

**March Joint Powers
Authority
Planning Department**
P.O. Box 7480
Moreno Valley, CA 92552
(951) 656-7000
(951) 653-5558 FAX

PLOT PLAN/ CONDITIONAL USE PERMIT

SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

Additional information and special studies may be required by staff. Additional fees may be required for review of special studies.

- 1 Colors and materials board not to exceed 8 ½ 11".
- 1 Set colored elevations.
- 1 Set of black and white reductions of the site plan, building floor plans and building elevations measuring 8 ½ x 11".
- 1 Completed and signed application form.
- 1 Copy of the fee receipt.
- 1 Copy of Preliminary Title Report (shall include recorded easements).
- 1 Completed Environmental Information Form.
- 10 Sets of the following plans, collated, stapled, and folded to 8" x 11".
(See exhibit requirements).
 - a. Site plan with dimensions
 - b. Architectural plans to include elevations, roof plans/sections (show mechanical equipment), and preliminary floor plans
 - c. Preliminary grading plan
 - d. Phasing plan (if applicable)

EXHIBIT REQUIREMENTS

SITE PLAN (Minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to be oriented to the north).
- Legal description and parcel numbers.
- Small scale vicinity map with location of property in relation to major streets (need not be to scale) with north arrow.
- Existing zoning designation of property.
- Names, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.
- A statistical summary including:
 - Site size (gross/net)
 - % lot coverage
 - % open space
 - Parking requirements
 - % landscaping
 - Parking provided
- For residential projects, also include:
 - Building sq. footage by floor plan type
 - Total units
 - Floor plan types
 - Density (net)
- Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.
- Indicate building setback dimensions including front, side, rear and street side.
- Indicate all property lines, distance from property line to center line of the street, dedicated rights-of-way, and easements on the site.
- Show location of structures and property improvements within fifty (50) feet of the subject property.
- Indicate location, size, shape, height and use of all structures on the site.
- Indicate location and nature of proposed and existing fencing, gates, walls, driveways and curbs.
- Indicate location of mail boxes (if applicable), loading areas, trash enclosures, landscape areas.
- Indicate location and names of all streets and alleys and right-of-way providing legal access to the property.
- Indicate any land or right-of-way to be dedicated to public use and right-of-way for utilities and other uses.
- Show typical street cross sections of all existing and proposed streets within and adjacent to the project.
- Indicate all utility poles and street lights on and adjacent to the property.
- Show location of all existing fire hydrants, catch basins, gutters and water main sizes within 200 feet of the project.

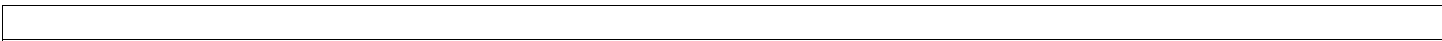


EXHIBIT REQUIREMENTS – Continued

- Indicate parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, stall sizes, handicap access and stalls, and 12 inch step outs.
- Indicate location of proposed signs for preliminary review (final review and approval of signs require a separate sign application/permit).

ARCHITECTURAL PLANS (Minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all dimensions and all sides of the structure.
- Provide a roof plan and a preliminary floor plan with dimensions.
- Provide a section(s) showing roof top equipment and method of screening from view.
- Indicate location of proposed signs on building with dimensions for preliminary review (final review and approval of signs requires a separate application).

PRELIMINARY GRADING PLANS (Scale shall match site plan)

- Indicate existing and proposed pad elevations.
- Indicate approximate grades of proposed roads and street center lines.
- Identify all curve radii.
- Show existing contours with maximum interval as follows:

| Slope | Interval |
|------------------|-----------------|
| Less than 2% | 2' |
| 2-10% | 4' |
| Greater than 10% | 10' |

- Identify proposed contours and spot elevations.
- Identify land subject to overflow, inundation or flood hazard.
- Show drainage plan to control on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.
- Show on the project site map the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock out-croppings, mature trees, areas of dense brush, etc.; existing structures, trails and other surficial features; any drainage courses, sumps, etc.; easements and other rights-of-way which may affect future development. Geologic and hydrological features, such as fault and flood zones shall be shown on the map.

Public Hearing Items (if public hearing is required)

- 1 One assessor's parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or a greater radius as stipulated by the Planning Manager if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.
- 1 Set of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within the 300 foot radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) and one set of gummed labels and one paper copy of the names and addresses of the subject property's owner(s), applicant and representative.
- 1 Certification of Property Owners List - If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification below.

PROPERTY OWNERS LIST CERTIFICATION

I, _____ certify that on _____ the attached property owners
(Print Name) (Date)

list was prepared by _____ pursuant to the noticing requirements of the March JPA of
(Print Name)

List is a complete compilation of owner(s) of the subject property and all other property owners within a _____ foot radius of the exterior boundaries of the subject property and is based upon the latest equalized assessment rolls.

I declare under penalty of perjury that the information is true and correct to the best of my knowledge; I understand that incorrect or incomplete information may be grounds for rejection or denial of the application.

(Signature)

(Date)