



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand*  
*Planning Director*

## FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION

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

### FILING INSTRUCTIONS CHECKLIST

A MISC. PERMIT APPLICATION PACKAGE 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 General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed applicable Supplemental Information Form or Request Form.
4. A scaled Exhibit "A" (Site Plan). The exhibit must also include the information described in the applicable application type column of the Minor Plot Plan Exhibit Requirements matrix, below.
5. If any buildings or structures exist, and are to remain; or are proposed, scaled 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 31 of the Misc. Permit Exhibit Requirements matrix, below.
6. A current recorded deed of the property(ies). If the property(ies) 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. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
8. Initial payment of deposit-based fee for the applicable Misc. Application type.

**IN ADDITION TO THE ABOVE LISTED MISC. PERMIT SUBMITTAL REQUIREMENTS, THE FOLLOWING ADDITIONAL MATERIALS AND/OR INFORMATION WILL ALSO BE REQUIRED FOR THE FOLLOWING SPECIFIC APPLICATION TYPES.**

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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### **AGRICULTURAL DWELLING**

1. Completed Agricultural Mobile Home Supplement Form.

NOTE: Agricultural dwellings are allowed only in A-1, A-2, A-P, A-D, R-A, and W-2 zones. There must be at least 10 acres in active farming uses occurring on the subject property (however, in the A-P zone, for a poultry operation, the number of birds must not be less than 15,000.) A maximum of one agricultural dwelling for each 10 acres, up to four (4) units may be permitted. Each unit must be occupied by the owner, the operator, or an employee of the farming operation, and may not be rented or held out for lease to anyone other than an employee of the farming operation. Each unit must be screened from view by trees or shrubs from front property line and be located no closer than 50 feet from any property line.

### **BARBER/BEAUTY SHOP OPERATED FROM A HOME**

1. Parking requirements: One (1) parking space for every 150 square feet of gross floor area or, one (1) parking space for each employee plus two (2) parking spaces for each barber chair/beautician station, whichever is greater.

NOTE: Beauty shops operated from a home are allowed with an approved minor plot plan in R-R, R-1, R-1A, R-A, R-2, R-2A, R-3, A-1, A-2, and R-D Zones.

### **MOBILE FOOD TRUCK PERMIT**

1. Completed Misc. Permit Supplement Form – Food Truck subsection.
2. An approved permit for a Mobile Food Truck shall expire one year from the date of approval, unless a renewal application and applicable filing fee is timely submitted and approved in accordance with Section 19.1006 of this Article. An approved permit for a Mobile Food Truck must be renewed on an annual basis based on the anniversary date of the original approved permit and shall be submitted to the Planning Director or designee no later than thirty (30) days prior to the expiration of the approved permit.
3. **LOCATION REQUIREMENTS.**

A Mobile Food Truck shall operate on a vacant lot that is either paved or surfaced with gravel or decomposed granite, at least one-half acre in size, and shall include adequate ingress and egress in accordance with [County Ordinance No. 787](#).

No more than three Mobile Food Trucks are allowed on lots one-half ( $\frac{1}{2}$ ) acre or greater, but less than one (1) gross acre. No more than four Mobile Food Trucks are allowed on lots one (1) gross acre or greater but less than two (2) gross acres. No more than five Mobile Food Trucks are allowed on lots two (2) gross acres or greater but less than six (6) gross acres. There is no limit on the number of Mobile Food Trucks on lots greater than six gross acres.

4. **OPERATIONAL REQUIREMENTS.**

The lot used by the Mobile Food Truck shall be kept free of any debris or trash.

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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Except for shade covers or awnings that provide shade for customers waiting for food, no tables or chairs shall be placed on the lot. No loudspeaker systems, or other device(s) designed to amplify sound are allowed on the lot.

All signage shall comply with [Article XIX Advertising Regulations of County Ordinance No. 348](#). Additionally, air flyers and sign twirlers are prohibited on the Lot.

Any temporary outdoor lighting shall be shielded or downward facing.

