



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

## SUBSTANTIAL CONFORMANCE APPLICATION FOR LAND USE AND DEVELOPMENT

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.

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P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

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Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

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



## **APPLICATION FOR SUBSTANTIAL CONFORMANCE**

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.

### **INFORMATION REQUIRED FOR APPLICATION SUBMITTAL**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Substantial Conformance application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

#### **THE SUBSTANTIAL CONFORMANCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:**

1. One completed and signed application form.
2. One copy of the current legal description for each property involved. A copy of a grant deed of each property involved.
3. Fifteen (15) copies of a site plan of the entire parcel (e.g. all of a shopping center even if the substantial conformance is only for one store within a shopping center).
4. One copy (two, if submitted in the Desert office) of a floor plan delineating the types of usage (e.g. office, storage, sales area, etc).
5. Applicable deposit-based fees.

### **CRITERIA FOR REVIEW FOR SUBSTANTIAL CONFORMANCE**

A Substantial Conformance application can be used to modify an approved, valid, permit, such as a plot plan, conditional use permit, public use permit, second unit permit, variance, surface mining permit, reclamation plan, or wind energy conversion systems permit (WECS), provided the current and/or proposed use is in conformance with the subject site's zoning classification and General Plan designation. A Substantial Conformance application **cannot** be used to modify an approved, valid parcel map or tract map.

A Substantial Conformance is a request for a non-substantial modification of an approved permit that does not change the original approval or the effect of the approval on surrounding property. A Substantial Conformance may include, but is not limited to, modifications for upgrading facilities, modifications for compliance with the requirements of other public agencies, modifications necessary to comply with final conditions of approval, or modifications to on-site circulation and parking, lighting, fencing or walls, landscaping and/or signage requirements, provided that said modifications, as determined by the Planning Director, will have no adverse effect upon public health, safety, welfare, and/or the environment.

## APPLICATION FOR SUBSTANTIAL CONFORMANCE

Procedures for processing a Substantial Conformance require the Planning Director to approve, conditionally approve, or disapprove an application for Substantial Conformance within 30 days after accepting a completed application, and give notice by mail of the decision, including any additional conditions of approval, to the applicant or any other person who has filed a written request for notice. The Planning Director's determination shall be based upon the standards set forth in Ordinance No. 348 for the approval of the original application. An application of Substantial Conformance shall not require a public hearing.

C U P	C U M H R V	P P	P U P	T U P	V A R	<b>CUP</b> = Conditional Use Permit <b>PP</b> = Plot Plan <b>TUP</b> = Temporary Use Permit <span style="margin-left: 20px;"> <b>CUMHRV</b> = Conditional-Use Mobile Home/RV  <b>PUP</b> = Public Use Permit  <b>VAR</b> = Variance                 </span>
X	X	X	X	X	X	1. Name, Address, and telephone number of applicant.
X	X	X	X	X	X	2. Name, address, and telephone number of land owner.
X	X	X	X	X	X	3. Name, address, and telephone number of exhibit preparer.
X	X	X	X	X	X	4. Assessor's Parcel Numbers and, if available, address of the property.
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 landscape plans.
X	X	X	X	X	X	6. North arrow.
X	X	X	X	X	X	7. Date Exhibit Prepared.
X	X	X	X	X	X	8. Title of Exhibit (i.e. "Change of Zone", "Plot Plan for landscaping", etc.).
X	X	X	X	X	X	9. A detailed project description, including proposed and existing buildings, structures and uses.
X	X		X	X	X	10. Overall dimensions and total net and gross acreage of property.
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 lines or noted as paved.)
X	X	X	X	X	X	12. Exhibit Revision block
X	X	X	X	X	X	13. Thomas Brothers map page and coordinates. (Identify edition year used)
	X					14. Proposed boundary lines and approximate dimensions for each space or site.
	X					15. Net size, for each space or site.
X	X					16. 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	17. Location of adjoining property and lot lines.
X	X	X	X	X	X	18. List and accurately show all easements of record (by map or instrument number).
X	X		X	X	X	19. Streets, alleys, and rights-of-way providing legal access to the property.
X	X	X	X			20. 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. Identify proposed parking spaces.

**APPLICATION FOR SUBSTANTIAL CONFORMANCE**

<b>C U P</b>	<b>C U M H R V</b>	<b>P P</b>	<b>P U P</b>	<b>T U P</b>	<b>V A R</b>	<b>CUP = Conditional Use Permit</b> <b>PP = Plot Plan</b> <b>TUP = Temporary Use Permit</b>	<b>CUMHRV = Conditional-Use Mobile Home/RV</b> <b>PUP = Public Use Permit</b> <b>VAR = Variance</b>
X	X	X				21. 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	22. 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		23. 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	24. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.	
X	X	X	X	X	X	25. Location and dimensions 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	X	26. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.	
X	X	X	X	X	X	27. Setback dimensions of existing structures and paved areas.	
X	X	X	X	X	X	28. Setback dimensions of proposed structures and paved areas.	
X	X	X	X			29. Labeled landscaped areas with dimensions and spacing of proposed planters.	
X	X	X	X	X		30. Location and amount of flammable/combustible liquids and waste oil both above and below ground.	
X		X	X			31. 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).	
X		X	X			32. Square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.	
	X	X	X	X		33. Irrigation and landscaping plans, including size, plant species, spacing proposed, planters and irrigation systems. (Attach to site plan, or note that said plans will be deferred to a later time.)	