



Community Development Department

Planning Division

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



(951) 413-3206



Fax (951) 413-3210

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.

SP1 = SITE PLAN for CUP / Plot Plan

SP2 = SITE PLAN for Administrative Plot Plan

PGP = PRELIMINARY GRADING PLAN (Do Not Use City Standard Title Block)

PLP = PRELIMINARY LANDSCAPE PLAN

PFW = PRELIMINARY FENCE and WALL PLAN

AP = ARCHITECTURAL PLAN

TITLE SHEET SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

X	X	X	X	X	X	1. Contact information for the <i>Applicant, Developer, Property Owner and Plan Preparer</i> (i.e. Business and/or contact name, mailing address, office and/or mobile number, and email).
						2. All applicable project information, such as:
X	X	X	X	X	X	a. Site address, if available.
X	X	X	X	X	X	b. Assessor's Parcel Number(s).
X	X	X	X	X	X	c. Complete Legal Description for subject property(ies).
X	X	X				d. Total gross and net (disturbed) acreage.
		X				e. Total proposed earthwork quantities (i.e. cut/fill, etc.).
X	X					f. Existing and proposed land use zoning designation(s).
X		X				g. FEMA Flood Zone designation(s).
		X				h. Topography source and date.
		X			X	i. List all utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable.
						3. In the lower right-hand corner, include the following items:
X	X	X	X	X	X	a. Title of Plan (i.e. "Site Plan", "Preliminary Grading Plan", etc.).
X	X	X	X	X	X	b. City Record Number(s) (i.e. PENXX-XXXX).
X		X	X	X	X	c. Parcel/Tract Map Number (TPM/TTM XXXXX), if applicable.
X	X	X	X	X	X	d. Date of plan preparation.
X	X		X	X	X	4. A detailed project description, including proposed and existing buildings, structures and uses.
X	X				X	5. A table indicating square footage calculations per floor and total for each building shown, and/or per dwelling unit, as applicable.
X	X		X			6. A table indicating area and density calculations with percentage breakdowns, including, but not limited to, the following:
X			X			a. Total area involved.
X			X			b. Total parking and/or paved area.
X			X			c. Total landscaped area.
X			X			d. Total open space area.
X	X	X				7. A list of all easements of record affecting the subject property and include the holder, purpose, recorded date and instrument or map number, etc.
X	X	X	X	X	X	8. General Notes to include project-specific information.
X	X	X	X	X	X	9. A vicinity map, showing site relationship to adjacent roads and nearest freeway/highway, a north arrow (facing up), and a scale (or "N.T.S." stated).
X	X	X	X	X	X	10. A legend, showing only items used that match the plan (i.e. symbols, line types, hatches, and abbreviations, etc.)

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ALL OTHER SHEETS SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

