



RIVERSIDE COUNTY PLANNING DEPARTMENT

John E. Hildebrand
Planning Director

FILING INSTRUCTIONS FOR PLOT PLAN PERMIT & CONDITIONAL USE PERMIT APPLICATION– RANCHO COMMUNITY EVENT FACILITY

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an application for a Rancho Community Event Facility. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

SUBMITTAL DOCUMENTS CHECKLIST

A Rancho Community Event Facility filing package must contain the following items:

PDF versions of the following items shall be submitted to the Planning Department on RIVCoPLUS.org

1. A completed General Application Form Plot Plan (PPT) or Conditional Use Permit (CUP)
2. A completed and signed Applicant/Property Owner Signature Form.
3. A completed applicable Supplemental Information Form.
4. A scaled Site Plan. The exhibit must also include the information described in the “Site Plan Requirements” list below.
5. An Event Management Plan. The exhibit must also include the information described in the “Event Management Plan Requirements” list below.
6. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
7. A CASp (Certified Access Specialist professional) Inspection Report for all portions which are intended to be accessible for event guests and staff (areas for congregation, parking, restroom facilities, etc.)
8. A Soil Compaction Report demonstrating a minimum of 80,000 pounds and all-weather access.
9. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
10. Initial payment of deposit-based fees for the applicable application.

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

The following list is the minimum information required for an application.

If any required information is not applicable to a specific application type, an explanatory note must be placed on the exhibit, explaining why the information is not necessary. All exhibits must be clearly drawn and legible.

Note: Additional information **may** be required during review of the proposed application, including information not specifically required by this checklist.

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	A. General information: vicinity map, assessor parcel number(s), gross acreage
<input type="checkbox"/>	B. Agricultural Area: 40% of the total property acreage must be utilized for agricultural crops with at least 20% planted with date palms
<input type="checkbox"/>	C. Event Area:
<input type="checkbox"/>	1. Location utilized by the Rancho Community Event Facility with a minimum setback of 15 feet from all property lines (cross out areas of the property which will not be utilized for the Facility)
<input type="checkbox"/>	2. Acreage and square footage of Event Area
<input type="checkbox"/>	3. Stormwater: shall not contribute to any stormwater runoff or alter any drainage patterns that would violate or contribute to a water quality violation.
<input type="checkbox"/>	D. Sensitive Uses: location and distance of all structures and uses for the Event Area to the nearest sensitive uses (all types of housing, biologically sensitive habitat, or important cultural/historical resources).
<input type="checkbox"/>	E. Buildings/Structures/Bodies of Water Deeper than 18 inches: All buildings and structures shall be labeled on the site plan with the following details:
<input type="checkbox"/>	1. Type: residence, garage, barn, storage shed, tents, gazebo, pergola, trellis, patio cover, stage, dance floor, pool, pond, wall/fence, etc.
<input type="checkbox"/>	2. Location with setbacks: distance to nearest structure(s) and property lines
<input type="checkbox"/>	3. Used by the Event Area or excluded (cross out or shade any areas of the property which are not included as part of the Event Area)
<input type="checkbox"/>	4. Existing or proposed
<input type="checkbox"/>	5. Temporary or permanent
<input type="checkbox"/>	6. Construction permit number(s) and year permitted (if applicable), if existing
<input type="checkbox"/>	7. Occupancy type
<input type="checkbox"/>	8. Floor plan: label all rooms, dimensions, number of stories, floor area, fire sprinklers, number, location of exits, location of fire extinguishers
<input type="checkbox"/>	9. Elevations: label maximum height, materials, finishes
<input type="checkbox"/>	10. Fire extinguishers
<input type="checkbox"/>	11. CASp/ADA compliance
<input checked="" type="checkbox"/>	F. Outdoor Lighting:
<input type="checkbox"/>	1. Use: landscape, parking lot, outside building/structure, or other
<input type="checkbox"/>	2. Location
<input type="checkbox"/>	3. Used by the Event Area or excluded (cross out or shade any areas of the property which are not included as part of the Event Area)
<input type="checkbox"/>	4. Existing or proposed

