



RIVERSIDE COUNTY PLANNING DEPARTMENT

John Hildebrand
Planning Director

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM

- | | | |
|--|--|--|
| Crowing Fowl Permit | Exception to Noise Ordinance No. 847 | FFA & 4-H Project |
| Mobile Food Truck Permit | Grading Permit Initial Study | Historic District Alteration Permit |
| Large Family Care Home Permit | Living Native Tree Removal Permit | Plot Plan - Administrative (Minor Plot Plan) |
| Public Convenience & Necessity Determination | Setback Adjustment | |

Complete and submit the applicable sub-section (click on the appropriate link above to locate) and include this cover page of the Misc. Permit Supplemental Information Form.

Note: Plot Plan – Administrative (Minor Plot Plan) includes the following specific uses/activities:

- | | | |
|---|--|-----------------------|
| Agricultural Dwelling | Outdoor Advertising Display Permit (Billboard) | Commercial/Industrial |
| Barber/Beauty Shop Operated from a Home | Model Home Complex | Guest House |
| Temporary Real Estate Tract Office | Final Site Plan of Development (FSPD) | Accessory Building |
| Class I Kennel/Cattery | Landscaping/Irrigation Plan | |
| On-Site Sign(s) | Concealed Wireless Communication Facility | |

STEP 2: This completes the required information on this Misc. Permit Supplemental Information Form. Please refer to the Planning Department website’s Development Application page’s Filing Instruction subsection to review the specific filing instructions and documentation requirements for this application, or use the link below:

[Filing Instructions for a Misc. Permit Application](#)

FOR COUNTY OF RIVERSIDE USE ONLY	
Plan No:	
Set ID No., if applicable	Application Filing Date:
Print staff name and title:	

Y:\Planning Master Forms\Application Forms\Supplemental_Information_Form_Misc_Permit.docx
Created: 07/01/2015 Revised: 01/03/2024



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CROWING FOWL PERMIT

Proposed Number of Crowing Fowl:			
	Total Number of Birds	Number of Females	Number of Males
Chickens:			
Peafowl:			
Guinea Fowl:			

Provide a clearance letter from the Animal Control Services and Licensing Division of the Health Services Agency verifying that the property has not had prior complaints or violations associated with the proposed use.

The applicant must submit a site plan drawn to scale and in sufficient detail to clearly describe the following:

- A. The boundary and physical dimensions of the property.
- B. The location and dimensions of all existing buildings, structures, walkways, yards, driveways and parking areas on the property.
- C. Indicate where the crowing fowl are to be enclosed in relationship to the residence and existing property.

FFA or 4-H PROJECT

Description of FFA or 4-H Project:

Attach additional sheets as necessary.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Crowing Fowl Permit or FFA & 4-H Project

Project Start Date:

End Date:

Proposed Number and Type of Animals:

The number of subject animals in excess of that permitted by zoning must be removed by End Date of project.

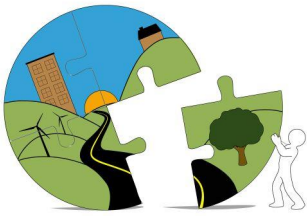
Provide a clearance letter from the Animal Control Services and Licensing Division of the Health Services Agency verifying that the property has not had prior complaints or violations associated with the proposed use.

The applicant must submit a site plan drawn to scale and in sufficient detail to clearly describe the following:

- A. The boundary and physical dimensions of the property.
- B. The location and dimensions of all existing buildings, structures, walkways, yards, driveways, and parking areas on the property.
- C. Indicate where the subject FFA or 4-H animals are to be enclosed in relationship to the residence and existing property.

APPLICANT'S STATEMENT:

I/We, the applicant for this proposed FFA or 4-H Project, certify that the information filed is true and correct to the best of my knowledge.



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MOBILE FOOD TRUCK PERMIT

Please complete and attach as part of an application for Mobile Food Truck Permit.

