

How Might the SPP Be Elevated to the MUP or the CUP Review Process?

For a project to be approved through a SPP, the Planning Division must confirm that the proposal satisfies the SPP findings for approval. These findings are established by ordinance and stated in the County Development Code. The project must meet all applicable development standards. Support services, such as sewer, water, roads, etc., must exist or be available. The project must comply with the County General Plan and/or any applicable Specific Plan. The project must not endanger the environment nor be controversial. If the project does not meet these requirements, it will be elevated to a more formal review process, such as the MUP or CUP.

How Long Does it Take to Process a Site Plan Permit?

The SPP is a simple, speedy review process. However, some projects which seem simple can be complex, so the overall processing time will depend upon the project itself and on the applicant securing approvals from other County departments. The applicant's response time also affects the process. Generally, action on most projects will be taken within one month of application acceptance.

What Can I Do to Simplify the Review Process?

You can simplify the SPP process by carefully reading and completing the application package, discussing the project with County personnel before submitting the application, and responding promptly to all requirements.

Who Can I Go to for Help?

Phone numbers for various County departments are listed on the front of this brochure. Contact those departments which can be of help in answering project related questions.

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician at the County Government Center at (909) 387-4131 or Victorville at (760) 843-4340.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

For more detailed information, please reference zoning handouts, the application, Administrative Design Guidelines or access the website, www.co.san-bernardino.ca.us/landuseservices.

What Are the Costs of the Site Plan Permit

The SPP Planning application fee is \$1450.00. Applicants should check with other County departments about additional review fees which are required.

Site Plan Permit Application Process

**County Government Center
385 North Arrowhead Avenue
San Bernardino, CA 92415**

Area Code (909)

Planning Division.....	387-4131
Public Service Counter Information.....	387-8311
Building & Safety Division.....	387-4244
Environmental Health Services	
Land Use Division.....	387-4666
Fire Department.....	386-8400
Public Works.....	387-2623
Land Development/Engineering	
Roads Section.....	387-8218
Drainage Section.....	387-2627
Surveyor Division	
Final Map Section.....	387-8148

**North Desert Office
15456 W. Sage Street
Victorville, CA 92392**

Area Code (760)

Building & Safety Division.....	843-4360
Land/Development Engineering.....	843-4366
Planning Division.....	843-4340

What is the Site Plan Permit?

The SPP is a less formal process for the County to review the proposed location and operation of certain types of land uses. New, small scale commercial and industrial projects, as well as alteration or expansion of existing uses that comply with all development standards of the County Development Code and Administrative Design Guidelines as adopted by the County Board of Supervisors, may qualify for the SPP process.

When is the Site Plan Permit Used?

The County Development Code outlines the types of projects subject to a SPP in each of the various land use districts. Typically, they include smaller projects (less than 10,000 sq. ft. or fewer than 20 employees) that are included within the permitted land use classifications for each land use district or expansions as outlined in the Development Code. A SPP cannot be used within a sphere of influence, city, a redevelopment area, or on a state highway.

What is Involved in the Site Plan Permit Process?

Applicant submits the SPP Application including a plot plan, drawn on a standard vellum obtained from the Planning Division incorporating all requirements listed in the application and Administration Design Guidelines. After an initial review by the project planner who will sign the plot plan on the "Initial Review" block, applicant must meet with members of the County Fire Department, Environmental Health Services Division, Land Development/Engineering Division, Building and Safety Division, and, in some cases, the sphere of influence city or redevelopment agency. If the project is acceptable to each of these agencies, each one will stamp the vellum indicating that agency's approval. Applicant should then return the vellum and the appropriate copies to the project planner for final review. If the project meets all established standards, it will be approved. If it does not meet all standards, it may be elevated to a MUP or a CUP application.

Site Plan Permit

