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Planning Director

RIVERSIDE COUNTY PLANNING DEPARTMENT

FILING INSTRUCTIONS FOR PLOT PLAN, USE PERMIT, REVISED PERMIT OR VARIANCE APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Plot Plan, Use Permit, Revised Permit or Variance application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

FILING INSTRUCTIONS CHECKLIST

A PLOT PLAN, USE PERMIT, REVISED PERMIT OR VARIANCE 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 applicable 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.
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, or the Whitewater River Watershed.
9. Initial payment of deposit-based fees for the applicable application.

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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.

LAND USE AND DEVELOPMENT MATRIX						
CUP	CUP-MH/RV	PP	PUP	TUP	VAR	
						CUP = Conditional Use Permit CUP-MH/RV = Conditional Use Permit-Mobile Home/Recreational Vehicle PP = Plot Plan PUP = Public Use Permit TUP = Temporary Use Permit VAR = Variance
X	X	X	X	X	X	1. Name, address, telephone number, and email of applicant, the landowner(s), and the exhibit preparer.
X	X	X	X	X	X	2. Assessor's Parcel Numbers and, if available, address of the property.
X	X	X	X	X	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	X	X	X	X	X	4. North arrow.
X	X	X	X	X	X	5. Date Exhibit Prepared.
X	X	X	X	X	X	6. Title of Exhibit (i.e., "Public Use Permit", "Conditional Use Permit", etc.).
X	X	X	X	X	X	7. A detailed project description, including proposed and existing buildings, structures and uses.
X	X	X	X	X	X	8. Complete legal description of property.
X	X		X	X	X	9. Overall dimensions and total net and gross acreage of property.
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 lines or noted as paved.)
X	X	X	X	X	X	11. Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
	X					12. Proposed boundary lines and approximate dimensions for each space or site.
	X					13. Net size, for each space or site.
X	X					14. Numbered mobilehome or recreational vehicle spaces, dwelling units, or lots, and the total number of each type or space, unit, or lot.
X	X	X	X	X	X	15. Location of adjoining property and lot lines.
X	X	X	X	X	X	16. Existing and proposed zoning classification and General Plan Land Use designation of the subject property and the properties immediately surrounding subject property.
X	X	X	X	X	X	17. 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	X	X	X	X	X	18. 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.)

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X	X	X	X	X	X	19. 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	20. 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	X	X	X	X	X	21. List and accurately show all easements of record (by map or instrument number).
X	X		X	X	X	22. Streets, alleys, and rights-of-way providing legal access to the property.
X	X		X	X	X	23. Indicate whether or not property is within a County Service Area or Community Facilities District and identify the District or Area.
X	X		X			24. Typical street improvement cross-sections.
X	X	X	X	X	X	25. Label and describe any land or rights-of-way to be dedicated to public or other uses.
						26. Plot the location of any known existing wells on the property or within 200 feet of the project boundary.
X	X	X	X	X		27. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extent 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	X	X	X	X		28. 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	X	X	X	X	X	29. Spot elevations. (See detailed description on Page 7)
X	X	X	X	X	X	30. When subsurface septic sewage disposal is intended, include the information described on Page 8 under "Site Grading, Subsurface Disposal".
X	X	X	X	X	X	31. 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	X	X	X	X	X	32. FEMA mapped floodplains and floodways including zone designation.
X	X	X	X	X	X	33. Drainage plan. (See description of "Drainage Plan" on Page 8..)
X	X	X	X		X	34. Centerline curve radii and typical sections of all open channels
X	X	X	X			35. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area.

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X	X	X				36. Labeled common areas, open space, and recreational areas, with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas.
X	X	X	X	X	X	37. 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	X	X	X	X		38. 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	X	X	X	X	X	39. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
X	X	X	X	X	X	40. 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	X	X	X	X	X	41. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
X	X	X	X	X	X	42. Setback dimensions of existing and proposed structures and paved areas.
X	X	X	X			43. Labeled landscaped areas with dimensions and spacing of proposed planters.
X		X	X			44. 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.
X		X	X			45. Square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
X	X	X	X	X	X	46. Conceptual Planting Plan prepared pursuant to County Ordinance No. 859 and the County of Riverside Guide to California Friendly Landscaping . Projects that include off-street parking shall also conform to Section 18.12.E. of County Ordinance No. 348 and provide shading plans in conjunction with the Conceptual Planting Plan.
X	X	X	X			47. 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

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Quality Management Plan will be necessary as well), if the project site is located within the Santa Ana River Watershed, 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, OR DELETIONS ARE APPLICABLE FOR THE FOLLOWING APPLICATION “TYPES”

VARIANCE

A written statement of the specific provisions of [Section 18.27 of County Ordinance No. 348](#) for which the variance is requested and the variance that is requested.

