



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

## APPLICATION FOR SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

### APPLICATION INFORMATION

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Engineer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

If the property is owned by more than one person, attach a separate page that reference the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

The Planning Department will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 38686 El Cerrito Road  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*

**APPLICATION FOR SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN**

*AUTHORIZATION FOR CONCURRENT FEE TRANSFER*

The signature below authorizes the Planning Department and TLMA to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of your application, you will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be NO refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

\_\_\_\_\_ *PRINTED NAME OF APPLICANT*                      \_\_\_\_\_ *SIGNATURE OF APPLICANT*

**AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner's behalf.

All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

SIGNATURE OF PROPERTY OWNER(S):

\_\_\_\_\_ *PRINTED NAME OF PROPERTY OWNER(S)*                      \_\_\_\_\_ *SIGNATURE OF PROPERTY OWNER(S)*

\_\_\_\_\_ *PRINTED NAME OF PROPERTY OWNER(S)*                      \_\_\_\_\_ *SIGNATURE OF PROPERTY OWNER(S)*

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that references the application case number and lists the printed names and signatures of all persons having an interest in the property.

**PROJECT INFORMATION**

Proposal (describe the project and reference the applicable Ord. No. 348 section): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Originating case: \_\_\_\_\_

Other related cases or underlying cases: \_\_\_\_\_

**PROPERTY INFORMATION**

**APPLICATION FOR SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN**

Assessor's Parcel Number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (nearby or cross streets): North of \_\_\_\_\_, South of \_\_\_\_\_, East of \_\_\_\_\_, West of \_\_\_\_\_.

Thomas Brothers Map, edition year, page no., and coordinates: \_\_\_\_\_

**SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN SUBMITTAL REQUIREMENTS FOR THE FOLLOWING APPLICATION TYPES:**

**All changes or modifications, proposed as part of the Substantial Conformance request, shall be clearly identified through the use of modification deltas and/or correction clouds, in order to aid the reviewers in quickly identifying the proposed changes or modifications.**

**(Note: All exhibits shall be folded to a maximum 8½" x 14" size)**

**COMMERCIAL/INDUSTRIAL**

1. Completed Application form.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Six (6) scaled copies of floor plan and elevations. See floor plan and elevation details described on page 10 for more information.
4. Current processing deposit-based fee.

**AGRICULTURAL DWELLING**

1. Completed Application form.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Complete Agricultural Mobile Home Supplement ([Form 295-1025](#))
4. Six (6) scaled copies of floor plan and elevations of the agricultural dwelling. See floor plan and elevation details described on page 10 for more information.
5. Current processing deposit-base fee.

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 either 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.

## **APPLICATION FOR SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN**

### **BEAUTY SHOP**

1. Completed Application form.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the additional following items:
  - A. Parking spaces, numbered and dimensioned
  - B. 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.
3. Six (6) scaled copies of a floor plan. See floor plan and elevation details described on page 10 for more information.
4. Current processing deposit-based fee.

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.

### **TEMPORARY SALES TRAILER**

1. Completed Application form.
2. Six (6) copies of the approved tentative map showing the lot(s) to be used.
3. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following:
  - A. Minimum parking requirement: Two spaces, plus one for each employee.
  - B. The parking area surfacing may be decomposed granite.
4. Six (6) scaled copies of floor plan and elevations of the temporary sales trailer. See floor plan and elevation details described on page 10 for more information.
5. Current processing deposit-based fee.

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

1. Completed Application form.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following:
  - A. Delineate and label features such as kennels, exercise runs, areas open to the general public.
  - B. Identify any existing or proposed noise control measures.
3. If any buildings exist or are proposed to house the animals, provide six (6) scaled copies of floor plan and elevations. See floor plan and elevation details described on page 10 for more information.
4. Current processing deposit-based fee.

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.

