



Community Development Department

Planning Division

14177 Frederick Street
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Moreno Valley, CA 92552-0805



(951) 413-3206



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PLOT PLAN / CONDITIONAL USE PERMIT

STEP ONE SUBMITAL REQUIREMENTS

Step One provides that information required for initial staff and agency analysis prior to the Project Review Staff Committee (PRSC) meeting. Additional information and special studies may be required at the PRSC meeting, before further processing can take place. Additional fees may be required for review of special studies.

Completed and Signed Project Application Current Application Fee \$ _____

Copy of Preliminary Title Report, shall include easements recorded easements

Completed Environmental Information Form

Set of photographs of the site and surrounding property and an index showing the location and orientation of the photographs. Photos shall be mounted on a copy of a map of the property for display at the public hearing(s). The map shall be folded to not more than 8 1/2 x 11".

Project Proposal, Letter of Intent.

(15) Black and white reduction of the site plan no larger than 11 x 17"

CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.

(10) Sets of the following plans, collated, stapled, and folded to 8 1/2 x 11". (see exhibit requirements)

- o Site Plan with dimensions and scale of property boundary; adjacent right-of-way driveway and easements
- o Architectural Plans to include elevations, roof plans/sections (show mechanical equipment), and preliminary floor plans
- o Preliminary Grading Plan

Please note: Rolled Plans will not be accepted (Submittal of vesting tentative maps shall include the additional submittal requirements in Section 9.14.160 of the City's Development Code).

Land Development Requirements

Conceptual Grading Plan

Preliminary Drainage Study (may not be required for in-fill projects)

Slope Stability Analysis (required for developments involving slopes greater than 10 feet in vertical height prepared by either a registered Geotechnical engineer or a registered Engineering Geologist – Municipal Code 9.14.040)

Submittal Requirements for Pre-Application, Extension of Time OR Phasing Plan

(8) Sets of the Site Plan with dimensions collated, stapled, and folded to 8 1/2" x 11" (see Project Exhibit requirements)

(5) Black and white reduction of the site plan no larger than 11 x 17"

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.

STEP TWO SUBMITAL REQUIREMENTS

Certain projects may require additional information to address Project Review Staff Committee (PRSC), Code comments and requirements. Information required could include project redesign. Information for final design and landscape review and public hearing (if applicable) are required as part of Step Two.

PROJECT EXHIBITS

- (5) Sets of the following revised (if required) plans, collated, stapled, and folded to 8 ½ x 11". **(follow the exhibit requirements and include the City project number in the lower right hand corner of all sheets):**
 - Site Plan with dimensions
 - Architectural plans to include elevations, roof plans and preliminary floor plans plus one colored set of elevations
 - Preliminary grading plan
 - Preliminary landscape plan (optional)
- Colors and materials board not to exceed 10" x 13" (larger exhibits acceptable if 8" x 10" color photo also provided)
- CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.
- One set 11" x 17" of black and white reductions of the site plan, building floor plans and building elevations.

PUBLIC HEARING ITEMS

- (1) One assessor's parcel map indicating all parcels within 300' feet radius of the exterior boundaries of the subject property. Indicate the radius line and the applicant's property on the map.
- (1) Set of gummed labels and one "paper" copy of the names, addresses and parcel numbers of property owners within a 300' foot radius of the exterior boundaries of subject property and one set of gummed labels and one paper copy of 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 _____
(Print name) (Date)

the attached property owner(s) list was prepared by _____
(Print name)

Pursuant to the noticing requirements of the City of Moreno Valley Community & Economic Development Department – Planning Division. Said list is a complete compilation of owner(s) of the subject property and all other property owners within a 300' 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)