



RIVERSIDE COUNTY PLANNING DEPARTMENT

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FILING INSTRUCTIONS FOR MINOR ADMINISTRATIVE PROCEDURE FOR FFA AND 4-H PROJECTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an FFA and 4-H Project application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

THE FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL:	
1.	Completed Minor Administrative Procedure for FFA and 4-H Projects Form.
2.	A site plan. The site plan (a birds-eye view of the entire site) MUST BE DRAWN TO SCALE AND INDICATE THE FOLLOWING INFORMATION (A hand-drawn plan is acceptable).
a.	Name, address and telephone number of applicant (and land owner, if different).
b.	Assessor's Parcel Number and address of property.
c.	Scale (number of feet per inch).
d.	Date exhibit prepared.
e.	Title of exhibit (i.e. "Plot Plan for FFA and 4-H Project").
f.	Boundaries and dimensions of the subject property.
g.	Location and dimension of all existing structures and proposed structures, including all enclosures or corals proposed for the animals.
h.	Location and dimensions of existing driveways.
i.	Location, dimensions and names of all adjacent roads, showing the location of the street centerline and all existing improvements (i.e., sidewalk, curb and gutter).
j.	Proposed setbacks for enclosures or corrals from existing on-site structures and structures on adjacent properties.
4.	Panoramic photographs showing all sides of the on-site property and adjacent off-site properties.
5.	A description of walls, landscaping or other methods that will be used to screen the enclosures or corrals from adjacent properties.
6.	Clearance letter from the Animal Control Services and Licensing Division of the Health Services Agency verifying that the property has not had prior complaints or violations associated with the proposed use.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1063 FFA and 4-H Project Application - Filing Instructions Handout.docx
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