



CITY OF MENIFEE

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

Minor Plot Plan Exhibit and Submittal Requirements

Exhibits are needed to illustrate what is planned and so that the City may determine that your request meets the requirements of City Code.

The following is the minimum information required on the primary exhibit. If any required information is not applicable to a specific project, an explanatory note must be placed on the exhibit as to why the information is not necessary. All exhibits must be clearly drawn and legible. *NOTE: Additional information may be required during review of the land use proposal, including information not specifically required on this checklist. **PLANS MUST BE FOLDED NO LARGER THAN 8½" x 14"***

MINOR PLOT PLAN EXHIBIT REQUIREMENTS												
Commercial/Industrial	Kennel/Cattery	Accessory Building	Guest House	Beauty Shop	Temporary Outdoor Event/Use	Signs – Onsite/Offsite	Temporary Sales Trailer	Model Home Complex	Final Site Plan of Development	Wall and Fence Plan	Landscape Plan	
x	x	x	x	x	x	x	x	x	x	x	x	1. Name, address, and telephone number of applicant.
x	x	x	x	x	x	x	x	x	x	x	x	2. Name, address, and telephone number of landowner.
x	x	x	x	x	x	x	x	x	x	x	x	3. Name, address, and telephone number of exhibit preparer.
x	x	x	x	x	x	x	x	x	x	x	x	4. Assessor Parcel Number(s) and address of property.
x	x	x	x	x	x	x	x	x	x	x	x	5. Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits. Architect's Scale is only acceptable for floor plans, elevations, and landscaping plans.
x	x	x	x	x	x	x	x	x	x	x	x	6. North Arrow
x	x	x	x	x	x	x	x	x	x	x	x	7. Date exhibit prepared.
x	x	x	x	x	x	x	x	x	x	x	x	8. Title of Exhibit (<i>i.e.</i> <i>A Plot Plan for Beauty Shop</i>)
x	x	x	x	x	x	x	x	x	x	x	x	9. Complete legal description of property.
x	x	x	x	x	x	x	x	x	x	x	x	10. Overall dimensions and total net and gross acreage of property.
x	x	x	x	x	x	x	x	x	x	x	x	11. Vicinity map, showing site relationship to major highways and cities, and two access roads.

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												Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved.
x	x	x	x	x	x	x	x	x	x	x	x	12. Thomas Brothers map page and coordinates. Identify edition year used.
x	x	x	x	x	x	x	x	x	x	x	x	13. Location of adjoining property and lot lines.
x	x	x	x	x	x	x	x	x	x	x	x	14. Existing and/or proposed zoning and land use of property.
x	x	x	x	x	x	x	x	x	x	x	x	15. Existing land use and zoning of property immediately surrounding subject property.
x		x	x					x	x			16. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
x		x	x	x	x	x	x	x	x	x		17. Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
x		x	x	x	x		x	x	x	x		18. Names, locations, rights-of-way widths, and improvements of adjacent existing streets.
x	x	x	x	x	x		x	x	x			19. Streets, alleys, and rights-of-way providing legal access to the property.
x		x	x	x	x		x	x	x	x	x	20. Location, dimensions, setbacks, and nature of proposed and existing fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface sewage disposal systems.
x			x	x	x		x	x				21. Location, dimensions, arrangement and numbering of parking spaces for existing and/or proposed parking and loading/unloading facilities, identifying handicapped and compact parking spaces.
x		x	x	x	x		x	x				22. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
x	x	x	x			x				x		23. Location, dimensions, elevations, and height of existing dwellings, buildings or other structures, labeled as existing, and indicating whether they are to remain or be removed.
x		x	x					x		x		24. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.

