ink on the Assessor's Parcel 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 merged together on an 8 1/2" x 11" format.
 - One labeled business size envelope (Size 10; 4 1/8" x 9 1/2") prepared for mailing for each name on the mailing list with the City's return address as shown below. (Must be First Class® postage **Forever Stamps**, they are non-denominational, which means that they can be used to mail First Class letters no matter what the postal rate).

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	

4. **Notification Sign:** Submit a colored photograph of the 4' x 8' notification sign posted on the site.