



RIVERSIDE COUNTY  
PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

MINOR ADMINISTRATIVE PROCEDURE  
FOR FFA AND 4-H PROJECTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

**APPLICATION INFORMATION**

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

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

*Street*

*City*

*State*

*ZIP*

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

Name of School Associated with project: \_\_\_\_\_

Name of FFA/4-H Advisor: \_\_\_\_\_

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

**PROPERTY INFORMATION**

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 number, and coordinates: \_\_\_\_\_

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



**APPLICATION FOR FFA AND 4-H PROJECTS**

FOR PLANNING DEPARTMENT USE ONLY

**RIVERSIDE COUNTY PLANNING DEPARTMENT**  
 Carolyn Syms Luna, Director

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**THE FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL:**

1.	Completed Minor Administrative Procedure for FFA and 4-H Projects Form.
2.	Three (3) copies of a site plan folded no larger than 8½" x 11". The site plan (a birds-eye view of the entire site) <b>MUST BE DRAWN TO SCALE AND INDICATE THE FOLLOWING INFORMATION</b> (A hand-drawn plan and photocopies are acceptable). Originals are not required.
	a. Name, address and telephone number of applicant (and land owner, if different).
	b. Assessor's Parcel Number and address of property.
	c. Scale (number of feet per inch).
	d. Date exhibit prepared.
	e. Title of exhibit (i.e. "Plot Plan for FFA and 4-H Project").
	f. Boundaries and dimensions of the subject property.
	g. Location and dimension of all existing structures and proposed structures, including all enclosures or corals proposed for the animals.
	h. Location and dimensions of existing driveways.
	i. Location, dimensions and names of all adjacent roads, showing the location of the street centerline and all existing improvements (i.e., sidewalk, curb and gutter).
	j. Proposed setbacks for enclosures or corrals from existing on-site structures and structures on adjacent properties.
4.	Panoramic photographs showing all sides of the on-site property and adjacent off-site properties.
5.	A description of walls, landscaping or other methods that will be used to screen the enclosures or corrals from adjacent properties.
6.	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.