All Mobile Food Trucks shall be located at least 15 feet from any fire hydrant, utility box or vault, public right of way, emergency vehicle route, internal drive aisle, tree canopy or pedestrian pathway, and shall not operate within a five-foot radius of another Mobile Food Truck, nor shall any Mobile Food Truck operate within Compatibility Zone A of any County of Riverside airport, as designated and defined by the Riverside County Airport Land Use Compatibility Plan, and shall not otherwise be located within any area of the lot that obstructs pedestrian or vehicle traffic.

At least one visible trash receptacle for use by customers shall be placed within twenty feet of the Mobile Food Truck operation. Unless the property owner has provided for a permitted dumpster, all trash receptacles shall be removed once the Mobile Food Truck operation has ceased each day.

In accordance with [Section 114315 of the California Retail Food Code](#), Mobile Food Trucks stopped to conduct business for more than one hour, shall operate within 200 feet of an approved, readily available and functioning restroom facility. If the restroom is within a business, the Mobile Food Truck operator must submit with the plot plan application, written permission from the business owner providing the hours the restroom facilities are being made available for use by the food service workers. Executive portable toilet facilities with handwashing stations may satisfy this requirement.

The sale or soliciting the sale of any alcoholic beverages or controlled substances from a Mobile Food Truck is strictly prohibited.

No Mobile Food Truck shall cause or dispose of oil, grease, or waste on the Lot, and no wastewater generated on-site shall be released on-site or into any storm drainage system.

Operations shall be limited to Sunday through Saturday from 8:00 A.M. to 12:00 A.M. There shall be no parking on the Lot after 12:00 A.M., and overnight parking or storage of the Mobile Food Truck on the Lot is prohibited.

All Mobile Food Trucks shall comply with all other applicable federal, state and local laws and regulations.

Note: Mobile Food Trucks are allowed, with an approved Mobile Food Truck Permit, in all zone classifications, except the following: R-1, R-R-O, R-2, R-2A, R-3, R-T, R-T-R, R-4, R-5, R-6, R-7, C/V, N-A, W-2-M, W-1, WC-W, WC-WE, WC-E, W-R and W-E.

### **TEMPORARY REAL ESTATE TRACT OFFICE**

5. A copy of the approved tentative map, showing the lot(s) to be used.

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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6. Parking requirements: Two parking spaces, plus one for each employee. The parking area surfacing may be decomposed granite.

### **CLASS I KENNEL/CATTERY**

1. Delineate and label on the Site Plan features such as kennels, exercise runs, areas open to the general public, if any. Also identify any existing or proposed noise control measures.
2. If any existing or proposed buildings are to house animals, provide a scaled floor plan and elevations.

NOTE: Class I Dog Kennels (allowing 5-10 dogs) are allowed with an approved plot plan in the R-1, R-1A, R-2, R-2A, R-3, R-3A, R-R, R-R-O, R-A, R-T-R, A-1, A-P, A-2, A-D, C/V, W-2, R-D, N-A, W-2-M, M-SC, M-M and M-H Zones. Catteries (allowing 10-25 cats) are allowed with an approved minor plot plan in the R-R, R-R-O, R-A, R-T-R, A-1, A-P, A-2, A-D, C/V, W-2, R-D, N-A, W-2-M, M-SC, M-M and M-H Zones.

[Section 18.45 of Ordinance No. 348](#) states that in those zones permitting Class I Kennels, such kennels may be placed upon parcels containing detached single-family dwelling units, and all catteries shall include a single-family dwelling to be used by a live-in caretaker. No parcel with a kennel or cattery shall contain more than the maximum number of detached single family dwelling units permitted by the existing zoning on the property. Multi-family dwelling units and attached single-family dwelling units shall not be permitted in conjunction with kennels or catteries; however, a guest dwelling or second unit shall be permitted in accordance with County ordinances.