TEMPORARY USE PERMIT

If the proposed Temporary Use Permit is not to exceed a 6-month period, an Initial Study (CEQ) Deposit-Based Fee, will not be required.

PLOT PLAN

If the proposed Plot Plan is for a “**Disguised Wireless Communication Facility**” and is in a non-residential zoning classification, as described in [Section 19.404 of County Ordinance No. 348](#), an initial payment of deposit-based fees for an Environmental Assessment will not be required at the time of case submittal. However, if during the review process, a request for a public hearing were received, the application would be reclassified as a plot plan that is subject to CEQA.

That would necessitate the payment of additional fees (the difference between the filing fees for an “Exempt from CEQA/Agency Review” plot plan and a “Not Exempt from CEQA” plot plan) for the plot plan, an initial payment of deposit-based fees for an Environmental Assessment, and the collection of fees for CEQA Notification/Fish and Game Fees.

Please identify, within the project description, what type of wireless communication facility is being proposed.

The Site Plan exhibits must be prepared by a California licensed land surveyor or registered civil engineer and must show all of the required items listed in [Section 19.406 of County Ordinance No. 348](#); as well as those listed items (within the applicable case type column) as identified on the Land Use and Development Matrix.

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:

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1. Identify specific Frequencies to be licensed with the Federal Communications Commission (FCC).
2. Identify aggregate sector Effective Radiated Power (ERP) to be licensed.
3. Identify Antenna(s) model/ gain; Height Above Ground (AGL).
4. Identify site Coordinates (Latitude/Longitude) in the North American Datum (NAD83); site Above Mean Sea Level (AMSL).
5. 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.
6. 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 Commission and Planning Department.
7. 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. Provide similar RF propagation maps with the proposed facility located 10 feet below the proposed height.
8. 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.
9. 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.
10. Certify Federal Aviation Administration (FAA) Studies and FCC tower registration completion for sites in close proximity to County airports.
11. Certify that RF Radiation Emission Hazard Safety Studies have been completed to comply with FCC licensing directives.

Additional requirements are as follows:

1. 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.
2. Three photo simulations showing the proposed facility from all public roads and all residential developments within a ½ mile radius of the site.
3. 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.
4. 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 County Ordinance No. 348](#).

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5. 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.
6. The proposed Wireless Communication Facility must be designed to comply with [Section 19.405, of County Ordinance No. 348](#), as it relates to the following applicable development standards:
 - A. Area Disturbance
 - B. Height Limitations
 - C. Community and Biological Impacts
 - D. Landscaping
 - E. Lighting
 - F. Noise
 - G. Parking
 - H. Paved Access
 - I. Power and Communications Lines
 - J. Roof-Mounted Facilities
 - K. Sensitive Viewshed
 - L. Setbacks
 - M. Support Facilities
 - N. Treatment

Concealed wireless communication facilities are defined as facilities that blend into the environment so as not to be seen at all, or, if seen, not to be recognizable as a wireless communication facility. Such facilities include, but are not limited to, architecturally screened roof-mounted facilities, façade-mounted design features, clock tower facilities and entry statement signage facilities. The Planning Director shall make the final determination as to whether a proposed wireless communication facility constitutes a concealed wireless communication facility.

Concealed Wireless Communication Facilities are 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 action 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](#).

The items below consist of detailed descriptions of information required on primary maps or 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.

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CONSTRAINED AREA

Constrained areas may include, but are not limited to, the following resources and hazards: Slopes more than 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

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

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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)

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

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All floor plans and elevation exhibits shall include the information listed as indicated for items 1 through 6 and 11 of the Primary Exhibit Requirements. 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>.

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