X	X	X	X	X	X	11. A graphical bar scale (number of feet per inch). a. 1" = 40' Engineering Scale (unless otherwise approved) b. 1/8" = 1' minimum Architectural Scale
X	X	X	X	X	X	12. A north arrow.
X	X	X	X	X	X	13. All overall dimensions as required.
X	X	X	X	X	X	14. Clearly differentiate existing from proposed structures / improvements. (Existing = light / dashed / screened back • Proposed = dark / solid)
X	X	X	X	X	X	15. Show the APN Numbers for the subject and adjacent properties.
		X				16. Show and label the FEMA floodplain and floodway limits, if applicable.
X		X				17. Show and label areas subject to liquefaction or other geologic hazard, and/or if within a Special Studies Zone (i.e. fault, etc.), if applicable.
X		X	X	X		18. Show location of all existing and proposed right-of-way/property lines for the project site and adjacent properties.
X		X	X	X		a. Use a unique line type, typically a 'phantom' [--- -- -- ---].
X		X	X	X		b. Project site boundary shall be shown with a thick line type and labeled with bearings and distances
X	X				X	19. Label existing use and zoning of subject and adjacent properties.
X	X		X		X	20. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject and adjacent properties.
X		X				21. Show, label and dimension all proposed dedications and indicate the use.
X		X				a. Include any proposed right-of-way to be vacated as well as any proposed corner cut-back dedications, if applicable
		X				22. Show, label and dimension all existing and/or proposed easements and identify any to be abandoned, quitclaimed and/or relocated.
	X	X				23. Show and label all existing and/or proposed utility appurtenances (i.e. fire hydrants, manholes, vaults, transmission lines, power and/or telephone poles, street lights and underground utilities, etc.) on or adjacent to the subject property (within 50' min.).
	X	X				a. Include disposition notes for all existing items (i.e. "To be removed", "To be relocated", "To be undergrounded", etc.).
	X	X				b. Show and label the nearest fire hydrant and street light (if not within 50').
X	X	X				24. Show and label all existing structures on and/or adjacent to the subject property.
X	X	X				a. Include disposition notes "To be removed", "To be relocated", "To remain in place", etc.
X		X		X		25. Show, label and dimension all existing and/or proposed walls.
X		X		X		a. Include disposition note "Per separate permit" if proposed.
				X		b. Ensure height limitations per Municipal Code 8.21.100 and 9.08.070.
X		X				26. Show, label and dimension all existing and proposed frontage street improvements.
X		X				a. Include existing improvements on the opposite side of the street.
		X				b. Include approximate grades, centerline radii of curbs and top of curb (TC) elevations at every 25' to 50' along property frontage.
X		X				c. Indicate if street(s) are private, if applicable.

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		X									27. Show, label and dimension all proposed street improvement transition at the property boundary to join existing conditions/improvements.
		X									28. Show and label all existing and proposed underground utilities (i.e. sewer, storm drain, water, etc.).
		X									a. Include location of all existing and/or proposed service connections.
X		X									29. Show and label the septic disposal system and its 100% expansion area, if applicable.
X		X									a. Include location of septic tank and dimension to nearest structure(s).
X		X									30. Show typical street improvement cross-sections (ROW to ROW) for any street fronting the subject property, and include:
X		X									a. City classification name and City Standard number.
		X									b. Existing and proposed surface and underground improvements.
X		X									c. Existing and proposed right-of-way lines with N/S/E/W designations.
		X									d. All related dimensions from centerline.
		X									31. Show, label and dimension all existing and/or proposed ingress and egress providing legal access to the subject property and methods of vehicular circulation.
		X									32. Show and label all existing topography with five (5') foot max. contour intervals.
		X									a. If adjacent properties are vacant / unimproved, contour lines shall extend 300' beyond project site.
		X									b. If adjacent properties are developed / improved, contour lines shall extend at least 50' beyond project site.
		X									c. Include all existing slopes with degrees (X:1), top and toe of slope labels, directional "carrots", etc.
		X									d. Include all existing drainage swales with % grades and flow line elevations.
		X									33. Show and label all proposed grading (cut/fill) with 5' ft. max. contour intervals. (Ensure a 2' min. setback from public right-of-way before the top/toe of any 2:1 slope / 3' min. if slope height is greater than 10')
		X									a. Include all off-site grading, if applicable.
		X									b. Include all proposed slopes with degrees (X:1), top and toe of slope labels, directional "carrots", setbacks from structures and property lines, etc.
X		X									34. Show, label and dimension all proposed building pads.
		X									a. Include pad and finished floor elevations, surrounding spot elevations, percent grades and swale flow lines at every 25' and at building corners.
X		X									35. Show, label and dimension representative cross-sections at all property boundaries and anywhere else required to clearly indicate proposed work.
		X									a. Include elevations and all property boundaries and other necessary areas.
X		X									36. Show and label all spot elevations, as necessary.
		X									37. Show, label and dimension all detention basin information (if applicable), such as, but no limited to, the following:
		X									a. Floor, in/out, water surface, spillway and slope elevations, etc.
		X									b. Maintenance drive access, restrictive fencing, etc.

