



RIVERSIDE COUNTY PLANNING DEPARTMENT

John Hildebrand
Planning Director

FILING INSTRUCTIONS FOR SPECIAL MULTIPLE FAMILY DEVELOPMENT REVIEW

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Special Multiple Family Development Review application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

THE SPECIAL MULTIPLE FAMILY DEVELOPMENT REVIEW FILING PACKAGE MUST CONSIST OF 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 Special Multiple Family Development Review Supplemental Information Form.
4. A scaled Site Design Plan which includes items 5 – 10 below, including the required items identified in the matrix below.
5. A scaled site plan (Exhibit “A”), which includes the building(s) footprint(s).
6. Scaled elevations (Exhibit “B”) and floor plans (Exhibit “C”) for each building or structure.
7. A design manual (Exhibit “D”) for the Architectural Design.
8. A scaled landscape/irrigation plan (Exhibit “L”).
9. A scaled wall and fencing plan (Exhibit “W”).
10. The site design plan for the design review shall also include photometric plan and a traffic analysis (traffic analysis for DR only).
11. 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.
12. 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.

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13. Initial payment of deposit-based fee for a Transmitted Plot Plan, unless otherwise determined.

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>.

SITE DESIGN PLAN

All Site Design Plan exhibits, listed as Item 5 through 10 above, shall include the information described in the matrix below. In addition, architectural elevations shall include 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 may 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 this review, including information not specifically required on this checklist.

| Required for Design Review (DR) and SB 35 Streamline Review (SB 35) | | | | | | | DR only | SITE DESIGN PLAN EXHIBIT REQUIREMENTS for Special Multiple Family Development |
|---|-------------|------------------------------|--------------------|-------------------|------------|----------------------|------------------|---|
| Site Plans with Building Footprint | Floor Plans | Landscaping/Irrigation Plans | Wall/Fencing Plans | Photometric Plans | Elevations | Architectural Design | Traffic Analysis | |
| | | | | | | x | x | 1. Name, mailing address, and telephone and fax number, email address of applicant, landowner(s) and exhibit preparer. |
| x | x | x | x | x | x | x | x | 2. Assessor Parcel Number(s) and address of property. |
| x | x | 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 landscaping plans. |
| x | x | x | x | | x | x | x | 4. North Arrow |
| x | x | x | x | x | x | x | x | 5. Date exhibit prepared. |
| x | x | x | x | x | x | x | x | 6. Title of Exhibit (<i>i.e.</i> Design Review for Apartment Homes) |
| x | x | x | x | | | | | 7. Complete legal description of property. |
| x | x | x | x | | | | | 8. Overall dimensions and total net and gross acreage of property. |
| x | x | x | x | | | | | 9. 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 | | | | | 10. Location of adjoining property and lot lines. |

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| Site Plans with Building Footprint | Floor Plans | Landscaping/Irrigation Plans | Wall/Fencing Plans | Photometric Plans | Elevations | Architectural Design | Traffic Analysis | |
| x | x | x | x | | | | | 11. Existing and/or proposed zoning and land use of property. |
| x | x | x | x | | | | | 12. Existing land use and zoning of property immediately surrounding subject property. |
| x | x | x | x | | | | | 13. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television. |
| x | x | x | x | | | | | 14. 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 | | | | | 15. Names, locations, rights-of-way widths, and improvements of adjacent existing streets. |
| x | x | x | x | | | | | 16. Streets, alleys, and rights-of-way providing legal access to the property. |
| x | x | x | x | x | | | | 17. 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 | | | | 18. 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 | | | | 19. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation. |
| x | x | x | x | x | x | | | 20. 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 | x | x | x | x | | | | 21. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed. |
| x | x | x | x | x | | | | 22. Setback dimensions of existing and proposed structures and paved areas. |
| | | x | | | | | | 23. 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 | | | | 24. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable. |

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| Site Plans with Building Footprint | Floor Plans | Landscaping/Irrigation Plans | Wall/Fencing Plans | Photometric Plans | Elevations | Architectural Design | Traffic Analysis | |
| x | x | x | x | x | | | | 25. Irrigation and landscaping plans prepared pursuant to County Ordinance No. 859, Section 18.12. (Off-Street Vehicle Parking) of County Ordinance No. 348 , and the County of Riverside Guide to California Friendly Landscaping . |
| x | x | x | x | x | | | | 26. Show the six inch curb and twelve inch wide walkway, to be constructed along planters on end stalls adjacent to auto parking. |

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 Created: 12/4/2017 Revised: 01/04/2024