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	5. Temporary or permanent
<input type="checkbox"/>	6. Construction permit number(s) and year permitted (if applicable), if existing
<input type="checkbox"/>	G. Temporary Equipment:
<input type="checkbox"/>	1. Type/use: generators and propane or gas powered commercial produced heating devices
<input type="checkbox"/>	2. Location
<input type="checkbox"/>	H. Fire suppression:
<input type="checkbox"/>	1. Type: portable fire extinguishers with a rating of not less than 2A10BC
<input type="checkbox"/>	2. Location: a minimum of one within every 75 feet within the Event Area
<input type="checkbox"/>	I. Restroom Facilities/Liquid Waste:
<input type="checkbox"/>	1. Location
<input type="checkbox"/>	2. Type of restroom facility (including how many):
<input type="checkbox"/>	a. Building/structure (Please include the building/structure requirements in Section E); or
<input type="checkbox"/>	b. Portable (See County Resolution No. 91-474 for details)
<input type="checkbox"/>	3. Type of handwashing stations (including how many)
<input type="checkbox"/>	4. CASp/ADA compliance
<input type="checkbox"/>	J. Food and beverages:
<input type="checkbox"/>	1. Location of food/beverage service area
<input type="checkbox"/>	2. Location of dining area
<input type="checkbox"/>	K. Solid Waste/Trash Service:
<input type="checkbox"/>	1. Type
<input type="checkbox"/>	a. Services provided by Burrtec; or
<input type="checkbox"/>	b. Self-haul (separate approved needed from Environmental Health)
<input type="checkbox"/>	2. Frequency of service
<input type="checkbox"/>	L. Site Access:
<input type="checkbox"/>	1. Site access location(s) (label as public or private street)
<input type="checkbox"/>	2. Driveway access location(s)
<input type="checkbox"/>	3. Primary and secondary access
<input type="checkbox"/>	4. Show an unobstructed 24-foot-wide lane for ingress and egress from public road to parking area (labeled as "Fire lane")
<input type="checkbox"/>	5. All weather surface to support 80,000 pounds
<input type="checkbox"/>	M. Parking/Pedestrian Access:
<input type="checkbox"/>	1. Location of parking area (on-site parking only; offsite parking is not permitted)
<input type="checkbox"/>	2. Number of parking spaces (include the length/width/depth of each space)
<input type="checkbox"/>	3. Show on-site internal circulation including an unobstructed 24-foot width lane (labeled as "Fire Lane")
<input type="checkbox"/>	4. Show fire truck access within 150 feet of all parts of the Event Area (must be approved by Fire)

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	5. Show cul-de-sac bulb turnaround or approved hammerhead (must be approved by Fire)
<input type="checkbox"/>	6. CASp/ADA compliance
<input type="checkbox"/>	7. All weather surface to support 80,000 pounds (include Soil Compaction Report)
<input type="checkbox"/>	8. Location of outdoor lighting (Please include the requirements for lighting in Section F)
<input type="checkbox"/>	9. Location of directional signs (if required by Transportation)
<input type="checkbox"/>	10. Safe pedestrian path of travel to the Event Area
<input type="checkbox"/>	N. Noise:
<input type="checkbox"/>	1. Location of noise source (band, speakers, or other): indoor or outdoor
<input type="checkbox"/>	2. Distance of noise source to other properties and Sensitive Uses
<input type="checkbox"/>	O. Water Source:
<input type="checkbox"/>	1. Location & type of onsite water:
<input type="checkbox"/>	a. Municipal (CVWD);
<input type="checkbox"/>	b. Small water system (permit name and number);
<input type="checkbox"/>	c. Individual well (1-4 connections/permit name & number) or no water: bagged ice and bottled water requirement

