



**March Joint Powers
Authority
Planning Department**
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PLOT PLAN/ CONDITIONAL USE PERMIT

SUBMITTAL REQUIREMENTS

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Additional information and special studies may be required by staff. Additional fees may be required for review of special studies.

- 1 Colors and materials board not to exceed 8 ½ 11".
- 1 Set colored elevations.
- 1 Set of black and white reductions of the site plan, building floor plans and building elevations measuring 8 ½ x 11".
- 1 Completed and signed application form.
- 1 Copy of the fee receipt.
- 1 Copy of Preliminary Title Report (shall include recorded easements).
- 1 Completed Environmental Information Form.
- 1 Copy of the 7460-1 submitted to the FAA for the purpose of obtaining a "No Hazard to Air Navigation".
- 10 Sets of the following plans, collated, stapled, and folded to 8" x 11". (See exhibit requirements).
 - a. Site plan with dimensions
 - b. Architectural plans to include elevations, roof plans/sections (show mechanical equipment), and preliminary floor plans
 - c. Preliminary grading plan
 - d. Conceptual Landscape Plan
 - e. Phasing plan (if applicable)
- Public Hearing Items (see Page 4)

EXHIBIT REQUIREMENTS

SITE PLAN (Minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to be oriented to the north).
- Legal description and parcel numbers.
- Small scale vicinity map with location of property in relation to major streets (need not be to scale) with north arrow.
- Existing zoning designation of property.
- Names, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.
- A statistical summary including:
 - Site size (gross/net)
 - % lot coverage
 - % open space
 - Parking requirements
 - % landscaping
 - Parking provided
- For residential projects, also include:
 - Building sq. footage by floor plan type
 - Total units
 - Floor plan types
 - Density (net)
- Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.
- Indicate building setback dimensions including front, side, rear and street side.
- Indicate all property lines, distance from property line to center line of the street, dedicated rights-of-way, and easements on the site.
- Show location of structures and property improvements within fifty (50) feet of the subject property.
- Indicate location, size, shape, height and use of all structures on the site.
- Indicate location and nature of proposed and existing fencing, gates, walls, driveways and curbs.
- Indicate location of mail boxes (if applicable), loading areas, trash enclosures, landscape areas.
- Indicate location and names of all streets and alleys and right-of-way providing legal access to the property.
- Indicate any land or right-of-way to be dedicated to public use and right-of-way for utilities and other uses.
- Show typical street cross sections of all existing and proposed streets within and adjacent to the project.
- Indicate all 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 project.

EXHIBIT REQUIREMENTS – Continued

- 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.
- Indicate location of proposed signs for preliminary review (final review and approval of signs require a separate sign application/permit).

STANDARD Plan Notes (Placed on Architectural Site Plan)

– The following standard notes shall be placed on all site plan submittals.

1. All new or existing utility lines less than 69 KV on or contiguous to the site shall be installed or relocated under ground.
2. All outdoor storage areas for materials and equipment shall be fully screened from view.
3. Electrical panels shall be fully recessed into the building elevation or shall be screened by a decorative wall or landscape equal to or exceeding the height of the S.E.S. panel. Design plans shall note the tentative location of electrical utility vaults. Construction plans shall identify the final location of utility vaults.
4. Roof-mounted mechanical equipment shall be fully screened by a parapet wall equal to or exceeding the height of the mechanical units. At a minimum, buildings shall incorporate a parapet wall measuring 24" around all portions of the building. To the extent permitted by law, satellite dishes shall be fully screened by a parapet wall. Ground mounted mechanical equipment shall be fully screened from public view by a combination of decorative walls and dense landscaping.
5. All backflow preventers 2" or larger shall be screened with landscape located within a 6' radius of the backflow preventer. All backflow preventers less than 2" shall be placed in a wire mesh basket and painted to match the primary building color.
6. Site lighting shall be low or high pressure sodium, maximum 750-watt, full cut-off fixtures, with the maximum light fixture height of 25' above finished grade, and a maximum lighting level of .5 candle/foot² at the property line. As an option, light emitting diodes (LED) site lighting may be used, with lighting below 3,000 Kelvin.
7. All freestanding light poles shall be located within landscaped areas. Site lighting shall comply with a maximum height of 25' for freestanding or building mounted fixtures, and site lighting fixtures shall not exceed 750 watts and shall be full cut-off type high pressure sodium. Future construction plans shall include a point-by-point lighting analysis and catalog cuts will be required. Lighting at the perimeter of the site is restricted to a maximum lighting level of 0.5 foot-candles at the property line.
8. Concrete light pole bases shall be located within landscape areas or painted to match the primary building color/finished to match parking screening walls and shall not exceed 24" above finished grade.
9. Full screening of all parking is required by mounding and contouring of landscaped areas, by landscape shrub, by screening wall or by a combination of these techniques.
10. Building downspouts shall be internalized for office, commercial and mixed use developments. Industrial and Business Park building elevations which are not visible from a public right-of-way may incorporate exposed downspouts.
11. All trash containers shall be enclosed within a masonry screening wall with fully opaque screening gates. Screening gates shall not open into vehicular drive aisles. Trash enclosures shall provide a