Location:

SITE PLAN SHALL INCLUDE THE FOLLOWING:
Designated parking area must include ADA parking and path of travel.

Days of the week to be operating:

Hours of Operation:

Dates of Operations:

Please be advised to call ahead to the agencies listed. Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off. A copy of this Supplemental Information Form together with a prepared Misc. Permit Exhibit "A" (Site Plan) shall be provided to each of the appropriate entities for their review and comment. Said comments shall be returned to the Planning Department for review and consideration for inclusion should this Food Truck application be approved.

RIVERSIDE AREA:

Health Department (951) 955-8980
Fire Department (951) 955-4777

DESERT AREA:

Health Department (760) 393-3390
Fire Department (760) 863-8886



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LIVING NATIVE TREE REMOVAL PERMIT

Number and species of trees to be removed:

Reason for proposed removal:

Attach additional sheets as necessary.

Proposed future use of the property (indicate on site plan):

Attach additional sheets as necessary.

Provide a scaled site plan exhibit showing the location and dimensions of existing and proposed, if any, structures, the existing elevation or contours, the location, number, species, and size (diameter at breast height) of all trees to be removed and all trees to remain, and utility lines, or underground conduits, which may be affected by proposed tree removal.

EXCERPT FROM [RIVERSIDE COUNTY ORDINANCE NO. 559](#)

The purpose of [Riverside Ordinance No. 559](#) is to ensure that the timberlands of the County will be protected, and the ecological balance of such timberlands will be preserved by regulating the removal of living native trees on parcels or property greater than one-half (1/2) acre in size in the unincorporated area of the County of Riverside that is above 5,000 feet in elevation. The Board of Supervisors further finds and declares that in view of the proximity of the timberlands to urban centers of a large and expanding population, and the unique nature of the timberlands themselves, the enactment of this ordinance is necessary to protect and preserve such lands so that the interest and welfare of the people of Riverside County will be protected.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Living Native Tree Removal Permit

No person shall remove any living tree native tree on any parcel or property greater than one-half acres in size, located in an area above 5,000 feet in elevation and within the unincorporated area of the County of Riverside, without first obtaining a permit to do so, unless exempted by the provisions of that Ordinance.

The provisions of this ordinance **do not** apply to:

Any timber operations conducted under the [Forest Practice Act \(Division 4, Chapter 8, Public Resources Code\)](#) unless a timberland conversion permit application is filed with the State Forester.

Any tree removed on lands owned by the United State Government of the State of California.

Any activities conducted by a public utility, subject to jurisdiction of the Public Utilities Commission or any other constituted public agency, where, to construct and maintain safe operation of facilities under their jurisdiction, trees are removed, pruned, topped, or braced.

All trees removed by any federal or state agency.

Any tree required to be removed by other codes, ordinances, or laws of Riverside County, the State of California, or the United States.

Any tree that the California Division of Forestry or United States Forest Service recommends be removed because it is diseased, dying, or dead, or otherwise detrimental to the forest health.

Any tree that constitutes an immediate threat to the public health, safety, or general welfare and requires emergency removal.

Any tree removed because of a stand management or stocking control program accompanied by a written plan prepared by a California Registered Professional Forester and approved by the California Department of Forestry and Fire Protection or its designee.

All trees on any parcel or contiguous parcels of real property, less than one-half acre in size. Parcels shall be considered as contiguous even if they are separated by roads, streets, utility easements, or railroad rights-of-way.

Any tree removed from property subject to a conditional use permit, public use permit or variance which contains conditions regulating the removal of trees, providing such permit or variance has been duly approved in accordance with the provisions of Riverside Ordinance No. 348.

Any tree that the fire protection agency having jurisdiction requires be removed as part of an approved fire hazard reduction program.

Any tree within twenty (20') feet of an existing structure permitted or approved by the County of Riverside.