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x	x	x	x	x	x		x	x				25. Setback dimensions of existing structures and paved areas.	
x	x	x	x	x	x		x	x				26. Setback dimensions of proposed structures and paved areas.	
x											x	27. Labeled landscape areas with dimensions and spacing of proposed planters. Label any conservation/biological mitigation areas interior or adjacent to the project site.	
x	x	x	x	x		x	x	x				28. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable. For existing buildings, note the building permit numbers on the site plan or provide documentation that buildings were legally erected.	
x							x	x			x	29. Irrigation and landscaping plans prepared pursuant to Ordinance No. 2009-061, Ordinance No. 348 Section 18.12 (for off-street parking areas), and the County of Riverside Guide to California Friendly Landscaping.	
x							x	x	x	x	x	30. Case number for parent approval (Tract, CUP, Plot Plan, etc.)	
											x	31. Show the six inch curb and twelve (12) inch wide walkway, to be constructed along planters on end stalls adjacent to auto parking.	
											x	32. Detailed irrigation plans required	
x	x	x	x				x	x	x	x	x	33. Preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, spot elevations, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land and development, and any existing grading.	

MINOR PLOT PLAN SUBMITTAL REQUIREMENTS FOR THE FOLLOWING APPLICATION TYPES:

(Note: All exhibits shall be folded to a maximum 8½” x 14” size)

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COMMERCIAL/INDUSTRIAL

1. Completed Application form.
 - A. The underlying approved project (case type and number) must be referenced.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Six (6) scaled copies of floor plan and elevations. See floor plan and elevation details described below for more information.
4. Current processing deposit-based fee.

ACCESSORY BUILDING

1. Completed Application form.
2. Three (3) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Three (3) scaled copies of floor plan and elevations. See floor plan and elevation details described on below for more information.
4. Color photographs of paint samples (or literature showing color samples) for the exterior of the structure.
5. Color photographs of roofing material samples (or literature showing color/material samples). Actual roofing tiles will not be accepted.
6. A minimum of three (3) ground-level photographs (color prints) clearly showing the whole project site. Include a locational map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
7. Current processing deposit-based fee.

GUEST HOUSE

1. Completed Application form.
2. Five (5) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
3. Five (5) scaled copies of floor plan and elevations. See floor plan and elevation details described below for more information.
4. Color photographs of paint samples (or literature showing color samples) for the exterior of the structure.
5. Color photographs of roofing material samples (or literature showing color/material samples). Actual roofing tiles will not be accepted.
6. A minimum of three (3) ground-level photographs (color prints) clearly showing the whole project site. Include a locational map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
7. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
8. Current processing deposit-based fee.

BEAUTY SHOP

1. Completed Application form.
2. Three (3) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the additional following items:
 - A. Parking spaces, numbered and dimensioned

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- B. Parking requirements: One (1) parking space for every 150 square feet of gross floor area or, one (1) parking space for each employee plus two (2) parking spaces for each barber chair/beautician station, whichever is greater.
- 3. Three (3) scaled copies of a floor plan. See floor plan details described below for more information.
- 4. Current processing deposit-based fee.

NOTE: Beauty shops operated from a home are allowed with an approved minor plot plan in R-R, R-1, R-1A, R-A, R-2, R-2A, R-3, A-1, A-2, and R-D Zones.

TEMPORARY SALES TRAILER

- 1. Completed Application form.
- 2. Three (3) copies of the approved tentative map showing the lot(s) to be used.
- 3. Three (3) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following:
 - A. Minimum parking requirement: Two spaces, plus one for each employee.
 - B. The parking area surfacing may be decomposed granite.
- 4. Three (3) scaled copies of floor plan and elevations of the temporary sales trailer. See floor plan and elevation details described below for more information.
- 5. Three (3) scaled copies of a Landscape and Irrigation plan
- 6. Cost estimate for removal of the temporary sales trailer and any associated temporary facilities.
- 7. Current processing deposit-based fee.

CLASS I KENNEL/CATTERY

- 1. Completed Application form.
- 2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following:
 - A. Delineate and label features such as kennels, exercise runs, areas open to the general public.
 - B. Identify any existing or proposed noise control measures.
 - C. Identify any onsite landscaping that buffers the site from adjoining uses.
- 3. If any buildings exist or are proposed to house the animals, provide six (6) scaled copies of floor plan and elevations. See floor plan and elevation details described below for more information.
- 4. Current processing deposit-based fee.

