



Community Development Department

Planning Division

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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 \$_____
- 2 Copies of the Preliminary Title Report, shall include 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 ½" 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 ½" 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 ½" 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):**
 - o Site Plan with dimensions
 - o Architectural plans to include elevations, roof plans and preliminary floor plans plus one colored set of elevations
 - o Preliminary grading plan
 - o 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)

EXHIBIT REQUIREMENTS

SITE PLAN and PRELIMINARY GRADING PLAN (Scale for plans shall be as follows: 20 acres or less – 1" = 40'; above 20 acres – 1" = 60' or as approved by the Planning Official)

- Project information indicating: Property Address, Proposed Use, Drawing Scale, Date of Plan Preparation and North arrow (top of plan to be oriented to the North).
- Name, address and phone number of applicant, representative and property owner.
- Legal description and Assessor Parcel Number(s).
- Vicinity map with location of property in relation to major streets with North arrow.
- Existing zoning designation of property.
- A statistical summary including:
 - ~ Site area (gross/net)
 - ~ % Lot Coverage
 - ~ % Open Space
 - ~ Parking required (with parking standard)
 - ~ % Landscaping
 - ~ Parking provided
- For residential projects, also include:
 - ~ Number of units
 - ~ Floor plan types with square footage
 - ~ Density figured on adjusted gross area
- Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste and telephone.
- Indicate building setback dimensions for front, side, rear and street side yards.
- Indicate all property lines, distance from property line to street center line, dedicated rights-of-way, and easements.
- Show location of existing structures, property improvements, drainage flows and topography within fifty (50') feet of the subject property.
- Indicate location, size, shape, height and use of all existing and proposed structures on the subject property.
- Indicate location, height, material of proposed, including existing fences, gates, walls, driveways and curbs.
- Indicate location, of mail boxes (if applicable), loading areas, trash enclosures and landscape areas.
- Indicate location and names of all streets, alleys and right-of-way providing legal access to the subject property.
- Indicate any land or right-of-way to be dedicated for public use, utilizes and other uses.
- Show typical street cross sections of all existing and proposed streets within and adjacent to the subject property.
- Provide cross sections (to scale) at all boundaries of the subject property.
- Indicate all existing utility poles and street lights on and adjacent to the property.
- Show location of all existing fire hydrants, catch basins, gutters and water main sizes within 200' feet of the subject property.
- Indicate parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, stall sizes, handicap access and stalls, and 12" inch step outs, percent grades across stalls and drive aisles and drainage paths and outlets.
- Indicate location of proposed signs for preliminary review (final review and approval of signs require separate sign application).
- Show locations and approximate sizes of proposed water quality source and treatment control best management practices.
- A "Revision Block" placed on each revised map, with amendment numbers.

ARCHITECTURAL PLANS (Minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all sides of the structure with dimensions.
- Provide a roof plan and a preliminary floor plan with dimensions.
- Provide a section(s) showing roof top equipment and method of screening from view.
- Indicate location of proposed signs on building with dimensions for preliminary review (final review and approval of signs require separate sign application).

PRELIMINARY GRADING PLANS

Use grading plan formatting established by Land Development on City website. (www.moval.org)

- Indicate existing and proposed pad elevations.
- Indicate approximate grades of proposed roads and street center lines.
- Identify all curve radii.
- Show existing contours with maximum intervals as follows:

Slope	Interval
Less than 2%	2'
2 – 10%	4'
Greater than 10%	10'

- Identify proposed contours and spot elevations.
- Identify land subject to overflow, inundation or flood hazard.
- Show drainage plan to control on-site and off-site storm runoff, watercourses, channels, existing culverts and drain-pipes including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.
- Show on project site map the physical setting of the site, including general topography; existing types of vegetation; location of rock out-croppings, mature trees and areas of dense brush; existing structures, trails and other surficial features; any drainage courses and sumps; existing easements and other right-of-ways. Identify land subject to overflow, inundation or flood hazard, geologic and hydrological features, such as fault and flood zones shall also be shown on the map.
- Show locations and approximate sizes of proposed water quality source and treatment control best management practices.