



John Hildebrand
Planning Director

RIVERSIDE COUNTY PLANNING DEPARTMENT

FILING INSTRUCTIONS FOR COMMERCIAL CANNABIS APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Conditional Use Permit (CUP), or Revised Permit application for a cannabis facility. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

NOTE: Pursuant to [Ordinance No. 348, Section 19.519 A. 2.](#), cannabis retail facilities shall not be located within 1,000 feet of another retailer. Use the following County's [Cannabis CUP Tracker link](#): to locate approved and/or submitted cannabis CUPs.

Also note that pursuant to [Ordinance No. 348, Section 19.511](#), [Section 19.523](#) and [Section 19.524](#), any property with a Cannabis Retailer, Indoor and Mixed Light Cannabis Cultivation, Cannabis Microbusiness Facility, or Temporary Cannabis Event use shall not be located 1,000 feet of any property with any of the following uses: Child Day Care Center, K-12 School, Public Park or Youth Center, unless a Variance is approved allowing a shorter distance but not less than allowed by State law.

FILING INSTRUCTIONS CHECKLIST

A COMMERCIAL CANNABIS CONDITIONAL USE PERMIT, FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

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

1. A completed General Application Form.
2. A completed and signed Applicant/Property Owner Signature Form.
3. A completed Subdivision Map or Use Permit Supplemental Information Form.
4. A scaled Site Plan/Land Use Plan (Exhibit "A"). The exhibit must also include the information described in the applicable application type column of the Land Use and Development Matrix.
5. If any buildings or structures exist and are to remain, or are proposed, scaled exhibits of the building floor plans (Exhibit "C") and elevations (Exhibit "B") for each building or structure. The exhibits shall also include the information described in items 1 through 6 and 11 of the Land Use and Development Matrix.
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.

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- 7. 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.
- 8. A completed Checklist for Identifying Projects Requiring a Project-Specific Water Quality Management Plan (WQMP) for the applicable watershed, if the Plan is located within the [Santa Ana River watershed](#), the [Santa Margarita River Watershed \(Other Development Project Checklist\)](#), or the [Whitewater River Watershed](#).
- 9. Initial payment of deposit-based fees for a Cannabis Conditional Use Permit application type.

THE FOLLOWING MATRIX LIST THE MINIMUM INFORMATION REQUIRED ON 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.

COMMERCIAL CANNABIS CONDITIONAL USE PERMIT	
LAND USE AND DEVELOPMENT MATRIX	
X	1. Name, address, telephone number, and email of applicant, the land owner(s), and the exhibit preparer.
X	2. Assessor’s Parcel Numbers and, if available, address of the property.
X	3. Scale (number of feet per inch) Use Engineer’s Scale for all maps/exhibits. Architect’s scale is only acceptable for floor plans, elevations, and landscape plans.
X	4. North arrow.
X	5. Date Exhibit Prepared.
X	6. Title of Exhibit (i.e. “Conditional Use Permit”, etc.).
X	7. A detailed project description, including proposed and existing buildings, structures and uses.
X	8. Complete legal description of property.
X	9. Overall dimensions and total net and gross acreage of property.
X	10. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
X	11. Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
X	12. Location of adjoining property and lot lines.
X	13. Existing and proposed zoning classification and General Plan Land Use designation of the subject property and the properties immediately surrounding subject property.
X	14. If project is within a Specific Plan, indicate the Specific Plan number and name, the Planning Area number and the Land Use designation of subject property and all surrounding properties.
X	15. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television. If within a water or sewer provider’s jurisdictional boundary indicate if service is available at the project site; and if not, how far water lines or sewer lines must be extended to provide service (distance in feet/miles.)
X	16. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.

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LAND USE AND DEVELOPMENT MATRIX	
X	17. Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be so noted on the site plan exhibit.
X	18. List and accurately show all easements of record (by map or instrument number).
X	19. Streets, alleys, and rights-of-way providing legal access to the property.
X	20. Indicate whether or not property is within a County Service Area or Community Facilities District, and identify the District or Area.
X	21. Typical street improvement cross-sections.
X	22. Label and describe any land or rights-of-way to be dedicated to public or other uses.
X	23. Plot the location of any known existing wells on the property or within 200 feet of the project boundary.
X	24. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography may be required if deemed necessary.
X	25. If grading is proposed, preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land and development, and any existing grading. Provide an estimated total amount of grading cut and fill (in cubic yards), and if not balanced on site, identify the anticipated source/destination of the import/export of soils materials and the anticipated route of travel.
X	26. Spot elevations. (See detailed description on Page 7)
X	27. When subsurface septic sewage disposal is intended, include the information described on Page 8 under "Site Grading, Subsurface Disposal".
X	28. Note whether or not land is subject to liquefaction, other geologic hazards, is within a Special Studies Zone, or whether or not land is subject to overflow, inundation, or flood hazards.
X	29. FEMA mapped floodplains and floodways including zone designation.
X	30. Drainage plan. (See description of "Drainage Plan" on Page 8.)
X	31. Centerline curve radii and typical sections of all open channels
X	32. Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
X	33. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
X	34. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
X	35. Location, dimensions, and height of existing dwellings, buildings or other structures, label the existing use or function, provide applicable building permit number (or indicate "no building permit located" if none can be located) and indicate if they are to remain or be removed.
X	36. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
X	37. Setback dimensions of existing and proposed structures and paved areas.
X	38. Labeled landscaped areas with dimensions and spacing of proposed planters.
X	39. Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code and floor plans for each building. (Attach to site plan). See Page 10 for detailed floor plans.

