



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

MINOR CONDITIONAL USE PERMIT INFORMATION SHEET

A Minor Conditional Use Permit is required when projects possess location, use, building or traffic characteristics of such unique and special form as to make impractical or undesirable, their automatic inclusion as permitted uses. Minor Conditional Use Permits may be granted, in whole or in part, from the facts available in the application and determined by investigation, all of the following written findings can be made:

- The proposed use is substantially compatible with other uses in the area, including factors relating to the nature of its location, operation, building design, site design, traffic characteristics, and environmental impacts.
- The proposed use will not be materially detrimental to the health, safety, and general welfare of the public or otherwise injurious to the environment or to the property or improvements within the area.
- The proposed use will be consistent with the purposes of the Zoning Code.
- The proposed use is in conformance with specific site location, development, and operation standards as required by the Zoning Code.

The Zoning Administrator is empowered to grant and deny applications for Minor Conditional Use Permits, to impose reasonable conditions upon the granting of such permit, and to refer cases to the Planning Commission.

APPLICATION PROCESSING

Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.730 – Minor Conditional Use Permit.

PLANNING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Fold to approximately 8 ½" x 14." (We cannot accept drawings or

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materials that cannot be folded down to approximately 8 ½" by 14."")

Use the checklist to ensure your project includes all of the required elements:

- One (1) copy of the completed General Application form.
- One (1) copy of the most recent Grant Deed
A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- One (1) copy Hazardous Site Review Questionnaire
- One (1) copy Hazardous Materials Questionnaires
- Two (2) copies of Variance Justification Form for each variance requested.
- Four (4) copies of the Plot Plan

Indicate the following:

- a. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot or other appropriate scale).
- b. The boundaries of the property, with all dimensions, and square footage of the lot.
- c. The location and dimensions of all existing and proposed buildings, structures.
- d. Parking lot layout and circulation showing dimensions of parking spaces and driving isles, if applicable.
- e. Walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
- f. Dimensioned setbacks.
- g. Dimensioned Property Lines.
- h. Widths to centerline of existing streets, highways, alleys and other public right-of-way. *Please check with the Public Works Department to determine if additional right-of-way will be required for your project.*
- i. Easement locations (if any).
- j. Location of trash enclosures.
- k. Adjacent streets and street names.
- l. Sidewalks.
- m. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
- n. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
- o. Any proposed signs require a separate Design Review application.
- p. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback should be included on the plans, if applicable. *Note: Should the site include a blue line stream or involve any other issue that requires State agency review,*

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State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.

- q. Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.

Four (4) copies of Building Elevations

Four (4) copies of Floor Plan

Indicate all structures, square footage, dimensions and uses of all rooms, locations of windows, doors or other openings, or mechanical equipment, disabled access, restrooms, and square footage of indoor play area.

One (1) copy of all graphics reduced to an 8 ½" x 11" size.

See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.

Additional Materials

Technical Studies for noise, traffic, parking, cultural resources, or other issues as may be required.

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.
- With the exception of Rezoning, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.

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www.riversideca.gov/planning