location for the collection of recyclables consistent with Waste Management requirements. Trash enclosure gates shall incorporate a minimum of 80% opacity.

12. Within commercial, office and mixed-use developments, vehicular access points and pedestrian access ways shall include special paving treatment such as integral colored stamped concrete, Bomanite, or similar alternative. Location and material shall be reviewed and approved by the Planning Department staff prior to the issuance of a building permit. Stamped and/or colored asphalt is not permitted.
13. All exterior metal must be finished or painted to match the approved project colors.
14. All uses shall operate in a manner which is compatible with the nearby March Air Reserve Base/March Inland Port. The following activities shall be prohibited:
 - a. Any use which would direct a steady light or flashing light of red, white, green, or amber colors associated with airport operations toward an aircraft engaged in an initial straight climb following takeoff or toward an aircraft engaged in a straight final approach toward a landing at an airport, other than an FAA-approved navigational signal light or visual approach slope indicator.
 - b. Any use which would cause sunlight to be reflected towards an aircraft engaged in an initial straight climb following takeoff or toward an aircraft engaged in a straight final approach toward a landing at an airport.
 - c. Any use which would generate smoke or water vapor or would attract large concentrations of birds, or which may otherwise affect safe air navigation within the area.
 - d. Any use which would generate electrical interference that may be detrimental to the operation of aircraft and/or aircraft instrumentation.
 - e. Buildings within the 65dBA noise contour will include appropriate sound attenuation.
15. Prior to the issuance of a Certificate of Occupancy, the tenant shall receive approval of a Traffic Demand Management Plan which shall include the following elements: Identification of the location of a minimum of 30" x 42" wall area for the posting of alternative transportation mode information including financial incentives by responsible agencies, transit schedules and carpooling information.
16. Prior to issuance of the project C of O, each Industrial, Business Park and Mixed Use project shall provide a 6-sq/ft sign identifying the approved truck route plan at all service driveway locations.
17. All design and construction plan submittals shall include a diagrammatic calculation identifying the relationship of site improvements in compliance with FAA Part 77 airspace. All development requires approval of a FAA form 7460-1 prior to the issuance of building permits.
18. All construction equipment used for construction activities shall be fitted with exhaust muffling and noise control filter devices to reduce noise impacts.
19. Prior to the issuance of building permits, all development impact fees shall be paid, inclusive of TUMF, School Fees, and Fire and Public Facilities fees.
20. If archaeological or paleontological resources are encountered at the time of grading or project construction, all project work in the area of the resource shall cease until the area has been surveyed by a qualified archaeologist or paleontologist in conformance with the Cultural Resource Management Plan.

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

- Elevations shall show all dimensions and all sides of the structure.

- 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 requires a separate application).

PRELIMINARY GRADING PLANS (Scale shall match site plan)

- 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 interval 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 drainpipes 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 the project site map the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock out-croppings, mature trees, areas of dense brush, etc.; existing structures, trails and other surficial features; any drainage courses, sumps, etc.; easements and other rights-of-way which may affect future development. Geologic and hydrological features, such as fault and flood zones shall be shown on the map.

Public Hearing Items (if public hearing is required)

- 1 One assessor's parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or a greater radius as stipulated by the Planning Manager if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.

- 2 Sets of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within the 300 foot radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) and two sets of gummed labels and one paper copy of the 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 _____ the attached property owners
(Print Name) (Date)

list was prepared by _____ pursuant to the noticing requirements of the March JPA of
(Print Name)

List is a complete compilation of owner(s) of the subject property and all other property owners within a _____ 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)