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

EVENT MANAGEMENT PLAN REQUIREMENTS	
<input type="checkbox"/>	A. Event Operation (approved by Planning Department)
<input type="checkbox"/>	1. Event size: meets the size and attendee requirements for property size (see Ordinance No. 348, Article XIXp.)
<input type="checkbox"/>	2. Event frequency: indicate the days/hours of operation
<input type="checkbox"/>	3. Hours of operation: (including set-up and clean-up)
<input type="checkbox"/>	a. Maximum of 12 hours per day.
<input type="checkbox"/>	b. No live music or amplified sound after 10:00 p.m.
<input type="checkbox"/>	c. No lights after 12:00 a.m.
<input type="checkbox"/>	d. No operation (event or lights) between 12:00 a.m. and 6:00 a.m.
<input type="checkbox"/>	4. Location: primarily outdoors
<input type="checkbox"/>	5. Onsite management: An authorized representative must be onsite for the events, including set-up and clean-up.
<input type="checkbox"/>	6. Prohibited activities: overnight stays, pyrotechnics and fireworks, outdoor fire pits.
<input type="checkbox"/>	7. Onsite signage (if applicable)
<input type="checkbox"/>	a. No more than one free-standing sign shall be permitted.
<input type="checkbox"/>	b. No signs shall have a digital display.
<input type="checkbox"/>	c. The maximum surface area of a sign shall not exceed 20 square feet.
<input type="checkbox"/>	d. The maximum height sign shall not exceed 6 feet.
<input type="checkbox"/>	8. Stormwater: shall not contribute to any stormwater runoff or alter any drainage patterns that would violate or contribute to a water quality violation.
<input type="checkbox"/>	9. Buildings or structures excluded from the Event Area: describe barriers to restrict access to the public
<input type="checkbox"/>	10. Bodies or water/pools (deeper than 18 inches) excluded from the Event Area: specify fencing restricting access to the public
<input type="checkbox"/>	B. Noise mitigation plan (approval by Planning Department)
<input type="checkbox"/>	1. Describe the type of sound used onsite: amplified music or sound, non-amplified live music or sound, and/or no music.
<input type="checkbox"/>	2. Days/hours of operation
<input type="checkbox"/>	3. Distance to other properties and Sensitive Uses
<input type="checkbox"/>	4. Comply with Ordinance No. 847
<input type="checkbox"/>	C. Dust mitigation plan (approval by Planning Department)
<input type="checkbox"/>	1. Fugitive dust shall be minimized by reducing vehicle speeds on driveways and parking areas
<input type="checkbox"/>	2. During visibly dry conditions, the application of water or other approved dust palliative – prior to set-up, breakdown, and as-needed.
<input type="checkbox"/>	D. Lighting mitigation plan (approval by Planning Department)
<input type="checkbox"/>	1. Comply with all County ordinances
<input type="checkbox"/>	2. All outdoor lighting shall cease at 12:00 a.m.
<input type="checkbox"/>	3. All outdoor lighting shall be focused, directed, or arranged to prevent glare or direct illumination outside the property line or on any streets or the public right-of-way

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

EVENT MANAGEMENT PLAN REQUIREMENTS	
<input type="checkbox"/>	E. Traffic Management Plan (approval by Transportation Department)
<input type="checkbox"/>	1. Number of staff and their roles to control on-site traffic circulation
<input type="checkbox"/>	2. No directional signs shall be placed within the County right-of-way, pursuant to Ordinance No. 679.4
<input type="checkbox"/>	3. Adequate number of regular and ADA spaces per Ordinance No. 348 to accommodate all attendees and employees, independent contractors, vendors, or their designees
<input type="checkbox"/>	4. No offsite parking is permitted. All parking must be onsite.
<input type="checkbox"/>	5. Orderly and safe arrival, parking, and departure
<input type="checkbox"/>	6. No street or off-site parking
<input type="checkbox"/>	7. Driveways, easements, roads shall not be blocked
<input type="checkbox"/>	F. Traffic Control Plan (if required; approval by Transportation Department)
<input type="checkbox"/>	1. Location and type of traffic control devices
<input type="checkbox"/>	2. Location of certified traffic control officer(s)
<input type="checkbox"/>	3. Show traffic routing to and from the property
<input type="checkbox"/>	4. Show on-site traffic circulation
<input type="checkbox"/>	5. Show parking area and total parking provided
<input type="checkbox"/>	6. Show event signage
<input type="checkbox"/>	7. Plan shall be signed and stamped by a licensed California engineer
<input type="checkbox"/>	G. Solid Waste/Trash Service (approval by Department of Environmental Health)
<input type="checkbox"/>	H. Liquid Waste disposal (approval by Department of Environmental Health)
<input type="checkbox"/>	1. Identify onsite sewage disposal system or sewer service connection
<input type="checkbox"/>	2. Portable Toilet Facilities may be utilized when operated in compliance with Riverside County Resolution No. 91-474 and the requirements of the County Environmental Health Department.
<input type="checkbox"/>	I. Potable water (approval by Department of Environmental Health)
<input type="checkbox"/>	1. Municipal (CVWD);
<input type="checkbox"/>	2. Small water system (permit name and number);
<input type="checkbox"/>	3. Individual well (1-4 connections/permit name & number) or no water: bagged ice and bottled water requirement
<input type="checkbox"/>	J. Food service operation plan (approval by Department of Environmental Health)
<input type="checkbox"/>	1. Food and beverage permits – all food vendors/facilities shall have the required permits from state and local authorities, including State ABC if alcohol will be sold onsite.
<input type="checkbox"/>	2. Exception: when food is excluded from the venue contract, the customer may supply their own food and beverages.
<input type="checkbox"/>	K. Fire protection/emergency medical services plan (approval by Fire):
<input type="checkbox"/>	1. Access for medical personnel
<input type="checkbox"/>	2. No fireworks, pyrotechnics, open flame devices (CFC 5601.1.3)
<input type="checkbox"/>	3. No cooking onsite without the requisite licenses, permits, and approvals from all required County departments (CFC 308.1)

