CITY OF NORCO

ACCESSORY BUILDING USE APPLICATION

Residential and Agricultural

All other Accessory Buildings

(Buildings not intended for large vehicle parking or large animal-keeping shelter)

(Includes animal-keeping buildings for small animals)

REQUIRED SUBMITTALS:

- ❑ 1. Completed Uniform Application.

- ❑ 2. All plans must be submitted electronically via email to planningapps@ci.norco.ca.us. Email submissions must include the project address in the subject line, and all required documents attached as individual PDF files. Please ensure that all files are clearly labeled and that the file size does not exceed 20MB. See attached "Project Plan Preparation Guidelines."

- ❑ 3. Copy of the Grant Deed or Title Report indicating legal vesting, lot description, and easements.

- ❑ 4. Photos of the subject property and photos toward adjacent properties from the proposed building site.

- ❑ 5. Filing fees: See the Fee Schedule.

*Note: "Minor Site Plan" only differentiates this application from a Site Plan Application in terms of the application fee and does not denote a lesser review or analysis process.

CITY OF NORCO

UNIFORM APPLICATION

File No.: _____
Related Files: _____
Date Filed: _____
Fees Paid: _____

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: Email:	Fax: Email:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: Email:	Fax: Email:
General Plan:	Site Acreage:
Zoning:	Assessor's Parcel Number:
Description of Proposal:	

REQUESTED REVIEW:

☐ Conditional Use Permit (includes major, minor, and modifications)	☐ Tentative Parcel Map
☐ General Plan Amendment	☐ Tentative Tract Map
☐ Site Plan Review (includes major, minor, modifications, development phasing plan, model homes sales complex, wall and fence plan review)	☐ Variance (includes major and minor)
	☐ Zone Change
☐ Specific Plan Preparation/Amendment	☐ Other _____

APPLICATION CERTIFICATION:

I hereby certify that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:	Applicant:
Date:	Date:

CITY OF NORCO

ACCESSORY BUILDING USE APPLICATION FOR RESIDENTIAL AND AGRICULTURAL ACCESSORY BUILDINGS

(NOT INCLUDING LARGE VEHICLE OR LARGE ANIMAL ACCESSORY BUILDINGS)

PROJECT INFORMATION WORKSHEET

NON-DISCRETIONARY REQUIREMENTS FOR ALL ACCESSORY BUILDINGS

(NOT INCLUDING LARGE VEHICLE OR LARGE ANIMAL ACCESSORY BUILDINGS)

NMC SECTION 18.68.20

The following are non-discretionary requirements for all other accessory buildings that are not designed for either the purpose of parking large vehicles or sheltering large animals:

(a) Maximum height: 8’ at roof eave. The maximum allowed height at the building peak is 14’.

(b) Maximum allowed size: the lessor of 864 square feet..

(c) Maximum allowed lot coverage: Cannot exceed the maximum allowed lot coverage for all buildings that require a building permit, including all accessory buildings, based on the underlying zone of the property in question.

(d) All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per Exhibit 18.68.20-1 (Allowed Building Height). Accessory buildings on lots that have a recorded primary animal-keeping area (PAKA) are not subject to this setback requirement.

(e) The maximum allowed size for a washroom/restroom is 50 square feet consisting only of a one basin sink and toilet.

(f) Any side of a building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.

(g) No interior wall separations are allowed excepting the washroom/restroom.

(h) Exterior wall finishes shall include materials, style, and colors of the primary dwelling (e.g. brick, siding, stucco, etc.); or can consist of materials, features, and colors typical of a barn vernacular, for approval by the Architectural Review Sub-committee (ARC) prior to proceeding to the Planning Commission for its review.

(i) A five-foot buffer shall be maintained around the required open animal area where the open animal area is adjacent to a property line or an existing or proposed structure.

