



Memorandum

CITY OF COLTON
Development Services Department

DATE: March 18, 2020
TO: Applicants for Planning or Building Permits
FROM: Mark Tomich, AICP, Development Services Director
SUBJECT: Emergency COVID-19 Process for Application Submittals

Effective today, Planning and Building Applications will be only be accepted as mail-ins, via USPS, FedEx, UPS, etc. at:

**Development Services Department
659 N. La Cadena Dr.
Colton, CA 92324**

Please review the instructions for each application, and submit:

1. A transmittal memo.
2. The appropriate application (*Building Permit Plan Check* or *Development Application Process (DAP) Form*)
3. Required materials and documents (as listed on the *Development Application Process (DAP) Submittal Checklist*). For questions regarding the application materials, including the number of copies of documents and plans, please contact:

For Planning Applications: planning@coltonca.gov

For Building Applications: building@coltonca.gov

4. Please be sure to include a check for the required fees (reference *Planning Fee Schedule* and *Building Fee Schedule*) Contact staff at 909-370-5079 or the email addresses noted above to confirm the correct fee amount.

Applications and fee schedules may be accessed on the City's website at:

<https://www.ci.colton.ca.us/160/Development-Services>

A staff directory may also be accessed at: <https://www.ci.colton.ca.us/directory.aspx?did=17>

We look forward to working with you, and thank you for your patience during this challenging time.