NOTE: Class I Dog Kennels (allowing 5-10 dogs) are allowed with an approved plot plan in the R-1, R-1A, R-2, R-2A, R-3, R-3A, R-R, R-R-O, R-A, R-T-R, A-1, A-P, A-2, A-D, C/V, W-2, R-D, N-A, W-2-M, M-SC, M-M and M-H Zones. Catteries (allowing 10-25 cats) are allowed with an approved minor plot plan in the R-R, R-R-O, R-A, R-T-R, A-1, A-P, A-2, A-D, C/V, W-2, R-D, N-A, W-2-M, M-SC, M-M and M-H Zones.

Section 18.45 of Ordinance No. 348 states that in those zones permitting Class I Kennels, such kennels may be placed upon parcels containing detached single-family dwelling units, and all

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catteries shall include a single-family dwelling to be used by a live-in caretaker. No parcel with a kennel or cattery shall contain more than the maximum number of detached single family dwelling units permitted by the existing zoning on the property. Multi-family dwelling units and attached single-family dwelling units shall not be permitted in conjunction with kennels or catteries; however, a guest dwelling or second unit shall be permitted in accordance with City ordinances.

The minimum lot size for a kennel or cattery in an agricultural, residential, rural or open space zone is one acre (gross). There is no minimum lot size for a kennel or cattery in an industrial zone other than what is required by the existing zoning on the property. Additionally, a kennel or cattery operator shall obtain and continuously maintain all necessary licenses.

TEMPORARY OUTDOOR EVENT/USE PERMIT

*NOTE: THE APPLICATION MUST BE MADE TO THE PLANNING DIVISION
AT LEAST 60-DAYS PRIOR TO THE EVENT.*

1. Completed Application form.
2. Six (6) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:
 - A. Date(s) and time(s) of the event.
 - B. Detailed description of the event and activities.
 - C. Boundary and dimensions of entire parcel.
 - D. Street access point(s).
 - E. Location of event area and parking area WITH SPACES DELINEATED, dimensioned and numbered.
 - F. All setbacks, including setbacks between structures and buildings (e.g. stands, display areas, temporary rest rooms, rides, etc.) and from structures and buildings to the nearest property line.
 - G. All temporary signage.
3. Completed "Outdoor Event Synopsis". Agency comments shall be obtained by the applicant themselves after payment of fees and returned to the Planning Division to complete the review process.
4. Current processing deposit-base fee.

ON-SITE SIGNS

1. Completed Application form, including the following information:
 - A. The underlying approved project (case type and number) must be referenced.
 - B. If a sign program was approved for the underlying approved project, provide the case number for the sign program.
 - C. The project description (located in the "Project Information" section) must clearly indicate the number and size (dimensions) of existing and proposed signs on the subject property. Additionally, the description shall indicate if the sign(s) are affixed to buildings (wall-mounted) or freestanding, and whether the sign(s) are to be lighted. If the subject property contains multiple tenants/businesses, the project description must clarify the particular suite/building number or letter for which the sign(s) are proposed.
2. Three (3) scaled copies of a site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.

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- A. If any freestanding sign is located within 660 feet of a freeway, the distance to freeway must be shown.
- B. For freestanding signs only, also add the location of the closest monument sign.
3. Three (3) scaled copies of elevations of the building(s) and/or sign(s) indicating the materials and color(s) of the building(s) and/or sign(s), and the following items:
 - A. If the sign is affixed to a building, the exhibit must show the entire face of wall(s), or tenant's portion thereof, with dimensions (including **height** and **length**) of building and/or suite.
 - B. Location of proposed sign(s) on the building with dimension of remaining wall area above, below and to the sides of the sign.
 - C. Square footage and dimensions of the sign(s).
4. Photographs of any existing signs on the building and any signs on adjacent lease spaces.
5. Current processing deposit-based fee.

