



**Community & Economic Development Department  
Planning Division**  
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# **PLOT PLAN/ CONDITIONAL USE PERMIT**

## ***SUBMITTAL REQUIREMENTS***

### ***STEP ONE SUBMITTAL***

Step One provides that information required for initial staff and agency analysis prior to the Project Review Staff Committee (PRSC) meeting. Additional information and special studies may be required at the PRSC meeting, before further processing can take place. Additional fees may be required for review of special studies.

- 1 Completed and signed application form
- 1 Copy of the fee receipt
- 2 Copies of Preliminary Title Report (shall include recorded easements)
- 1 Completed Environmental Information Form
- 1 Mounted set of photos of site and adjoining properties with location and direction of the photos indicated (use reduced site plan as reference)
- 1 Black and white reduction of the site plan no larger than 11" x 17"
- 1 Conceptual Grading Plan
- 1 Preliminary Drainage Study (May not be necessary for in-fill projects)
- 1 Slope Stability Analysis (Required for projects with slopes greater than 10 feet in vertical height/prepared by a registered geotechnical engineer or registered engineering geologist.)
- 10 Sets of the following plans, collated, stapled, and folded to 8" x 11" (7 for pre-application, extension of time, or phasing plan) (See exhibit requirements)
  - a. Site plan with dimensions and scale of property boundary; adjacent right-of-way driveway and easements
  - b. Architectural plans to include elevations, roof plans/sections (show mechanical equipment), and preliminary floor plans
  - c. Preliminary Grading Plan

## **STEP TWO SUBMITTAL**

Certain projects may require additional information to address Project Review Staff Committee (PRSC) and Code comments and requirements. Information required could include project redesign. Information for final design and landscape review and public hearing (if applicable) are required as part of Step Two.

### **PROJECT EXHIBITS**

- 15 Sets of the following revised (if required) plans, collated, stapled, and folded to 8" x 11" (**follow the exhibit requirements and include the city project number in the lower right hand corner of all sheets**):
  - a. Site plan with dimensions
  - b. Architectural plans to include elevations, roof plans, and preliminary floor plans plus one colored set of elevations
  - c. Preliminary grading plan
  - d. Preliminary landscape plan (optional)
- 1 Colors and materials board not to exceed 10" x 13" (larger exhibits acceptable if 8" x 10" color photo also provided)
- 1 Set of black and white reductions of the site plan, building floor plans and building elevations, no larger than 11" x 17".

### **PUBLIC HEARING ITEMS (If public hearing is required)**

- 1 One Assessor's Parcel Map indicating all parcels within 300 feet radius of the exterior boundaries of the subject property. Indicate the radius line and the applicant's property on the map.
- 1 Set of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within 300 foot radius of the exterior boundaries of the subject property and one set of gummed labels and one paper copy of the names and addresses of the subject property's owner(s), applicant and representative.
- 1 Certification of Property Owners List - If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification.

## **EXHIBIT REQUIREMENTS**

**SITE PLAN AND PRELIMINARY GRADING PLAN** (Scale for plans shall be as follows: 20 acres or less -1"= 40'; above 20 acres - 1" = 60' or as approved by the Planning Official.)

- Project information indicating: Property Address, Proposed Use, Drawing Scale, Date of Plan Preparation and North arrow (top of plan to be oriented to the North).
- Name, address, and phone number of applicant, representative, and property owner.
- Legal description and Assessor Parcel Number(s).

## ***EXHIBIT REQUIREMENTS (continued)***

- Vicinity map with location of property in relation to major streets with North arrow.
- Existing zoning designation of property.
- A statistical summary including:
  - Site area (gross/net)
  - % Lot coverage
  - % Open space
  - Parking required (with parking standard)
  - % Landscaping
  - Parking provided
- For residential projects, also include:
  - Number of units
  - Floor plan types with square footage
  - Density figured on adjusted gross area
- Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, and telephone.
- Indicate building setback dimensions for front, side, rear and street side yards.
- Indicate all property lines, distance from property line to street center line, dedicated rights-of-way, and easements.
- Show location of existing structures, property improvements, drainage flows and topography within fifty (50) feet of the subject property.
- Indicate location, size, shape, height and use of all existing and proposed structures on the subject property.
- Indicate location, height and material of proposed and existing fences, gates, walls, driveways and curbs.
- Indicate location, of mail boxes (if applicable), loading areas, trash enclosures, and landscape areas.
- Indicate location and names of all streets and alleys and right-of-way providing legal access to the subject property.
- Indicate any land or right-of-way to be dedicated for public use, utilities and other uses.
- Show typical street cross sections of all existing and proposed streets within and adjacent to the subject property.
- Provide cross sections (to scale) at all boundaries of the subject property.
- Indicate all existing utility poles and street lights on and adjacent to the property.
- Show location of all existing fire hydrants, catch basins, gutters and water main sizes within 200 feet of the subject property.

## ***EXHIBIT REQUIREMENTS (continued)***

- Indicate parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, stall sizes, handicap access and stalls, and 12 inch step outs, percent grades across stalls and drive aisles and drainage paths and outlets.
- Indicate location of proposed signs for preliminary review (final review and approval of signs require separate sign application).
- Show locations and approximate sizes of proposed water quality source and treatment control best management practices.

### **ARCHITECTURAL PLANS (Minimum scale shall be 1/8 inch = 1 foot)**

- Elevations shall show all sides of the structure with dimensions.
- Provide a roof plan and a preliminary floor plan with dimensions.
- Provide a section(s) showing roof top equipment and method of screening from view
- Indicate location of proposed signs on building with dimensions for preliminary review (final review and approval of signs require separate sign application).

### **PRELIMINARY GRADING PLANS (Scale shall match site plan)**

Use grading plan formatting established by Land Development on City website.

- Indicate existing and proposed pad elevations.
- Indicate approximate grades of proposed roads and street center lines.
- Identify all curve radii.
- Show existing contours with maximum interval as follows:

<b>Slope</b>	<b>Interval</b>
Less than 2%	2'
2-10%	4'
Greater than 10%	10'
- Identify proposed contours and spot elevations.
- Identify land subject to overflow, inundation or flood hazard.
- Show drainage plan to control on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.
- Show on project site map the physical setting of the site, including general topography; existing types of vegetation; location of rock out-croppings, mature trees and areas of dense brush; existing structures, trails and other surficial features; any drainage courses and sumps; existing easements and other rights-of-way. Identify land subject to overflow, inundation or flood hazard, geologic and hydrological features, such as fault and flood zones shall also be shown on the map
- Show locations and approximate sizes of proposed water quality source and treatment control best management practices.