



## COMMUNITY DEVELOPMENT DEPARTMENT

### MINOR CONDITIONAL USE PERMIT

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:

- A. 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.
- B. 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.
- C. The proposed use will be consistent with the purposes of the Zoning Code.
- D. 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*)** Fees vary for Minor Conditional Use Permits related to Housing, and Alcohol Sales.

Additional fees may be required to be submitted PRIOR to scheduling a project for hearing which may include: Department of Fish and Game Filing Fees, County of Riverside Document Recording Fees, Airport Land Use Commission

# MINOR CONDITIONAL USE PERMIT INFORMATION SHEET

Review fees and Riverside County Local Agency Formation Commission (LAFCO). Check with Planning Division for current fees.

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

**One (1) digital copy all Plans and Submittal items below on a CD or DVD**

**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 of Variance Justification Form** for each variance being requested.

**One (1) copy of a detailed description of your proposal**

**Three (3) Full Sized and Five (5) 11' x 17' reduction 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, etc.
- d. Parking lot layout and circulation showing dimensions of parking spaces and driving isles.
- 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. 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.*

# MINOR CONDITIONAL USE PERMIT INFORMATION SHEET

- h. Easement locations (if any).
- i. Location of trash enclosures.
- j. Adjacent streets and street names.
- k. Offsite improvements including sidewalks.
- l. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
- m. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
- n. Any proposed signs require a separate Design Review application.
- o. 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, 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.*
- p. Grading information as described under the grading section of this handout and in the "Environmental Review of Grading Plans" handout, if applicable.
- q. Additional items that may be required by the California Green Building Code including but not limited to bicycle parking, Clean Air Vehicle Parking, and recycling bin storage.

**Three (3) copies of the grading plan when grading is required**

*Environmental Review of Grading will be required if your project involves grading and any of the following:*

- a. *The property to be graded has an average natural slope of 10% or greater; and/or*
- b. *The property is in the RC - Residential Conservation Zone; and/or*
- c. *The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or*
- d. *The property is located in an identified floodway.*

**Three (3) copies of exterior building elevations (photographs may be substituted for project that do not involve any exterior modifications)**

**Three (3) Full Sized and Five (5) 11' x 17' reduction copies of floor plans**

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.

# MINOR CONDITIONAL USE PERMIT INFORMATION SHEET

Note: Churches should indicate the number of permanent seats in the primary assembly area.

## **Parking Analysis**

For information on how to prepare a parking analysis see the "Parking Analysis Information sheet" handout.

## **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 Rezonings, 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 is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- An Air Quality Study for an industrial project is required when the proposed project has the potential to exceed established thresholds as noted by URBEMIS and EMFAC computer models provided by the South Coast Air Quality Management District (SCAQMD). If these models indicate the project will exceed thresholds due to existing or proposed site conditions, intensity of development, location of nearest sensitive receptor, or any other exceptional circumstance warranting the need for additional review the preparation of an air quality study will be required.
- A Health Risk Assessment is required at the time of submittal when the truck traffic areas of an industrial project are located within 1,000 feet of sensitive receptors, in accordance with SCAQMD guidelines and/or practices. Sensitive receptors are considered:
  - o Residential Communities
  - o Schools
  - o Parks

## MINOR CONDITIONAL USE PERMIT INFORMATION SHEET

- Playgrounds
  - Day Care Centers
  - Nursing Homes
  - Hospitals
  - And other public places where residents are most likely to spend time.
- Soils testing shall be conducted by a qualified soils engineer for all project sites know to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.
- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

3900 Main Street – Third Floor, Riverside, CA 92522  
Phone: (951) 826-5371 / Fax: (951) 826-5981  
[www.riversideca.gov/planning](http://www.riversideca.gov/planning)