MODEL HOME COMPLEXES

1. Completed Application form.
2. Three (3) scaled copies of an Overall Site Plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:
 - A. Show the entire approved tentative tract map
 - B. Highlight those lots upon which the models and parking area will be located
3. If the subject property is located within an adopted Specific Plan, submit a copy of the Specific Plan - Planning Area Exhibit and applicable development standards.
4. Three (3) scaled copies of a Detailed Site Plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix, plus the following additional items:
 - A. Delineate the footprint for each model home on each affected lot. Indicate the lot numbers and tract number, as well as indicating the applicable floor plan/elevation designation for each lot.
 - B. Show the front, side, and rear yard setback dimensions from each dwelling to the adjacent lot lines. Identify any other proposed buildings or structures (e.g. pool, spa, patio cover, etc.), and indicated the distances to other buildings and structures and adjacent property lines.
 - C. Delineate the proposed parking lot. On-street parking cannot be used to meet the necessary parking requirements. The proposed parking lot shall be designed to provide, at a minimum, two parking spaces per model home, one parking space for each sales office, (even if located in a model home), and one parking space for handicapped use. Show the dimensions of both regular and handicapped parking spaces and the adjacent drive aisle(s).
 - D. Show the location of all fencing and walls. Provide details of said walls and/or fencing, including the height, materials, and a typical cross-section for each type.
 - E. Show the location of any proposed signage (e.g. directional signs, typical model tour signs, flags). Provide details of said signage including typical elevations, dimensions, and sign copy.
 - F. Identify all temporary buildings or structures (e.g., parking lot, canopies, sales office, fencing, model home tour signs, etc.) as "TEMPORARY." These temporary items will be conditioned for removal upon cessation of the model home complex.
 - G. If a temporary building or structure is proposed to encroach into a setback area, or cross a lot line, it will not be necessary to file a setback adjustment application. These temporary items will be conditioned for removal upon cessation of the model home

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complex. However, if any building or structure is proposed to permanently encroach into any setback areas, a Setback Adjustment application must be approved prior to approval of this Minor Plot Plan. A Setback Adjustment application may be filed concurrently with this application, but must include its own deposit-based fee for processing.

- H. Show any proposed water features.
- 5. Three (3) copies of a Landscaping Plan with detailed irrigation plans (see below for detailed information concerning Landscaping Plans).
- 6. Three (3) copies of a Model Home Plan consisting of:
 - A. Floor plans and colored elevations of each model, and the sales office, trailer and/or design center, if proposed. (Exhibits can be reduced to minimum 8½" x 11" size.)
 - B. Color architectural rendering of the models (front, rear, and sides). (Exhibits can be reduced to minimum 8½" x 11" size.)
 - C. Color photographs of materials/color boards designating the colors and type of materials to be used, including a color matrix. (Exhibits can be reduced to minimum 8½" x 11" size.)
- 7. Current processing deposit-based fee.
- 8. Please note that the developer will be required to enter into an agreement with the City of Menifee for the removal of the model home complex (Model Home Agreement) and provide a performance security to guarantee the removal of model home complex items.

FINAL SITE PLAN OF DEVELOPMENT (FSPD)**

- 1. Completed Application form.
- 2. Three (3) scaled copies of the following:
 - A. Floor plans and colored elevations* (all sides) of each house.
 - B. Site plans showing the entire tract or unit phasing with each dwelling footprint (include any HVAC equipment) accurately plotted. The exhibit shall indicate the applicable floor plan/elevation designation for each lot, with each floor plan type shown as a symbol and each elevation type shown as a color. The exhibit shall clearly indicate, for each lot, the distances between building and structures, as well as distances from buildings and structures to the nearest property line. If retaining walls are needed in order to plot homes on a lot and/or meet setbacks, they must be shown on the final site of development plan. The exhibit must also provide a matrix identifying each lot, by number, with the floor plan and elevation identified, lot size and the amount of lot coverage, in square feet by percentage.
 - C. Mailbox plotting and elevation. Community mailboxes must be decorative and are subject to Community Development Department approval.
- 3. Current processing deposit-base fee.

* Keyed to a color photo of the materials/color board, including a color matrix.