The Planning Director may approve the removal of one or more living native trees when the following findings are made:

1. The removal will not significantly increase soil erosion or the flow of surface water; and,
2. To further the health of the forest community, because:

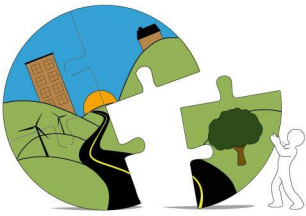
MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Living Native Tree Removal Permit

- A. The trees are growing too close to existing structures, or,
 - B. The stocking density considering the amount of land involved, is so crowded that the health and vigor of the other trees on said land or adjoining lands are impaired; or,
- 3. The location of the tree or trees to be removed occupies the site of a proposed approvable structure or paved area, provided that no permit for removal of trees shall be issued unless the project is designed to minimize the removal of trees, such that no fewer than 50% of all trees, excluding those in dedicated road right of ways, remain uncut and ½ of these trees are located in the front yard area or are entirely visible from the roads providing access to the property; or,
 - 4. The tree or trees to be removed are located on residentially zoned property with an existing dwelling permitted or approved by the County of Riverside.

To protect trees from insects and disease and to minimize the accumulation of combustible fuels, the following shall apply to any tree that is removed within the geographic area covered by this ordinance, unless the removal is conducted pursuant to the Forest Practices Act of the State of California.

- 1. All stumps shall be cut as close to the ground line as practical, with a maximum stump height of twelve (12) inches.
- 2. All conifer tree stumps shall be treated by applying a minimum one-quarter (¼) inch thick coating of powdered borax.
- 3. Any material that is to be utilized as firewood or for other purposes shall not be piled against other conifer trees.
- 4. All slash generated shall be either removed from the site within thirty (30) days of creation, or chipped and spread out after a minimum fourteen (14) day drying period. Any slash chipped shall be chipped no later than thirty (30) days or less than fourteen (14) days after creation.

An applicant may appeal the decision of the Planning Director to the Planning Commission, in accordance with the procedures set forth in [Ordinance No. 559](#).



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LARGE FAMILY CARE HOME PERMIT

Family Day Care Home. A home which regularly provides care, protection, and supervision of 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and includes the following:

- A. Large Family Care Home. A home that provides family day care to 14 or fewer children, including children under the age of ten years who reside at the home.

Proposal (describe the project, indicate the maximum number of children to be cared for, and the days and hours of operation):

Attach additional sheets as necessary.

APPLICANT'S STATEMENT:

I/We, the applicant for this proposed Large Family Care Home Permit, certify that I/we, reside in the home where the childcare home will be conducted.

Provide a Site Plan in accordance with the details below.

Excerpt from Riverside County Ordinance No. 348, Section 18.29a:

Pursuant to the California Child Day Care Facilities Act ([Chapters 3.4](#), [3.5](#) and [3.6](#)) of the Health and Safety Code, the California Legislature has declared that it is the public policy of the State of California to locate family day care homes for children in normal residential surroundings to give children a home environment which is conducive to healthy and safe development. It is the declared public policy of the State to provide children the same environment as would be found in a traditional home. The Legislature has further declared that this policy is a matter of statewide concern with the purpose of occupying the field to the exclusion of local zoning, building and fire codes and regulations governing the use or occupancy of single-family dwellings for family day care homes for children except as provided in [Chapter 3.6](#) of the Health and Safety Code.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Large Family Care Home Permit

LARGE FAMILY DAY CARE HOMES. In accordance with the above-referenced State policies, the use of a single-family dwelling for a large family day care home is permitted in any zone where single-family dwellings are permitted or conditionally permitted provided a large family day care home permit has been granted pursuant to the provisions of this Section.

SECOND UNITS/GUEST DWELLING. No second unit or guest dwelling may be used as a family day care home.

