



# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

## SITE PLAN REVIEW PERMIT FOR MULTIPLE FAMILY RESIDENCES INFORMATION SHEET

No new multiple family residential development shall be commenced in any R-3 zone until a site plan review permit approval has been granted by the City Planning Commission.

For more specific information regarding and related to development standards, please refer to Title 19 (Zoning Code) Chapter 19.16 – Residential-3 (R-3) Zone.

### APPLICATION PROCESSING

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Not less than fourteen (14) days prior to the submission of an application for a Site Plan Review Permit, the applicant(s) shall hold a preliminary conference with the Planning Division of the Community Development Department and shall submit for preliminary review the following materials and information:

1. A Preliminary development plan of the entire property(ies) involved showing the general location and types of dwelling units, open spaces, driveways, streets, and off-street parking areas;
2. Calculations of the site area, number of dwelling units and approximate area devoted to open space (common and private);
3. Other information as may be reasonably required to aid and assist the Planning Division in its initial consideration of the Site Plan Review Permit.

### PLANNING FEES

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

### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. Additional information may be required as necessary based on project specific and site specific factors.

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 materials that are not folded down to approximately 8 ½" by 14").

Submittal of the following items shall be required for the application to be deemed complete.

- One (1) copy of the completed application form
- One (1) copy of the most recent Grant Deed

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A complete and accurate legal description of each parcel. (A deed can be obtained from a Title Company.)

- One (1) copy of completed Hazardous Site Review**
- One (1) copy of completed Hazardous Materials Questionnaires**
- One (1) copy Environmental Information Form:** (For use in preparing the Initial Study)

The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary.

- One (1) copy of Variance Justification Form** for each variance being requested.
- Thirty-seven (37) copies of the Plot Plan**

Indicate the following:

- a. A north arrow and scale (preferable scales are 1" = 10 feet or 1/4" = 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. Location of all existing trees and natural features.
- e. Walls, fences, and walkways, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
- f. Number of covered and open off-street parking spaces.
- g. Location of pedestrian circulation areas, recreational facilities, and group and private usable open space.
- h. Common and private open space areas clearly delineated on a separate plan with a table showing computations for required and provided common and private open space.
- i. Preliminary landscaping clearly showing all landscape areas with types of plantings.
- j. Computations of gross and net site area. If project is to be completed in phases, computations shall also be provided for each phase.
- k. Number of dwelling units per housing types. If project is to be completed in phases, computations shall also be provided for each phase.
- l. Dimensioned setbacks.
- m. Dimensioned Property Lines.
- n. Widths to centerline of existing streets, highways, alleys and other public right-of-way as well as cross sections of the project site and all streets. *Please check with the Public Works Department to determine if additional right-of-way will be required for your project.*
- o. Easement locations (if any).
- p. Adjacent streets and street names.

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- q. Sidewalks.
  - r. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
  - s. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
  - t. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and code specified 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.*
  - u. Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.
- Thirty-seven (37) additional copies of the Plot Plan with grading when grading is required.**  
*Please note that in some instances, environmental review of grading will be required in conjunction with the processing of your application. Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements, and fee schedule for fee information. Environmental review will be required if your project involves grading and*
- 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.*
- Thirty-seven (37) copies of elevations (one set in color) and 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. Samples of exterior building materials should also be included.
- One (1) copy of a Traffic Lane and Striping Plan** for adjacent streets approved by the Public Works Department. Contact the Public Works – Traffic Engineering Division for more information.
- Additional Materials**  
Technical Studies for biology, noise, traffic, cultural resources, or other issues as may be required.

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ONCE AN APPLICATION FOR A PRD HAS BEEN ACCEPTED AS COMPLETE BY CITY STAFF

Fifteen (15) copies of reduced size (11" x 17") colored booklets.

These booklets shall include:

- a. The plot plan
- b. Building elevations
- c. Building floor plans
- d. Building roof plans
- e. The conceptual landscape plan
- f. The conceptual grading plan
- g. The common/private open space exhibit
- h. A detailed amenities plan
- i. Catalog cuts of exterior common open space features, such as, but not limited to (all represent the quality of amenities to be provided within the project):
  - 1. Tot lot equipment
  - 2. Water features
  - 3. Lighting
  - 4. Outdoor furnishings

Decorative paving

Two (2) copies of the following project summary information shall be attached to the application.

RENTAL APARTMENTS \_\_\_\_\_  
 STATUTORY CONDOMINIUM \_\_\_\_\_ NON-STATUTORY CONDOMINIUM \_\_\_\_  
 EXISTING ZONING OF SITE \_\_\_\_\_ REZONING PROPOSED \_\_\_\_\_

GROSS SITE AREA (EXCLUDE ADJACENT RIGHT-OF-WAY) \_\_\_\_\_ ACRES  
 TOTAL # DWELLING UNITS \_\_\_\_\_ DENSITY OF UNITS PER ACRE \_\_\_\_\_

TOTAL COMMON USABLE OPEN SPACE PROVIDED \_\_\_\_\_ SQ. FT.  
 AREA OF LARGEST COMMON OPEN SPACE CONCENTRATION \_\_\_\_\_ SQ. FT.  
 # RESIDENT OFF-STREET PARKING SPACES PROVIDED  
 \_\_\_\_\_ COVERED \_\_\_\_\_ UNCOVERED

# GUEST PARKING PROVIDED \_\_\_\_\_  
 # RV STORAGE SPACES PROVIDED \_\_\_\_\_

# EFFICIENCY/STUDIO	_____	SQ. FT.	_____
# ONE BEDROOM	_____	SQ. FT.	_____
# TWO BEDROOM	_____	SQ. FT.	_____
# THREE BEDROOM	_____	SQ. FT.	_____
OTHER/SPECIFY	_____	SQ. FT.	_____

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

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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 is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known 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.

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[www.riversideca.gov/planning](http://www.riversideca.gov/planning)