The minimum lot size for a kennel or cattery in an agricultural, residential, rural, or open space zone is one acre (gross). There is no minimum lot size for a kennel or cattery in an industrial zone other than what is required by the existing zoning on the property. Additionally, a kennel or cattery operator shall obtain and continuously maintain all necessary licenses from the Riverside County Health Department.

### **ON-SITE SIGN(S)**

1. A copy of the approved project (Plan type and number), showing the location(s) of the proposed on-site sign(s).
2. Within the Project Description, clearly indicate the number of, square footage size, the dimensions (feet and inches) of existing and proposed signs. Additionally, the description will indicate if the sign(s) are affixed to buildings (wall-mounted) or freestanding, and whether the sign(s) are to be lighted and identify the sign materials and colors\*. If the subject property contains multiple tenants/businesses, the Project Description must clarify the particular suite/building number or letter for which the sign(s) are proposed.
3. For wall mounted signs, elevations of the building(s) indicating the materials and color(s) of the building(s) are required, with the following additional information:
  - A. The exhibit must show the entire face of wall(s), or tenant's portion thereof, with dimensions (including height and length) of building and/or suite and the proposed location of the sign.
4. If any freestanding sign is located within 660 feet of a freeway, the distance to freeway must be shown.

## FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION

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\*Keyed to a color photo of a materials/color board.

### **OUTDOOR ADVERTISING DISPLAY (BILLBOARD)** *(Use OAD Plan Type in PLUS)*

1. The Site Plan shall provide the following additional information and adhere to the Permit Procedure and Standards contained in [Section 19.3 of County Ordinance No. 348](#), and paraphrased below:
  - A. The maximum height of a display shall not exceed 25 feet from the roadbed of the adjacent freeway or highway to which the display is oriented, or a maximum height of 25 feet from the grade on which it is constructed, whichever is greater. No display shall be erected within an established setback or building line, or within road right-of-way lines or future road right-of-way lines as shown on any Specific Plan of Highways. A minimum setback from the property line of one foot shall be required.
  - B. A maximum of two steel poles are allowed for support of a display. No display shall be affixed on or over the roof of any building and no display shall be affixed to the wall of a building so that it projects above the parapet of the building. No more than two display faces per display shall be permitted. Only single face, back-to-back and V-type displays shall be allowed if they are on the same outdoor advertising structure and provided that the V-type displays have a separation between display faces of not more than 25 feet.
  - C. No display shall have a total surface area of more than 300 square feet. No display shall move or rotate, to display any moving and/or rotating parts. No propellers, flags, or other noise creating devices, and no architectural embellishments which utilize mechanical or natural forces for motion, shall be permitted. Use of daylight reflective materials or electronic message boards using flashing, intermittent or moving light or lights is prohibited, provided, however, that electronic message boards displaying only time and/or temperature for periods of not less than 30 seconds is permitted. No display shall be placed, used, maintains, or otherwise allowed on a mobile vehicle, trailer, or other advertising display not permanently affixed to the ground.
  - D. A display may be illuminated, provided that the displays are so constructed that no light bulb, tube, filament, or similar source of illumination is visible beyond the display face. Displays making use of lights to convey the effect of movement or flashing, intermittent, or variable intensity shall not be permitted. Displays shall use the most advanced methods to insure the most energy efficient methods of display illumination. Within the Palomar Observatory Special Lighting Area, all displays shall comply with the requirements of [County Ordinance No. 655](#).
  - E. No display shall be located within 500 feet in any direction from any other outdoor advertising display on the same side of the highway; provided, however, that if in a particular zone a different interval shall be stated, the spacing interval of the particular zone shall prevail. No display shall be erected within the boundary of any significant resource as defined in [Section 19.2.S. of County Ordinance No. 348](#). No display shall be located within 150 feet of property for which the zoning does not allow advertising displays; provided, however, that a display may be placed within 150 feet of property for which zoning does not allow displays, if at the time an application for an Outdoor Advertising Display Permit is applied for, there is no existing residential structure or an approved building permit for a residential structure within 150 feet of the location of the proposed outdoor advertising display.
1. A copy of the current valid State Outdoor Advertising Permit.