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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 SIGNS

1. Completed Application form, including the following information:
  - A. The underlying approved project (case type and number) must be referenced
  - B. The project description must clearly indicate the number and size (dimensions) of existing and proposed signs on the subject property. Additionally, the description shall indicate if the sign(s) are affixed to buildings (wall-mounted) or freestanding, and whether the sign(s) are to be lighted. 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.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Six (6) scaled copies of elevations of the building(s) and/or sign(s) indicating the materials and color(s) of the building(s) and/or sign(s)\*, and the following items:
  - A. If the sign is affixed to a building, 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.
  - B. If any freestanding sign is located within 660 feet of a freeway, the distance to freeway must be shown.
4. Current processing deposit-based fee.

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

### MODEL HOME COMPLEXES

1. Completed Application form.
2. Six (6) scaled copies of an Overall Site Plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:
  - A. Show the entire approved tentative tract map
  - B. Highlight those lots upon which the models and parking area will be located
3. If the subject property is located within an adopted Specific Plan, submit a copy of the Specific Plan - Planning Area Exhibit and applicable development standards.
4. Six (6) scaled copies of a Detailed Site Plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:

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- A. Delineate the footprint 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. Show the front, side, and rear yard setback dimensions from each dwelling to the adjacent lot lines. Identify any other proposed buildings or structures (e.g. pool, spa, patio cover, etc.), and indicated the distances to other buildings and structures and adjacent property lines.
  - C. Delineate the proposed parking lot. On-street parking cannot be used to meet the necessary parking requirements. The proposed parking lot shall be designed to 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 handicapped use. Show the dimensions of both regular and handicapped parking spaces and the adjacent drive aisle(s).
  - D. Show the location of all 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.) 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 file 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 setback areas, a Setback Adjustment application must be approved prior to approval of this Minor Plot Plan. A Setback Adjustment application may be filed concurrently with this application, but must include it's own deposit-based fee for processing.
  - 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).
5. Six (6) copies of a Landscaping Plan  
Include a landscape palette. Must include botanical and common names along with size and number of trees or plants. Include planting instructions. Detailed irrigation plans are required.
  6. Six (6) copies of a Model Home Plan consisting of:
    - A. Floor plans and colored elevations of each model, and the sales office, trailer and/or design center, if proposed. (Exhibits can be reduced to minimum 8½" x 11" size.)
    - B. Color architectural rendering of the models (front, rear, and sides). (Exhibits can be reduced to minimum 8½" x 11" size.)
    - C. Color photographs of materials/color boards designating the colors and type of materials to be used, including a color matrix. (Exhibits can be reduced to minimum 8½" x 11" size.)
  7. Current processing deposit-based fee.

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

1. Completed Application form.
2. Six (6) scaled copies of the following: (which include any changes to Final Site Plan of Development\*\*)
  - A. Floor plans and colored elevations\* (all sides) of each house.
  - B. Site plans showing the entire tract or unit phasing with each dwelling footprint (include any HVAC equipment) accurately plotted. The exhibit shall indicate the applicable floor plan/elevation designation for each lot, with each floor plan type shown as a symbol and each

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elevation type shown as a color. The exhibit shall clearly indicate, for each lot, the distances between building and structures, as well as distances from buildings and structures to the nearest property line. The exhibit must also provide 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. Current processing deposit-base fee.

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

\*\*Any changes or modifications to the FINAL SITE PLAN OF DEVELOPMENT will require a Substantial Conformance application to be filed and approved (brochures are acceptable provided floor plans and elevations are included).