**Any changes or modifications to the FINAL SITE PLAN OF DEVELOPMENT will require an application to be filed and approved

WALLS AND FENCING

- 1. Completed Application form.
- 2. Three (3) scaled copies of a site plan showing the entire tract with each lot and dwelling footprint plotted and all walls and fencing. The exhibit shall clearly identify the type of fencings or wall proposed, and the lengths of walls or fencing on each property line. If retaining walls are proposed, they must be shown on the plan and the site plan must

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indicate the height of the retaining walls. The site plan shall also include details of the walls and fencing such as materials and height. Please note that all retaining walls shall be constructed of split face block and provide a masonry cap unless otherwise approved by the Community Development Director.

3. If grading and topography is not shown on the site plan, then one (1) copy of the grading plan shall be submitted.
4. Current processing deposit based fee.

LANDSCAPING PLANS

1. Completed Application form.
2. Landscape plans must conform to City Ordinance No. 2009-061 and the County of Riverside Guide for California Friendly Landscaping (Landscaping Guide) found at: <http://www.tlma.co.riverside.ca.us/planning/content/devproc/landscape/landscape.html>. Landscape for off-street parking areas must conform to Ordinance No. 348 Section 18.12. Additionally, plans shall address any applicable community design guidelines and landscaping related conditions of approval of related cases (e.g. tentative tract maps or conditional use permits).
3. Landscape plans shall be prepared, stamped, and signed by a Landscape Architect licensed by the State of California.
4. Landscape plans shall be submitted separately from other minor plot plans such as on-site signs, final site plan of development, fence and wall plans, etc.
5. The Landscaping plan package shall, at a minimum, contain all the items required by the Landscaping Guide. The first sheet of a multiple-sheet set of plans shall be the title sheet which shall contain a title block with the name and address of the project, landscape architect's seal and signature, assessor's parcel number(s) and address of subject property, sheet numbers, numbers of sheets and a revision block to indicate date and type of revision.
6. Applicant shall include three (3) scaled paper copies of a landscaping plan which shows all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix found at the end of this application.
7. As applicable, the application shall include Three (3) scaled paper copies of a Shading Plan prepared pursuant to the Shading Plan requirements found in Ordinance No. 348. The planting plan may serve as the parking lot Shading Plan provided all trees are illustrated as their average mature size at 15 years of age. Shade shall be determined by using an appropriate percentage of the mature width of crown diameter as listed on the County of Riverside's California Friendly Plant List. A mix of tree types is required if more than five trees are proposed.
8. Application shall include three (3) scaled paper copies of a Grading Plan. This shall show the drainage of all planting areas and the heights of mounds. Mounds shall not exceed 3:1 slope, and no mound over 30" (inches) high shall be placed within 10 feet of any street and/or alley intersections.
9. Application shall include three (3) scaled paper copies of an Irrigation Plan prepared in accordance with the requirements of Ordinance No. 2009-061 and the Landscaping Guide.
10. One (1) hard copy and an electronic version of the Soil Management Plan.
11. For commercial, industrial, HOA or POA maintained landscaping, two (2) copies of a cost estimate for landscaping, irrigation and one-year of maintenance
12. Applicant shall submit the prevailing Deposit-based fee for Minor Plot Plans.
13. Fees for landscape inspections and security deposits shall be assessed by the City Landscape Plan check upon review of the Landscape Minor Plot Plan.
14. After the landscape plans have been approved, final plan submittal shall consist of four (4) paper copies and one (1) pdf copy on a CD.

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15. Landscaping and irrigation plans for projects located within the right-of-way shall be submitted to the Engineering and Public Works Department for processing.

FLOOR PLANS AND ELEVATIONS

All floor plans and elevation exhibits shall include the information listed as Item 1 through 8, as described in the Minor Plot Plan Exhibit Requirements matrix. In addition, architectural elevations shall include scaled drawing of all sides of all buildings with dimensions indicating proposed height, wall signs, air conditioning equipment, solar equipment or other equipment mounted on exterior walls or roof. Conceptual sign program will be presented on the building architectural elevations or as a separate exhibit. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.