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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Outdoor advertising displays are permitted only in the C-1/C-P, M-SC, M-M and M-H Zones. Outdoor advertising displays are expressly prohibited in all other zones.

NOTE: Applicant should check with the California Department of Transportation (CALTRANS) to determine what State Highway Standards must be complied with, if any; prior to submission of County Application.

### **MODEL HOME COMPLEX**

1. A copy of the approved tentative map, showing the lot(s) to be used for the models and parking lot area.
2. The Site Plan shall show the following additional information:
  - A. Delineate the footprint, with setbacks, for each model home on each affected lot. Indicate the lot numbers and tract number, as well as indicating the applicable floor plan/elevation designation for each lot.
  - B. Identify any other proposed buildings or structures (e.g., pool, spa, patio cover, etc.), and indicated setbacks to other buildings and structures and property lines.
  - C. Delineate the proposed Model Home Complex Parking Lot showing Show the dimensions of regular and accessible parking spaces and adjacent drive aisles. On-street parking cannot be used to meet the necessary parking requirements. The parking lot shall provide, at a minimum, two parking spaces per model home, one parking space for each sales office, (even if located in a model home), and one parking space for accessible use.
  - D. Show the location of all existing and proposed fencing and walls. Provide details of said walls and/or fencing, including the height, materials, and a typical cross-section for each type.
  - E. Show the location of any proposed signage (e.g., directional signs, typical model tour signs, flags). Provide details of said signage including typical elevations, dimensions, and sign copy.
  - F. Identify all temporary buildings or structures (e.g., parking lot, canopies, sales office, fencing, model home tour signs, etc.) and label as "TEMPORARY." These temporary items will be conditioned for removal upon cessation of the model home complex.
  - G. If a temporary building or structure is proposed to encroach into a setback area, or cross a lot line, it will not be necessary to process a Setback Adjustment application. These temporary items will be conditioned for removal upon cessation of the model home complex. However, if any building or structure is proposed to permanently encroach into any required setback areas, a Setback Adjustment application must be approved prior to, or concurrently with, the approval of this Minor Plot Plan.
  - H. Show any proposed water features (i.e., they are classified by the Department of Building and Safety as a body of water and will be subject to the setbacks and fencing requirements for a pool).
3. A Landscaping Plan, with irrigation plans (*see Page 7 for detailed information concerning Landscaping Plans*).

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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4. A Model Home Plan consisting of:
  - A. Floor plans and colored elevations of each model, and temporary real estate tract sales office, trailer, and/or design center, if proposed.
  - B. Color architectural rendering of the models (front, rear, and sides).
  - C. Color photographs of materials/color boards designating the colors and type of materials to be used, including a color matrix.
5. If the project is located within an adopted Specific Plan, submit a copy of the Specific Plan's applicable Planning Area Exhibit and the applicable development standards; along with an analysis showing compliance with said standards.

### **FINAL SITE PLAN OF DEVELOPMENT (FSPD)**

1. Site Plan\* shall show the entire tract, or unit phasing, with each dwelling footprint (include any HVAC equipment) accurately plotted, showing distances between buildings and structures, and distances to property lines. The exhibit shall identify the applicable floor plan/elevation designation for each lot, with each floor plan type shown as a symbol and each elevation type shown as a color.
2. Provide either on the site plan exhibit, or under separate attachment, a matrix identifying each lot, by number, with the floor plan and elevation identified, and the amount of lot coverage, in square feet by percentage.
3. Floor plans and colored elevations (all sides) of each dwelling.
4. Any proposed changes or modifications to an approved FINAL SITE PLAN OF DEVELOPMENT will require the approval of a Substantial Conformance application (brochures are acceptable provided floor plans and elevations are included).

\* Keyed to a color photo of the materials/color board, including a color matrix.

### **LANDSCAPING/IRRIGATION PLAN**

1. Landscape plans must conform to [Ordinance No. 859](#) and the [County of Riverside Guide for California Friendly Landscaping \(Landscaping Guide\)](#).  
  
