

# AN APPLICANT'S GUIDE

## DEVELOPMENT REVIEW

### City of Pomona Planning Division



#### PURPOSE

Development Review provides project applicants, including developers, property owners, architects, engineers, and others, with the opportunity to meet with the various city departments and divisions to obtain feedback on proposed development projects. Development Review is an optional process, but is recommended for certain types of projects. **Written feedback/comments are provided by staff to the applicant.**

The Development Review staff team represents the following city departments and divisions: Police, Fire, Public Works (Building, Engineering, Traffic/Transportation, Parks and Water Divisions) and Economic Development (Planning and Redevelopment Divisions).

#### PROCESS:

The meetings are held on the first and third Tuesday of every month, with a maximum of six (6) items per meeting. Approximately 20 minutes of review time is allocated for each item. Plans are required to be submitted at least 30 days prior to the scheduled meeting date. Projects will be scheduled on a first come-first serve basis.

#### PROJECTS REQUIRING DEVELOPMENT REVIEW:

1. Projects which involve an intensification of use, such as the conversion of an existing commercial building to a restaurant.
2. Residential projects with ten or more units.
3. New commercial construction or addition to a building which is 50% or more of the existing floor area or greater than 10,000 square feet in area.
4. New industrial construction or addition to a building which is 50% or more of the existing floor area or greater than 10,000 square feet in area.
5. Proposed live entertainment uses, alcoholic beverage establishments, and places of assembly.

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#### APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Application form
- ☐ Sixteen (16) sets of site plans drawn to scale
- ☐ Sixteen (16) sets of floor plans drawn to scale
- ☐ Sixteen (16) sets of building elevations drawn to scale
- ☐ For fees, refer to fee schedule