### **LANDSCAPING PLANS**

1. Completed Application form.
2. The Landscaping Plan package shall contain all of the items described below. 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, sheet numbers, numbers of sheets and a revision block to indicate date and type of revision.
3. Six (6) scaled copies (13 copies for Palm Desert office.) of a landscaping plan shall show all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:
  - A. Scale of drawing, North arrow, date drawn, all property lines and project limits, if other than property limits, all curbs, easements, fences, manholes, mounds, roads, slopes, walls, walks, structures and swales. A legend shall also be included for each symbol used.
  - B. Existing landscaping material and proposed landscaping material.
  - C. The botanical and common names, quantities and sizes of all trees, shrubs, lawns, groundcover, hydro seed and wildflower mixtures, etc. shall be indicated. Lawns shall be indicated by common name of species and method of installation (seeding, hydro mulching or sodding).
  - D. Proposed treatment of all ground surfaces, including paving, turf, and gravel, shall be shown. Soil surface of all planters shall be shown planted or covered with suitable material.
  - E. Planting details and methods of application.
  - F. Complete construction detail referencing: e.g. fencing, walls, etc, if applicable.
4. Six (6) scaled copies of a Shading Plan. The planting plan may serve as the parking lot Shading Plan provided all trees are illustrated as their mature size. Shade shall be determined by using an appropriate percentage of crown diameter listed on the approved Shade Tree List. A mix of tree types (genera) is required if more than five trees are proposed.
5. Six (6) scaled copies of a 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.
6. Six (6) scaled copies of an Irrigation Plan. This shall show an automatic irrigation system for all planted areas; locations of all irrigation components, such as sprinkler heads, valves, pipes, backflow prevention devices and water taps, automatic controllers, quick couplers, hose bibs and washer boxes; placement, installation method and coordination of electrical P.O.C. (Point of Connection); and proposed radius or diameter of throw at a stated pressure (P.S.I.) for each sprinkler head shall be shown. Any other pertinent information such as low angle spray, adjustable

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spray diameter, and detail of installation for each type of head used shall be included. The irrigation plan shall also provide the following:

- A. Provide worst-case irrigation system pressure loss calculations.
  - B. Compute and provide for review, the County required water budget calculations. Refer to [Riverside County Guide to Tree, Shrubs and Groundcover](#) for details.
  - C. Furnish static water pressure PSI (pounds per square inch), available gallons per minute (GPM), water pressure zone, agency reading locations and source of information.
7. The applicant is further directed to consult with County Ordinance No. 348 Section 18, which governs the various development requirements and the information to be submitted on landscape, shading, and irrigation plans.
  8. Current processing deposit-based fee.

### **CONCEALED WIRELESS COMMUNICATION FACILITIES**

1. Completed Application form. Include within the project description that this proposal is being submitted as a “concealed wireless communication facility.”
2. Six (6) scaled copies of a Site Plan, prepared by a California licensed land surveyor or registered civil engineer, showing all of the required items provided for in Section 19.409 of County Ordinance No. 348; as well as those listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Six (6) scaled copies of elevations and floor plan, if applicable, of the proposed building or structure and equipment shelter or cabinets. See floor plan and elevation details described on page 10 for more information.
4. 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 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, and main thoroughfares/key landmarks. Ensure USER FRIENDLY maps that enhance understanding by the Planning Commission and Planning Department.
  - G. Provide three sets of RF propagation maps; one which depicts the respective problem area without the proposed new site. Secondly, depict solely the desired coverage area with the new site operational. Finally, depict the composite cell with the new site operational.
  - 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.

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- 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.
- 5. Three (3) copies of 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.
- 6. Three (3) copies of photo simulations showing the proposed facility from all public roads and all residential developments within a ½ mile radius of the site.
- 7. 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.
- 8. A fully executed copy of the lease or other agreement entered into with the owner of the underlying property, in accordance with Section 18.409.a.(7) of County Ordinance No. 348.
- 9. A list of all towers owned by the applicant located within Riverside County, in accordance with Section 18.409.a. (8) of County Ordinance No. 348.
- 10. 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, shall submit a detailed fault hazard evaluation prepared by a California registered geologist or certified engineering geologist, unless determined unnecessary by the County Chief Engineering Geologist.
- 11. Any proposed wireless communication towers located within a County Liquefaction Zone shall submit a detailed liquefaction hazard evaluation prepared by a California registered geologist, certified engineering geologist, or qualified professional engineer, as appropriate, unless determined unnecessary by the County Chief Engineering Geologist.
- 12. The proposed Wireless Communication Facility must be designed to comply with Section 19.410 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
- 13. Current processing deposit-based fee.

NOTE: If determined necessary by the County Biologist, a biological assessment will be required prior to completion of review of the application. Said assessment shall be consistent with the standards set forth in Section 19.409.a.(10)

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

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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 County 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 Minor Plot Plan Exhibit Requirements matrix. 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 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.

