



# San Bernardino County



## Land Use Services Department, Planning Division

San Bernardino County Government Center,  
385 N. Arrowhead Ave; San Bernardino, CA 92415-0182  
15900 Smoke Tree Street; Hesperia, CA 92345  
San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140  
Fax (909) 387-3249 Fax (760) 995-8167

## LICENSING REVIEW INFORMATION SHEET AND APPLICATION

This application is required to obtain Planning Division approval or renewal of a business license for those businesses requiring such license (adult-oriented businesses, massage parlors, thrift stores, motels etc.). Do not leave any blank spaces.

### FEE:

A check or money order made out to San Bernardino County in the amount of **\$760.00** must be submitted with the Licensing Review Application.

Planning Review Fee for Record Review (L607)	\$210.00
Planning Review Fee for Site Review (L608)	525.00
Records Media Conversion for Job Closure (L697)	25.00
<b>TOTAL</b>	<b>\$760.00</b>

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and accepted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311 or (760) 995-8140.

### SUBMITTAL REQUIREMENTS:

1. \_\_\_\_\_ **Two copies** of completed Licensing Review Application.
2. \_\_\_\_\_ **One copy** of any building permits or other approval for the specified use.
3. \_\_\_\_\_ **One copy** of a **Plot Plan**. Please refer to the Plot Plan Checklist for additional information. *If a plot plan has been previously approved, please provide a copy of the approved plan.*

**Section D – Plot Plan:** Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 11" x 17"). Remember that the staff is not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. \_\_\_\_\_ Name, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
2. \_\_\_\_\_ Complete legal description and Assessor's Parcel Number of the property involved.
3. \_\_\_\_\_ Identify the type of project, as well as the Variance requested.
4. \_\_\_\_\_ North point, date of drawing and engineer's scale (suggest 1:20).
5. \_\_\_\_\_ Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
6. \_\_\_\_\_ Dimension of property lines or boundary of project.

7. \_\_\_\_\_ Location, size and use of all existing and proposed structures (including buildings, fences, trash enclosures, towers, signs, paved areas, curbs and driveways, underground utilities, septic tank and sewage disposal system), including dimensions, height, number of stories (including basements), square footage, distance from property lines and building separations. Indicate doors that open onto a street or property line.
8. \_\_\_\_\_ Land Use (Zoning) District classification and the type of development on all adjacent properties, including across any streets. Show distance of structure(s) on adjacent properties from the project property lines.
9. \_\_\_\_\_ Vicinity map showing location of project.
10. \_\_\_\_\_ Compute all building coverage, open space and sign area requirements as established by Land Use District or Planning Areas.
11. \_\_\_\_\_ Indicate existing native trees six inches or greater in diameter or if none exist, a statement MUST be placed on the plot plan. EXAMPLE: "No Native Trees six inches in diameter exist on this site".
12. \_\_\_\_\_ Show parking spaces in detail (each space to be 9' X 19'). Refer to the County Development Code for detailed information regarding parking requirements for your use and for disabled access requirements. Show paving or surfacing as required by the Development Code.
13. \_\_\_\_\_ Show loading zone space(s) at 10' X 20'.
14. \_\_\_\_\_ Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flowline arrows and contour lines.
15. \_\_\_\_\_ If signs are proposed or exist, plot their location on the site and include a side elevation showing the face dimensions, overall height and height above grade from bottom of sign. Include distance from both top and bottom of sign to grade.

# LICENSING REVIEW APPLICATION

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Subject Site Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX # \_\_\_\_\_

Area/Community: \_\_\_\_\_

Type of business regarding license: \_\_\_\_\_

If this request is for a license renewal, give date of original licensing review by Planning:

\_\_\_\_\_

## The following information is to be completed by county staff:

Parcel size \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Official Land Use District (Circle): RC AG RL RS \_\_\_\_\_ RM CO CN CR CH CG

CS IC IR FW SD (Min. acreage suffix) \_\_\_\_\_

Applicable Overlays (Circle): AA AP AR1 AR2 AR3 AR4 AH BR CR SR  
FS1 FS2 FS3 FP1 FP2 FP3 GH MR NH PR SC

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ JCS Project No.: \_\_\_\_\_