LARGE FAMILY DAY CARE HOME PERMIT PROCEDURE. Enacted as part of the above-referenced State policies, [Section 1597.46 of the Health and Safety Code](#) provides that cities and counties shall not prohibit large family day care centers on lots zoned for single-family dwellings, but may require a nondiscretionary permit which shall be granted provided compliance with certain standards, restrictions and requirements is demonstrated. In accordance with [Section 1597.46 of the Health and Safety Code](#), the following procedures shall apply to large family day care home permits.

1. Application. Every application for a large family day care home permit shall be made in writing to the Planning Department on the forms provided by the Planning Department, shall be accompanied by the filing fee set forth in [County Ordinance No. 671](#), and shall include the following information:
 - a. Name and address of the applicant and a statement that the applicant resides in the home where the day care will be conducted.
 - b. The assessor's parcel number assigned to the property on which the home is situated (hereinafter, "the site").
 - c. A site plan drawn to scale and in sufficient detail to clearly describe the following:
 - i. The boundary and physical dimensions of the site.
 - ii. The location and dimensions of all existing and proposed buildings, structures, walkways, yards, driveways, and parking areas on the site and on the street in front of the site.
 - iii. A drawing with accurate dimensions of a sign proposed on the site, if any.
 - iv. The location of any existing swimming pool or spa; and its required fencing, gate type and height.

APPROVAL STANDARDS. No application for a large family day care home permit shall be approved unless it complies with the following standards, restrictions, and requirements:

1. The applicant shall obtain a valid state license to operate a large family day care home on the site within 180 days of the date of approval of a large family day care home permit. Within fourteen (14) days of issuance of the state license, the applicant shall provide a certified copy of the license to the Planning Director. The Planning Director shall insure that the applicant has obtained a state license in a timely manner. If the applicant fails to obtain a valid state license to operate a large family day care home on the site or fails to provide a certified copy of the license to Planning Director as provided above, the large family day care home permit shall not become effective and shall be void for all purposes.
2. The site shall be zoned for single-family dwellings.

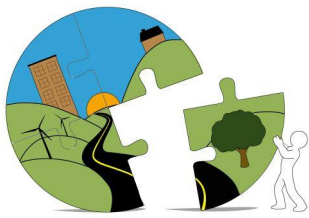
MISC. PERMIT SUPPLEMENTAL INFORMATION FORM

Large Family Care Home Permit

3. The site shall provide at least two off-street parking spaces, no more than one of which may be provided in a garage or carport. These parking spaces may include spaces provided to meet residential parking requirements.
4. The unloading and loading of vehicle occupants shall only be permitted on the driveway, approved parking area, or directly in front of the site and shall not unduly restrict traffic flow. Residences located on arterial streets shall provide a drop-off and pickup area designed to prevent vehicles from backing into the roadway.
5. The applicant shall comply with all applicable State Fire Marshall regulations.
6. The site shall not be located within 300 feet of any other existing or approved large family day care home, small family day care home, board and care home, group home or halfway house measured property line to property line.
7. To ensure the health and safety of children in family day care homes as specified within Sections [1597.30](#) and [1597.46 of the Health and Safety Code](#), if the site has a swimming pool or spa, the pool or spa shall meet all current code regulations for fencing, gate latches, and alarms.
8. No more than fourteen children, including children under age ten who reside at the home, may be cared for at any large family day care home.
9. Only one large family day care home may be located on any lot.
10. An on-site identification sign may be permitted in accordance with the provisions of this ordinance or may be approved with the large family day care home permit if submitted concurrently.

REVOCAION. If the applicant fails to comply with any requirement of this section or if the applicant ceases or suspends operation of the large family day care home for one year or more, the permit may be revoked in accordance with the provisions of [Section 18.31. of Ordinance No. 348](#).

STATE PERMIT: A license may be obtained from the State of California, Community Care Licensing Division, located at 3737 Main Street, Suite 700, Riverside, CA (951) 782-4200.