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X	X	X			38. Show, label and dimension all existing and/or proposed common areas, open space, and recreational areas.
X		X			a. Include acreage, any known existing and/or proposed uses, and name of existing and/or proposed owner(s) or entity(ies) who will maintain these areas.
			X		39. Show and label all existing and/or proposed landscaped areas with dimensions and spacing of proposed planters.
		X	X		40. Show and label all existing and/or proposed roof drains to be directed to a landscaped area, not directly to a parking lot.
X	X	X		X	41. Show and label all existing and/or proposed fences, gates, walls and monument signs.
X	X	X		X	42. Show and label all existing and/or proposed trash enclosures.
		X			43. Show, label and dimension all existing and/or proposed driveways, turnout and/or turnarounds.
		X			a. All proposed driveway approaches shall be per current City standards and be perpendicular to the street (if possible).
		X			b. All proposed driveway and aisles widths shall designed per Municipal Code Table 9.11.080-13.
		X			c. All driveway grades shall be 12% maximum.
		X			d. Any proposed decorative pavers shall be outside the public right-of-way.
		X			e. Include a 4' right-of-way dedication behind the approach, if applicable.
		X			44. For all commercial/industrial projects, show how all drainage shall be directed to under sidewalk drains per current City standards and not over a driveway.
X		X			45. Show, label and dimension all existing and/or proposed parking spaces.
X		X			a. Identify all handicapped and/or compact parking spaces.
X		X			b. 1 st parking stall shall be 60' min. from the public right-of-way.
X		X			c. A 5' back-out shall be provided at the end of all dead-end parking aisles and/or corner parking stalls.
		X			46. Show how all parking areas conform to the following criteria:
		X			a. 1% min. and 5% max. for asphalt concrete (AC).
		X			b. 0.50% min. and 5% max. for Portland cement concrete (PCC).
		X			c. 2% max. in all directions at/near handicapped stalled and travel ways.
		X			d. Any proposed ribbon gutters shall be at the back of the parking stalls.
		X			e. Ramps, curb openings and travel paths conform to current ADA standards as outlined in the Dept. of Justice's "ADA Standards for Accessible Design", excerpt from 28 CFR Part 36 (www.usdoj.gov).
X		X			47. Show and label all existing and/or proposed pedestrian ramps at all public street corners per current City Standards.
X		X			48. Show, label and dimension all existing and/or proposed dwellings, buildings or other structures.
X		X			a. Include disposition notes ("To be removed" or "To remain in place").
				X	b. Include height of all proposed dwellings, buildings or structures.

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				X	49. All floor plans and elevation exhibits for each proposed building shall include, but not be limited to, the following items: (Do not include landscape, figures, or other presentation decorations.)
				X	a. Scaled elevations of all sides showing height dimensions and details of proposed materials.
				X	b. Provide a "line of site" diagram from the roof (actual equipment height) to the public right-of-way.
				X	c. Type of construction and occupancy classification per the current Uniform Building Code (UBC).
		X			50. Show and label all existing and/or proposed Water Quality Best Management Practice's (BMP's). (Ensure all areas are treated by BMP's prior to being conveyed offsite to a public drainage facility.)
		X			a. Include details and/or sections, as necessary.
X		X			51. Setback dimensions from existing and/or proposed property/right-of-way lines.
X		X			52. Setback dimensions from existing and/or proposed structures and paved areas.

THE ABOVE CHECKLIST INDICATES THE MINIMUM INFORMATION REQUIRED ON THE RESPECTIVE PLAN BEING SUBMITTED FOR YOUR PROJECT.

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED DURING THE REVIEW PROCESS, INCLUDING INFORMATION NOT SPECIFICALLY REQUIRED BY THIS CHECKLIST.

YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.