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COMMERCIAL CANNABIS CONDITIONAL USE PERMIT LAND USE AND DEVELOPMENT MATRIX	
X	40. Conceptual Planting Plan prepared pursuant to Ordinance No. 859 and the County of Riverside Guide to California Friendly Landscaping . Projects that include off-street parking shall also conform to Ordinance No. 348, Section 18.12 and provide shading plans in conjunction with the Conceptual Planting Plan.
X	41. To show compliance with the County's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

Additional Information such as Special Technical Studies may also be required, including, but not limited to:

A Preliminary Title Report including each parcel involved in the project, issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application; unless the Assistant TLMA Director waives this requirement if it can be shown to the satisfaction of the Director that the property owner(s) have owned the property(ies) consistently for at least the last five years.

A completed [Project Specific Water Quality Management Plan \(WQMP\) Checklist Form](#) for the applicable Watershed (and if the Checklist Form concludes a WQMP is required, a Preliminary Project Specific Water Quality Management Plan will be necessary as well), if the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed, or the Whitewater River Watershed.

A Cultural Resources Report, together with a U.S. Geological Survey Quadrangle Map delineating the project site boundaries (Note: the map must not be enlarged or reduced, and must include a North arrow, scale, quadrangle name, and Section/Township/Range location of the Project Site.)

A Geological Report, if the project site lies within an Alquist-Priolo Earthquake Fault Zone, County Fault Zone, or other geological hazard area.

THE FOLLOWING ADDITIONAL ITEMS, OR MODIFICATIONS, ARE APPLICABLE FOR A COMMERCIAL CANNABIS CONDITIONAL USE PERMIT:

Additional Submittal Requirements for Commercial Cannabis	
	Provide a business name and business owner name(s).
	Defined as:
1.	<ol style="list-style-type: none"> 1. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or encumbrance. 2. The chief executive officer of a nonprofit or other entity. 3. A member of the board of directors of a nonprofit. 4. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license.

Additional Submittal Requirements for Commercial Cannabis

Provide a statement of qualifications.

2. Describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses like the one proposed, including permitted Cannabis and/or non-Cannabis businesses. Provide verifiable, detailed descriptions and other background information for key individuals and owners of 20% or more of the business. Describe other resources, including financial resources, dedicated to implement this Proposal.

Submit a business plan.

Provide a statement demonstrating the owner/operator(s) understanding and approach to running the proposed Cannabis Cultivation business and how that approach will integrate the business into the community in which it is located.

With as much detail as possible, the Business Plan should describe:

4. a. Size (square feet) of proposed facility. Include canopy area(s), areas for processing, etc.
b. Describe buildings for Indoor Cultivation & structures for Mixed Light Cultivation.
c. Description of day-to-day operations for all proposed uses.
d. State Licensing Requirements.
e. Hours of operation (must comply with Ordinance No. 348).
f. How the Cultivator will conform to Ordinance No. 348 and local and state law.
g. How cannabis will be tracked and monitored to prevent diversion.
h. Describe what methods and means the Cultivator will take to ensure that the business is integrated into the community.
i. A schedule for beginning operation, if successful in obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements.
j. Business Plans shall include a schematic site plan that depicts the proposed lot with dimensions. (Site plans may utilize the Assessor's Parcel Map depiction for lot boundaries. Site plans shall be to scale and include:
I. Proposed Cannabis canopy location for Mixed Light Cultivation.
II. Processing areas.
III. Parking areas.
IV. Driveways.
V. Adjacent uses.
VI. Landscape areas, if required by zone.
VII. All existing/proposed building and uses of those buildings or structures.

Provide an odor abatement plan (If business is cultivation).

5. Cultivator plans must address nuisance odors to prevent Cannabis nuisance odors from being detected offsite. All Commercial Cannabis Activities shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the Commercial Cannabis Activity that is distinctive to its operation is not detected outside of the operation's facility, anywhere on adjacent lots or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same

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building as the Commercial Cannabis Activity (Indoor). To control nuisances such as odors, humidity and mold, state what equipment and measures that the business will implement.