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MISC. PERMIT SUPPLEMENTAL INFORMATION FORM

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Public Convenience & Necessity Determination

Exception to Noise Ordinance No. 847
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GRADING PERMIT INITIAL STUDY

Proposal (describe project, indicate the acreage and volume to be graded. Indicate if this an "as-built" grading plan, or a stockpile or borrow site):

[Empty text box for proposal description]

Attach additional sheets as necessary.

Are there previous development applications filed on the subject property: Yes No

Will the proposal result in cut or fill slopes steeper than 2:1 or higher than 10 feet? Yes No

How much grading is proposed for the project site?

Estimated amount of cut: cubic yards

Estimated amount of fill: cubic yards

Does the project need to import or export dirt? Yes No

Cubic yards of Import: Cubic yards of Export: Neither:

What is the anticipated source/destination of the import/export?

[Empty text box for source/destination of import/export]

Attach additional sheets as necessary.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Grading Permit Initial Study

What is the anticipated route of travel for transport of the soil material?

Attach additional sheets as necessary.

How many anticipated truckloads? _____ truck loads.

What is the square footage of usable pad area (area excluding all slopes)? _____ sq. ft.

Has the site been previously disturbed? Yes No

General composition of material that will be disturbed:

Related Grading Permit (BGR) No.:



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EXCEPTION TO NOISE ORDINANCE NO. 847

Noise Exception Information:

Type of Event:

Single Event Exception

Continuous Event Exception

Describe the event, for which the exceptions are being sought, including but not necessarily limited to the following: type of event; setting (indoor, outdoor or a combination of both); proposed schedule; hours of operation; expected number of vehicles per day; and expected number of participants per day.

Attach additional sheets as necessary.

Describe the sound sources for which the exceptions are being sought, including, but not necessarily limited to the following: audio equipment; motor vehicle sound systems; sound amplifying equipment and live music.

Attach additional sheets as necessary.

Describe any noise sensitive land uses/sensitive receptors in the vicinity of the site, including, but not necessarily limited to the following: Schools, hospitals, rest homes, long term care facilities, mental health care facilities, residential uses, libraries, passive recreational uses, and places of worship.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Exception to Noise Ordinance No. 847

Attach additional sheets as necessary.



RIVERSIDE COUNTY
PLANNING DEPARTMENT

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MISC. PERMIT SUPPLEMENTAL INFORMATION FORM

- | | | |
|--|---|---|
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HISTORIC DISTRICT ALTERATION PERMIT

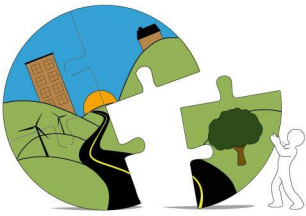
Alteration Description

Proposal (Include proposed alterations to all structures, windows, siding, roof, signage etc.)

Attach additional sheets as necessary.

Submittal is to contain a scaled Architectural drawing, including:

- a. All sides of the building(s), structure(s) or façade(s)
- b. Alterations of existing structures with no additional square footage shall include elevations of the project as visible from the public right-of-way clearly depicting the proposed alteration(s) are to be provided.
- c. Alteration of existing structures with additional square footage shall include elevations that are keyed to the color and material sample provided.
- d. Drawings are to be signed by the architect responsible for the demolition, construction, or alteration of the building(s), structure(s) or façade(s).
- e. A color and materials samples and specifications exhibit.



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PUBLIC CONVENIENCE & NECESSITY DETERMINATION

In accordance with the [Business and Professions Code, Section 23958.4](#), the State of California Department of Alcoholic Beverage Control (ABC) has been granted the authority to deny an application for an ABC License if there is “*undue concentration of licenses.*” An “undue concentration” exists if the site for the license is deemed to be in a census tract where the ratio of on-sale or off-sale retail ABC licenses to population exceeds the ratio of on-sale or off-sale retail ABC licenses to population in the county in which the applicant premises are located. A license may still be issued, however, if the local agency (Riverside County Board of Supervisors) determines that the public use and necessity would be served by issuance of the license.