FILING INSTRUCTIONS FOR PLOT PLAN – RANCHO COMMUNITY EVENT FACILITY APPLICATION

EVENT MANAGEMENT PLAN REQUIREMENTS	
<input type="checkbox"/>	4. Fire apparatus access road:
<input type="checkbox"/>	a. Shall have an unobstructed width of not less than 24 feet, except for approved security gates in accordance with 503.6, and an unobstructed vertical clearance of no less than 13'6" 503.2.1.
<input type="checkbox"/>	b. All-weather surface that can support 80,000 pounds. The surface shall be designed, constructed, and maintained to provide all-weather driving capabilities. A letter or statement signed by a registered engineer, shall be provided with site plan certifying all fire department access roads meets this 80,000, all-weather requirement.
<input type="checkbox"/>	c. Located must be within 150 feet of the Event Area.
<input type="checkbox"/>	d. Dead-end roads more than 150 feet shall be designed and constructed with an approved cul-de-sac bulb turnaround or approved hammerhead.
<input type="checkbox"/>	5. Portable fire extinguishers:
<input type="checkbox"/>	a. Shall be provided as required by 906.
<input type="checkbox"/>	b. A minimum of one portable fire extinguishers with a rating of not less than 2A10BC shall be provided every 75 feet.
<input type="checkbox"/>	c. Extinguishers shall have a current CSFM service tags affixed; or within one year from the date of manufacture.
<input type="checkbox"/>	6. Tents:
<input type="checkbox"/>	a. Tents and membrane structures having an area more than 200 square feet and canopies more than 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.
<input type="checkbox"/>	b. Tents or membrane structures shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. CFC 3103.9.
<input type="checkbox"/>	c. Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Any guy wires or ropes shall be considered part of the tent.
<input type="checkbox"/>	d. All tents and all interior decorative fabrics or materials shall be flame resistant in accordance with appropriate standards set forth in California Code of Regulations, Title 19, Division 1, Chapter 8. The tag on the tent will list CPAI-84, which meets these standards.
<input type="checkbox"/>	7. Stages:
<input type="checkbox"/>	a. All stages shall be identified on the approved site plan.
<input type="checkbox"/>	b. Stages shall have a minimum of a 2A-10BC fire extinguisher, post "No smoking" signs inconspicuous locations, and shall be structurally approved by building and Safety. CFC3103.9.
<input type="checkbox"/>	8. Generators and other internal combustion power sources:
<input type="checkbox"/>	a. Shall be separated from temporary membrane structures and tents by a minimum of 20 ft.
<input type="checkbox"/>	b. Shall be protected from contact by fencing, enclosure, or other approved means.
<input type="checkbox"/>	c. Fire Extinguishers rated not less than 2A-10BC shall be located adjacent to the generators in case of fire.
<input type="checkbox"/>	9. Food trucks:
<input type="checkbox"/>	a. Must be permitted with any applicable County of Riverside Departments
<input type="checkbox"/>	b. Cooking equipment shall be protected by an automatic fire extinguishing system and have current service tag in accordance with CFC 904.12
<input type="checkbox"/>	c. Portable fire extinguisher shall be provided (current service tag) in accordance with CFC319.4.1 and 319.4.2