Landscape for off-street parking areas must conform to [Section 18.12.E. of County Ordinance No. 348](#). Additionally, plans shall address any applicable community design guidelines and landscaping related conditions of approval of related cases (e.g., tentative tract maps or conditional use permits).
2. Landscape plans shall be prepared, stamped, and signed by a Landscape Architect licensed by the State of California.
3. Landscape plans shall be submitted separately from other minor plot plans such as on-site signs, final site plan of development, fence, and wall plans, etc.

## **FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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4. The Landscaping plan package shall, at a minimum, contain all the items required by the Landscaping Guide. The first sheet of a multiple sheet set of plans shall be the title sheet which shall contain a title block with the name and address of the project, landscape architect's seal and signature, assessor's parcel number(s) and address of subject property, sheet numbers, numbers of sheets and a revision block to indicate date and type of revision.
5. Application shall include a scaled Shading Plan prepared pursuant to the Shading Plan requirements found in [Section 18.12.E.5. of County Ordinance No. 348](#). The planting plan may serve as the parking lot Shading Plan provided all trees are illustrated as their average mature size at 15 years of age. Shade shall be determined by using an appropriate percentage of the mature width of crown diameter as listed on the County of Riverside's California Friendly Plant List. A mix of tree types is required if more than five trees are proposed.
6. Application shall include a scaled Grading Plan. This shall show the drainage of all planting areas and the heights of mounds. Mounds shall not exceed 3:1 slope, and no mound over 30" (inches) high shall be placed within 10 feet of any street and/or alley intersections.
7. Application shall include a scaled Irrigation Plan prepared in accordance with the requirements of [Ordinance No. 859](#) and the [County of Riverside Guide to California Friendly Landscaping](#).
8. Fees for landscape inspections and security deposits shall be assessed noted by the County Landscape Plan Check upon review of the Landscape Minor Plot Plan.

### **CONCEALED WIRELESS COMMUNICATION FACILITY**

1. The following information, as required by the Riverside County Information Technology/Communications Bureau/Engineering Division's Site Planning Criteria, shall be provided either on the site plan exhibit(s), or under separate attachment:
  - A. Identify specific frequencies to be licensed with the Federal Communications Commission (FCC).
  - B. Identify aggregate sector Effective Radiated Power (ERP) to be licensed.
  - C. Identify Antenna(s) model/ gain; Height above Ground (AGL).
  - D. Identify site Coordinates (Latitude/Longitude) in the North American Datum of 1983 (NAD83); site Above Mean Sea Level (AMSL).
  - E. Provide the Radio Frequency (RF) field strength intensity in terms of dbm/dbu (standard power parameters), and minimum power level required to achieve desired level of reliability for RF coverage.
  - F. Provide RF propagation coverage maps with legend depicting field strength intensity specifications in dbm/dbu, coordinates, main thoroughfares/key landmarks. Ensure USER FRIENDLY maps that enhance understanding by the Planning Department.
  - G. Provide RF propagation maps which depict the existing field strength in and around the proposed new site and depict a composite map showing field strength with the new site operational.



## FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION

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Provide similar RF propagation maps with the proposed facility located 10 feet below the proposed height.

