



# CC&R Review Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

### WHAT ARE COVENANTS, CONDITIONS & RESTRICTIONS?

Covenants, Conditions, & Restrictions (CC&Rs) are a binding set of rules and obligations between property owners/renters and a controlling association. CC&Rs typically identify all private and common utilities, structures, and open areas within a specific site and specify maintenance responsibilities between applicable parties.

### WHEN ARE CC&Rs REQUIRED?

CC&Rs are generally required to be prepared upon development of multi-tenant commercial or industrial projects as well as multi-family residential. CC&Rs would also be required upon conversion from a multitenant commercial, industrial, or residential rental unit to a for-sale product. This is to ensure that the units are properly upgraded, meeting Development Code standards and also to clearly identify all future maintenance responsibilities. CC&Rs are required to be prepared prior to Final Parcel or Tract Map subdivision approval. Once completed, the CC&Rs along with the Final Map are scheduled for City Council hearing and then sent for recordation after approvals.

### APPLICANT CONTACT INFORMATION

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

<i>For staff use only</i>
File No.: _____
_____
Related Files: _____
_____
_____
Date: _____
Rec'd by: _____
Fees Paid: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)
<input type="checkbox"/> Credit Card
Receipt No.: _____

### APPLICANT'S ATTORNEY CONTACT INFORMATION

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROJECT INFORMATION

Project Name: \_\_\_\_\_  
Address or Location: \_\_\_\_\_  
\_\_\_\_\_  
Assessor Parcel No(s): \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

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I, the undersigned, do hereby certify and state that I am the applicant in the foregoing application, that I have read the foregoing application, and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_



## CC&R Review Application Form — Minimum Filing Requirements Checklist

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### MINIMUM FILING REQUIREMENTS

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>.

- Completed CC&Rs Review Application Form.
- One (1) digital copy of the CC&Rs document in MS Word or PDF format.
- One (1) digital copy of the final tract or parcel map in PDF format.
- One (1) digital copy of the condominium map in PDF format (if applicable).
- One (1) digital copy of the approved site plan in PDF format.
- One (1) digital copy of the Title Report (not older than 30 days) in PDF format.
- Filing fee (see Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.
- Any other plans or information that the Planning Director or City Attorney deems necessary to facilitate review and acceptance of the CC&Rs by the City.