



Community Development Department Planning Division

14177 Frederick Street
PO Box 8805
Moreno Valley, CA 92552-0805

ADMINISTRATIVE PLOT PLAN



(951) 413-3206



Fax (951) 413-3210

SUBMITAL REQUIREMENTS

- Completed and Signed Project Application
- Letter of Intent
- Five (5) sets of the Site Plan
- Parking Study (if applicable)
- Five (5) sets of Architectural plans / Floor plans
- Current Application Fee \$ _____

EXHIBIT REQUIREMENTS

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

- Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).
- Legal description, Assessor's Parcel Number, and size of Parcel
- Indicate location and type of proposed and existing buildings, fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and include available parking
- Indicate location and names of all streets and alleys and rights-of-way providing legal access to the property

NOTE: For projects in existing buildings, the approved site plan for the commercial center can be provided in lieu of a new site plan.

ARCHITECTURAL PLAN / FLOOR PLAN (minimum scale shall be 1/8 inch = 1 foot)

- Show interior dimensions – include location of all exits, interior walls and restrooms, include a complete floor plan
- FOR ASSEMBLY AREAS (Meetings, Churches, Day Cares, Gymnasiums, etc.) - Provide dimensions of assembly area for any classrooms, meeting rooms, offices, include location of chairs, pews or open spaces
- Any exterior changes to existing building, provide full elevations

LETTER OF INTENT

- List the type of business, activity and operation proposed for this location – (i.e., classroom sizes, etc.)
- List hours of operation, include days of the week that business will be open
- List potential number of employees

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.