- H. Certify that alternative sites/antenna structure specifications in the respective cell have been considered and will not satisfy your requirements. Be prepared to provide RF propagation maps to justify your conclusions.
  - I. Conduct RF intermodulation/interference studies for facilities within 2,500 feet or co-located with County Public Safety radio communications sites. Carriers operating in the 800 MHz Band will acknowledge that their respective applications will be conditioned to require mitigation of any RF interference impacting County Public Safety radio communications.
  - J. Certify Federal Aviation Administration (FAA) Studies and FCC tower registration completion for sites in close proximity to County airports.
  - K. Certify that RF Radiation Emission Hazard Safety Studies have been completed to comply with FCC licensing directives.
2. Three Propagation Diagrams showing the existing network coverage within one (1) mile of the site and the proposed coverage based upon the proposed facility at the proposed height.
  3. Three Photo Simulations showing the proposed facility from all public roads and all residential developments within a ½ mile radius of the site.
  4. A letter stating whether Federal Aviation Administration (FAA) clearance is required. If FAA clearance is required, a letter stating the type of lighting necessary and the tower color.
  5. A fully executed copy of the lease or other agreement entered into with the owner of the underlying property, in accordance with [Section 19.404.C.1 of Ordinance No. 348](#).
  6. Any proposed wireless communication facility located within an Alquist-Priolo Earthquake Fault Hazard Zone, County Fault Zone, or within one hundred fifty (150) feet of any other active or potentially active fault; or located within a County Liquefaction Zone, a geological report prepared by a California registered geologist, certified engineering geologist, or qualified professional engineer, as appropriate, shall submitted for review, unless determined unnecessary by the County Chief Engineering Geologist.
  7. The proposed Concealed Wireless Communication Facility must be designed to comply with [Section 19.402.F.](#), [Section 19.405.A.1. & B.](#) and [Section 19.406 of County Ordinance No. 348](#).
  8. NOTE: If determined necessary by the County Biologist, a biological assessment will be required prior to completion of review of the application.

A Concealed Wireless Communication Facility is defined as a facility that blends into the environment by being placed entirely within an existing or new structure or so as not to be recognized as a wireless facility. Concealed Wireless Facilities include, but are not limited to, architecturally screened roof-mounted facilities, facade-mounted design feature facilities, clock tower facilities and entry statement signage facilities. These may consist of concealed wireless facilities on a new structure or concealed wireless facilities on an existing structure, and the distinction may affect how the associated permit is processed. The Planning Director shall make the final determination as to whether a proposed wireless communication facility constitutes a Concealed Wireless Communication Facility.

**FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

A Concealed Wireless Communication Facility is allowed in any zoning classification with an approved Plot Plan that is not subject to the California Environmental Quality Act (CEQA), and that is not transmitted to any governmental agency other than the County Planning Department (as known as a Minor Plot Plan.) No public hearing will be required for applications of this type unless the decision is appealed.

An application for a wireless communication facility shall not be approved unless: 1) the facility is designed so that it is not visible at all, or, if visible, it is not recognizable as a wireless communication facility, 2) supporting equipment is located entirely within an equipment enclosure that is architecturally compatible with the surrounding area or is screened from view, 3) the application has met the processing requirements, as well as the location and development standards, set forth in [Article XIXg \(Wireless Communication Facilities\) of Ordinance No. 348](#); and, 4) the application has met the Requirements for Approval set forth in [Section 18.30 of County Ordinance No. 348](#).

**Floor Plans and Elevations:** All floor plans and elevation exhibits shall include the information listed as Item 1 through 8, as described in the Misc. Permit Exhibit Requirements Matrix. In addition, architectural elevations shall be scaled drawing of all sides of all buildings with dimensions indicating proposed height, 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.

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

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

												<b>MISC. PERMIT EXHIBIT REQUIREMENTS</b>	
Commercial/Industrial	Kennel/Cattery	Accessory Building	Guest House	Agricultural Dwelling	Beauty Shop Operated from a Home	Mobile Food Truck Permit	On-site Sign(s); Outdoor Advertising Permit	Temporary Real Estate Tract Office	Model Home Complex	Final Site Plan of Development	Landscape/Irrigation Plan	Concealed Wireless Communication Facility	
x	x	x	x	x	x		x	x	x	x	x	x	1. Name, mailing address, and telephone and fax number, email address of applicant, landowner(s) and exhibit preparer.
						x							2. Name, mailing address, e-mail, and telephone number of food truck operator
x	x	x	x	x	x	x	x	x	x	x	x	x	3. Assessor Parcel Number(s) and address of property.
x	x	x	x	x	x		x	x	x	x	x	x	4. 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 landscaping plans.

**FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

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Commercial/Industrial	Kennel/Cattery	Accessory Building	Guest House	Agricultural Dwelling	Beauty Shop Operated from a Home	Mobile Food Truck Permit	On-site Sign(s); Outdoor Advertising Permit	Temporary Real Estate Tract Office	Model Home Complex	Final Site Plan of Development	Landscape/Irrigation Plan	Concealed Wireless Communication Facility	
x	x	x	x	x	x		x	x	x	x	x	x	5. North Arrow
x	x	x	x	x	x		x	x	x	x	x	x	6. Date exhibit prepared.
x	x	x	x	x	x	x	x	x	x	x	x	x	7. Title of Exhibit (e.g., <i>Plot Plan for In-Home Beauty Shop</i> )
x	x	x	x	x	x		x	x	x	x	x	x	8. Complete legal description of property.
x	x	x	x	x	x		x	x	x	x	x	x	9. Overall dimensions and total net and gross acreage of property.
x	x	x	x	x	x		x	x	x	x	x	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 dark lines or noted as paved.
x	x	x	x	x	x		x	x	x	x	x	x	11. Location of adjoining property and lot lines.
x	x	x	x	x	x		x	x	x	x	x	x	12. Existing and/or proposed zoning and land use of property.
x	x	x	x	x	x		x	x	x	x	x	x	13. Existing land use and zoning of property immediately surrounding subject property.
x		x	x	x					x	x			14. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
x		x	x	x	x		x	x	x	x		x	15. 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.
x		x	x	x	x	x		x	x	x	x	x	16. Names, locations, rights-of-way widths, and improvements of adjacent existing streets.
x	x	x	x	x	x			x	x	x	x	x	17. Streets, alleys, and rights-of-way providing legal access to the property.
x		x	x	x	x			x	x	x	x	x	18. Location, dimensions, setbacks, and nature of proposed and existing fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface sewage disposal systems.
x			x		x			x	x		x	x	19. Location, dimensions, arrangement and numbering of parking spaces for existing and/or proposed parking and loading/unloading facilities, identifying handicapped and compact parking spaces.
x		x	x	x	x	x		x	x			x	20. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
x	x	x	x				x					x	21. Location, dimensions, elevations, and height of existing dwellings, buildings, or other structures, labeled as existing, and indicating whether they are to remain or be removed.
						x							22. Location of parking area and the general location of the food truck operations on the property.

**FILING INSTRUCTIONS FOR MISC. PERMIT APPLICATION**

											<b>MISC. PERMIT EXHIBIT REQUIREMENTS</b>		
Commercial/Industrial	Kennel/Cattery	Accessory Building	Guest House	Agricultural Dwelling	Beauty Shop Operated from a Home	Mobile Food Truck Permit	On-site Sign(s); Outdoor Advertising Permit	Temporary Real Estate Tract Office	Model Home Complex	Final Site Plan of Development	Landscape/Irrigation Plan	Concealed Wireless Communication Facility	
						x							23. Location of nearest publicly accessible restrooms and nearest trash receptacles.
x		x	x						x		x	x	24. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
x	x	x	x		x			x	x			x	25. Setback dimensions of existing and proposed structures and paved areas.
x											x		26. Labeled landscape areas with dimensions and spacing of proposed planters. Label any conservation/biological mitigation areas interior or adjacent to the project site.
x		x	x	x	x			x	x				27. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable.
x									x		x		28. Irrigation and landscaping plans prepared pursuant to <a href="#">Ordinance No. 859, Section 18.12 (Off-Street Vehicle Parking)</a> Ordinance No. 348, and the <a href="#">County of Riverside Guide to California Friendly Landscaping</a> .
								x	x	x	x		29. Case number for parent approval (e.g., Tentative Tract, CUP, Plot Plan, etc.)
											x		30. Show the six-inch curb and twelve-inch-wide walkway, to be constructed along planters on end stalls adjacent to vehicle parking.
											x		31. Detailed irrigation plans required.

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>.