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RIVERSIDE COUNTY

PLANNING DEPARTMENT

FILING INSTRUCTIONS FOR FOOD TRUCK APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Minor Plot Plan application. Adhering to these instructions will insure that the application can be processed in the most expeditious manner possible.

FILING INSTRUCTIONS CHECKLIST

A FOOD TRUCK APPLICATION PERMIT MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following listed items in a format acceptable to the Planning Department (e.g. PDF).

1. A completed Minor Plot Plan Form.
2. A completed Food Truck Supplemental Information Form.
3. An Exhibit "A" (Site Plan). The exhibit must also include the information described in the applicable application type column of the matrix, below.
4. Initial payment of deposit-based fee for a Minor Plot Plan (PPA01).

NOTE: Additional information may be required during review of the land use proposal, including information not specifically required on this checklist.

FOOD TRUCK SITE PLAN REQUIREMENT

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| 1. Name, mailing address, e-mail, and telephone number of food truck operator |
| 2. Assessor Parcel Number(s) and address of property. |
| 3. Title of Exhibit (i.e. Plot Plan for Food Truck Location) |
| 4. Names, locations, rights-of-way widths, and improvements of adjacent existing streets. |
| 5. Location of parking area |
| 6. Location and dimensions of existing and proposed ingress and egress |
| 7. General location of food truck operations on property |
| 8. Location of nearest publicly accessible restrooms |
| 9. Location of nearest trash receptacles |

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

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Created: 06/19/2015 Revised: 03/10/2020