The following is the minimum information required on the primary exhibit. 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.* PLANS MUST BE FOLDED NO LARGER THAN 8½" x 14"

												<b>MINOR PLOT PLAN EXHIBIT REQUIREMENTS</b>
Commercial/Industrial	Kennel/Cattery	Christmas Tree Lot	Agricultural Dwelling	Beauty Shop	Minor Outdoor Event	Signs – Onsite/Offsite	Temporary Sales Trailer	Model Home Complex	Final Site Plan of Development	Landscape Plan	Wireless Communication Facilities	
x	x	x	x	x	x	x	x	x	x	x	x	1. Name, address, and telephone number of applicant.
x	x	x	x	x	x	x	x	x	x	x	x	2. Name, address, and telephone number of landowner.
x	x	x	x	x	x	x	x	x	x	x	x	3. Name, address, and telephone number of exhibit preparer.
x	x	x	x	x	x	x	x	x	x	x	x	4. Assessor Parcel Number(s) and address of property.
x	x	x	x	x	x	x	x	x	x	x	x	5. 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.

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											<b>MINOR PLOT PLAN EXHIBIT REQUIREMENTS</b>	
Commercial/Industrial	Kennel/Cattery	Christmas Tree Lot	Agricultural Dwelling	Beauty Shop	Minor Outdoor Event	Signs – Onsite/Offsite	Temporary Sales Trailer	Model Home Complex	Final Site Plan of Development	Landscape Plan	Wireless Communication Facilities	
x	x	x	x	x	x	x	x	x	x	x	x	6. North Arrow
x	x	x	x	x	x	x	x	x	x	x	x	7. Date exhibit prepared.
x	x	x	x	x	x	x	x	x	x	x	x	8. Title of Exhibit ( <i>i.e. A Plot Plan for Beauty Shop</i> )
x	x	x	x	x	x	x	x	x	x	x	x	9. Complete legal description of property.
x	x	x	x	x	x	x	x	x	x	x	x	10. Overall dimensions and total net and gross acreage of property.
x	x	x	x	x	x	x	x	x	x	x	x	11. 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	12. Thomas Brothers map page and coordinates. Identify edition year used.
x	x	x	x	x	x	x	x	x	x	x	x	13. Location of adjoining property and lot lines.
x	x	x	x	x	x	x	x	x	x	x	x	14. Existing and/or proposed zoning and land use of property.
x	x	x	x	x	x	x	x	x	x	x	x	15. Existing land use and zoning of property immediately surrounding subject property.
x			x					x	x			16. 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	17. 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	18. Names, locations, rights-of-way widths, and improvements of adjacent existing streets.
x	x	x	x	x	x		x	x	x		x	19. Streets, alleys, and rights-of-way providing legal access to the property.
x		x	x	x	x		x	x	x	x	x	20. 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	21. 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	22. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.

**APPLICATION FOR SUBSTANTIAL CONFORMANCE TO A MINOR PLOT PLAN**

											<b>MINOR PLOT PLAN EXHIBIT REQUIREMENTS</b>	
Commercial/Industrial	Kennel/Cattery	Christmas Tree Lot	Agricultural Dwelling	Beauty Shop	Minor Outdoor Event	Signs – Onsite/Offsite	Temporary Sales Trailer	Model Home Complex	Final Site Plan of Development	Landscape Plan	Wireless Communication Facilities	
x	x					x					x	23. 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	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 structures and paved areas.
x	x			x	x		x	x			x	26. Setback dimensions of proposed structures and paved areas.
x										x		27. Labeled landscape areas with dimensions and spacing of proposed planters.
x			x	x			x	x				28. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable.
x								x		x		29. Irrigation and landscaping plans, including size, plant species, and spacing proposed, including planters, and irrigation system location and specifications.
							x	x	x	x		30. Case number for parent approval (Tract, CUP, Plot Plan, etc.)
										x		31. Show the six inch curb and twelve (12) inch wide walkway, to be constructed along planters on end stalls adjacent to auto parking.
										x		32. Detailed irrigation plans required