Confirmation statement: Location meets setback requirements to sensitive uses.

List the address and Assessor’s Parcel Number(s) (APNs) of the proposed Cultivation site. State, to the best of your knowledge, that the lot location secured for your Cannabis Cultivation business is:

a. Not located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement; **OR**,

6.

b. If the lot location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement this location requirement may be modified with the approval of a variance pursuant to Section 18.27 Ordinance No. 348. In no case shall the distance be less than allowed by State law or 600-feet.

If the above applies, state that it is understood that a Variance for location setbacks will be required and justification for a variance. For instance, what makes this property unique and sets it apart from other similar uses that require the 1,000-foot separation.

Confirmation statement: Location has Zoning that allows a cannabis use.

1. For Indoor Cultivation, Pursuant to Section 19.509 of Ordinance No. 348 and the issuance of a CUP, Indoor Commercial Cannabis Cultivation is permitted in provided zones based on the size of the Indoor Cannabis Cultivation canopy. State that the Cannabis Cultivation Lot is in a zone that allows Indoor Cultivation.

2. For Mixed Light Cultivation, Pursuant to Section 19.510 of Ordinance No. 348 and the issuance of a CUP, Mixed Light Commercial Cannabis Cultivation is permitted in provided zones based on the size of the Mixed Light Cannabis Cultivation canopy. State that the Cannabis Cultivation Lot is in a zone that allows Mixed Light Cultivation.

7.

3. For properties not located in the appropriate zones; to be considered for a CUP for Cannabis Cultivation the submitted Proposal must include an acknowledgement that:

- a. A Change of Zone (CZ) will be required,
- b. What proposed zone the proponent would seek; and,
- c. How the proposed zone is compatible with the surrounding area and why it is appropriate to change the zone; and,
- d. Make an acknowledgment that the CZ must be changed to a zone that is compatible with the County’s General Plan.

8. List all prior enforcement actions (If applicable).

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A detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator or property in relation to the past or current business undertakings of the owner or operator. If no history of enforcement action exists, make a statement to that effect.

9. Provide a neighborhood compatibility plan.
The Plan shall address how the Cannabis Cultivation Business, including its exterior areas and surrounding public areas, will be managed, to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Neighborhood outreach is encouraged. If you have conducted neighborhood outreach, provide a record of that outreach and a record of any neighbor feedback. If concerns have been expressed, indicate how you plan to address those.

Provide a preliminary safety/security plan (Plan will NOT be made publicly available).

A Preliminary Safety plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation. Safety plan inclusions shall be applicable to the type and size of your Indoor facility or a Mixed Light facility and be consistent with the requirements of Ordinance No. 348.

10. A preliminary Security Plan shall include a description of security measures and a proposed schematic (floor or site plan) of the overall facility. The included floor plan or site plan shall depict canopy areas, all areas open to employees, including restrooms, production areas and areas to secure Cannabis and Cannabis Products. The Security Plan shall have details on operational security, including but not limited to general security policies for the facility. Security plans should:

- I. Describe the Cultivator’s overall approach to operational safety as it relates to employees, customers, businesses, and the community. Security plan inclusions shall be applicable to an Indoor facility or a Mixed Light facility, as it applies and shall be consistent with the requirements of Section 19.505.N. of Ordinance No. 348.

Describe how product meets all applicable safety standards.

11. The application should state how the Cultivator will ensure enhanced consumer safety, including as required by State law or County Ordinance No. 348.

Describe any environmental benefits (reduced energy and/or water use, solar, etc.).

12. The Proposal should describe any proposed “green” Business Management Practices (BMP’s) relating to energy and climate, water conservation, and materials and waste management. If no BMPs are proposed; make a statement to that effect.

Describe any proposed additional public benefits.

13. Per Board Policy B-9, the Proposal shall describe proposed Additional Public Benefits that the Cultivator would provide to the local community, such as, but not limited to, quantifiable

Additional Submittal Requirements for Commercial Cannabis

employment for residents of the County, community contributions, funding for infrastructure, funding for additional Sheriff patrols, community clean-up or beautification programs, or economic incentives to the County. Examples of Additional Public Benefits could include, but are not limited to, supporting or funding community programs, employment and job training programs, local substance abuse, cannabis youth education, or domestic violence programs, or other activities that benefit the residents of the County. The County is interested in a business that can offer ongoing community benefits (including phased infrastructure improvements) and that can address the needs of the community as determined by the community. Additional Public Benefits should be quantifiable and should identify whether the benefits offered will create any burdens on County resources. Said Additional Public Benefits shall be in addition to any mitigation or development impact fees required to be paid for the commercial cannabis activity under state law and County ordinances.