PROJECT DESCRIPTION:

Please provide a brief, but concise, description of the proposed project; and identify the particular type of License being sought from the Calif. Department of Alcoholic Beverage Control (ABC) (extra pages may be attached, if necessary). For modifications to existing approved projects, describe the existing approved project AND the proposed changes, and quantify the differences.

Please provide the following additional materials:

1. Identify the type of Alcoholic Beverage Control (ABC) license requested.
2. An exhibit (map) of the underlying U.S. Census Tract boundary, with the project identified, as well as the location of all other ABC licensed facilities within said Census Tract.
3. An exhibit (map) with the project site identified, as well as the location of any church, school (public, private, day care), and playground or park within a 1-mile radius of the project site. The Exhibit shall also provide a ½ mile radius line to help determine the proximity of said facilities to the proposed project site.



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SETBACK ADJUSTMENT

Adjustment Requested:

Attach additional sheets as necessary.

Reason for Request:

Attach additional sheets as necessary.

Provide a scaled site plan exhibit and a scaled building or structure elevations showing the following:

1. The overall dimensions of the property's lot lines.
2. The location of adjoining property lines and the location of existing buildings and structures on the adjoining properties within 100 feet of the subject property. Show the setback dimensions for those buildings and structures to the common property line(s). If access to the adjoining properties is not granted from the property owner, estimate the distances for the building and structure setbacks.
3. If topographical problems or constraints are the justification for the setback adjustment, please show the existing contours on the exhibit.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Setback Adjustment

4. Calculate the percentage of lot coverage and the percentage of open space remaining after the setback adjustment.

5. The project shall be designed, and a note shall be placed on the site exhibit stating: "The natural drainage pattern shall be maintained."

Provide a letter or letters from the affected neighbor(s) indicating they have no objection to the proposed setback adjustment OR a letter indicating the affected neighbor(s) (identifying the address(es) of the neighboring property(ies)) have been contacted and written consent was unobtainable.



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- | | | |
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PLOT PLAN - ADMINISTRATIVE (MINOR PLOT PLAN)

Check the box for the applicable specific use:

Agricultural Dwelling	Outdoor Advertising Display Permit (Billboard)	Commercial/Industrial
Barber/Beauty Shop Operated From a Home	Model Home Complex	Guest House
Temporary Real Estate Tract Office	Final Site Plan of Development (FSPD)	Accessory Building
Class I Kennel/Cattery	Landscaping/Irrigation Plan	
On-Site Sign(s)	Concealed Wireless Communication Facility	

PROJECT DESCRIPTION:

Please provide a brief, but concise, description of the project; and reference the applicable Ord. No. 348 Section that identifies the permitted use (extra pages may be attached, if necessary). For modifications to existing approved project, describe the existing approved project AND the proposed changes, and quantify the differences.

Provide a scaled site plan exhibit and a scaled building or structure elevations showing the following:

1. The overall dimensions of the property's lot lines.

MISC. PERMIT SUPPLEMENTAL INFORMATION FORM
Plot Plan – Administrative (Minor Plot Plan)

2. The location of adjoining property lines and the location of existing buildings and structures on the property and existing buildings and structures on adjoining properties within 100 feet of the subject property. Show the setback dimensions for those buildings and structures to the common property line(s).
3. Provide parking space in accordance with the requirement of the underlying zoning and/or proposed use(s), if required.
4. Other required items as identified on the Misc. Permit Exhibit Requirement Matrix (contained in the “Filing Instructions for Misc. Permit Application” handout).

Note that a Minor Plot Plan application for an Agricultural Dwelling must also include an Agricultural Dwelling Supplemental Information Form:

Please refer to the Planning Department website’s Development Application page’s Agricultural Dwelling Supplemental Information Form subsection to review the specific filing instructions and documentation requirements for that application, or use the link below:

[Agricultural Dwelling Supplemental Information Form](#)