Background Check for each Owner/Principal and Employee.

- 14. Use the [Commercial Cannabis Background Check Form](#) available on the [Planning Department's webpage](#).

The information below consists of detailed descriptions of information required on primary exhibits, as indicated in the Land Use and Development Matrix.

SPOT ELEVATIONS

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

CONSTRAINED AREA

Constrained areas may include, but are not limited to, the following resources and hazards: Slopes in excess of 25%, biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown.

SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.

DRAINAGE PLAN

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The Primary Exhibit shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second - CFS) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.

In cases where it is not feasible to show the required detail on the exhibit or where offsite improvements or analysis are required, the applicant may submit a copy of a drainage report as a supplement to the exhibit.

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) REQUIREMENTS

The Federal Clean Water Act requires the permitting of stormwater discharges from municipal storm drain systems. The Riverside County Board of Supervisors adopted [Ordinance No. 754](#) establishing stormwater/urban runoff management and discharge controls to protect and enhance the water quality of Riverside County watercourses, water bodies, groundwater, and wetlands in a manner pursuant to and consistent with the Federal Clean Water Act.

Preventing pollution is much easier, and less costly than cleaning up polluted stormwater. Runoff from construction and grading sites can carry sediments and other pollutants into storm drains. Also, a developed site can contribute damaging new pollutants to the surrounding environment. A variety of “best management practices” (BMPs) can be used to prevent different types of stormwater pollution. Construction-related water quality impacts shall be addressed in accordance with County Ordinances, and shall comply with the Regional Water Quality Control Board Construction Permit, where applicable. New developments and redevelopments within the Santa Ana Region Watershed of Riverside County must mitigate their post construction water quality impacts by complying with Section 6 of the Drainage Area Management Plan (DAMP). New developments and redevelopment projects within Santa Margarita Region Watershed must mitigate their post construction water quality impacts by complying with Section 6 of the individual Co-permittee Jurisdictional Runoff Management Plan (JRMP). Some development and redevelopment projects may be required to submit a project-specific WQMP/SSMP in compliance with Section 6 of the DAMP and with Section 6 of the individual Co-permittee JRMP. Projects within the Whitewater watershed may refer to Appendix H of the Whitewater River Region Stormwater Management Plan (SWMP). These documents are available on-line at:

[Santa Ana Region.](#)

[Santa Margarita Region.](#)

[Whitewater Region.](#)

Noncompliance with [Ordinance No. 754](#) may result in the imposition of substantial penalties by the local Regional Water Quality Control Board.

WATER QUALITY MANAGEMENT PLAN (WQMP) & STANDARD STORMWATER MITIGATION PLAN (SSMP)

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The Santa Ana, San Diego, and Colorado River Regional Water Quality Control Boards have adopted Board Orders in compliance with the federal National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Clean Water Act requirements. These Board Orders regulate the discharge of pollutants from the County's MS4 permit, and require the County to implement measures to mitigate the water quality impacts of new developments within its jurisdiction. In compliance with these Board Orders, projects submitted within the certain portions of the unincorporated area of Riverside County for discretionary approval will be required to comply with the Water Quality Management Plan for Urban Runoff (WQMP) or with the Standard Stormwater Mitigation Plan (SSMP). The WQMP/SSMP addresses post-development water quality impacts from new development and redevelopment projects. The WQMP/SSMP requirements will vary depending on the project's geographic location (Santa Ana River, Santa Margarita River or Whitewater River watersheds). The WQMP/SSMP provides detailed guidelines and templates to assist the developer in completing the necessary studies. These documents are available on-line at the [Riverside County Watershed Protection website](#).

To comply with the WQMP/SSMP, a developer must submit a "Project Specific" WQMP/SSMP. This report is intended to, a) identify potential post-project pollutants and hydrologic impacts associated with the development; b) identify proposed mitigation measures (Best Management Practices - BMPs) for identified impacts including site design, source control and treatment control post-development BMPs; and c) identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP/SSMP.

Projects requiring Project Specific WQMPs or Project Specific SSMPs will need to include a PRELIMINARY Project Specific WQMP/SSMP along with the subdivision application package. The format of the PRELIMINARY report would mimic the format/template of the final report but would be at a much lesser level of detail. For example, points a, b & c above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative exhibit. Detailed drawings will not be required.

FLOOR PLANS AND ELEVATIONS

All floor plans and elevation exhibits shall include the information listed as indicated for items 1 through 6 and 11 of the Land Use and Development Matrix. In addition, architectural elevations shall include scaled drawings of all sides of all buildings with dimensions indicating proposed height, and any wall signs, air conditioning equipment, solar equipment or other equipment mounted on exterior walls or roof. Conceptual sign program will be presented on the building architectural elevations or as a separate exhibit. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.

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>.