(j) For any building drainage and/or restroom proposed with an accessory building on a property that is on a septic system, the applicant shall provide a septic system analysis by a septic system engineer that the existing system can accommodate the proposed additional capacity. If the existing system cannot support the additional capacity then the proposed building cannot include building drainage or a restroom without prior connection (including fees) to the City sewer system.

Note: Sprinklers may be required by the Fire Department for new structures.

DISCRETIONARY PROJECT REVIEW (ADDITIONAL INFORMATION)

Please note that the approval of an accessory building is at the discretion of the Planning Commission and is not the automatic right of the applicant. Please refer to the requirements above when answering the attached questions as needed. A proposed accessory building not designed to park large vehicles or shelter large animals needs to minimally meet the non-discretionary requirements listed above before it can be considered for approval by the Planning Commission. To assist the Planning Commission in its discretionary review the applicant needs to provide the attached additional information (answer all questions not shaded).

INSPECTIONS (ADDITIONAL INFORMATION)

Please note that in addition to required building permit and grading permit inspections all buildings approved with an Accessory Building Use Permit shall be subject to immediate inspection by City Officials upon a 24-hour notice to the resident to ensure that no unauthorized use is occurring pursuant to the approved permit.

RECORDATION (ADDITIONAL INFORMATION)

Please note that the approved site plan, together with the conditions, if any required by the approving body, shall be recorded with the Riverside County Recorder's Office prior to the issuance of a building permit.

1. Property size: What is the square-footage of the property in question? _____
   (Correct and scaled dimensions of the property need to be shown on the site plan)

2. Lot coverage: What is the proposed building coverage as a percentage of the flat pad portion of the lot in question for all existing and proposed buildings (including pools and a five-foot coping area around the pools)? _____
   (All existing and proposed buildings, including pools and coping areas, need to be correctly located and scaled correctly on the site plan)
   (The flat pad of the lot is a total of all portions of the lot that are at 4% grade or less)

OFFICE USE: Does the proposed building meet lot coverage allowances?	YES ☐	NO ☐

3. Building use: What are the proposed uses of the building? _____
   _____
   _____

4. Building size: What is the square footage of the proposed building? _____

OFFICE USE: Does the proposed building meet the size limitation for the proposed use?	YES ☐	NO ☐

5. Building height: What is the proposed building height at roof eave? _____
   What is the proposed building height at the highest point? _____

OFFICE USE: Does the proposed building height meet the height limitation for the proposed use?	YES ☐	NO ☐

6. Building setbacks: What are the proposed building setbacks of the proposed structure to property lines and nearest buildings? _____

(All proposed building setbacks to property lines and nearest existing buildings, including pools and coping areas, need to be correctly labeled and scaled on the site plan)

OFFICE USE: Does the proposed building meet setback and building separation requirements?	YES ☐	NO ☐

7. Building floor plan:

Is a restroom or washroom proposed? YES ☐ NO ☐

Are any interior wall separations proposed? YES ☐ NO ☐

OFFICE USE: Is the proposed building designed in accordance with the type of building requested?	YES ☐	NO ☐

8. Grading: How many cubic yards of soil will need to be moved in the preparation of a pad site for the construction of the proposed building? _____

Is the area of the subject site where the building is proposed flat (4% grade or less)? YES ☐ NO ☐

If not, will the building pad require cutting into an existing slope, or? YES ☐ NO ☐

Will fill material be needed to create the building pad? YES ☐ NO ☐

What is the differential between the finished building pad and the site elevation measured two feet from the building on all sides? _____

Will the location of the building or the required grading affect existing drainage and run-off patterns with the potential to create drainage impacts to neighboring properties? YES ☐ NO ☐

If yes, what on-site retaining features are being proposed so as not to increase amount, or rate of flow, of run-off to adjoining properties from existing conditions (prior to the proposed building)? _____

_____

_____

If no, explain why there would be no impact. _____

_____

_____

_____

(All proposed grading including any proposed cut and fill material needs to be shown on the site plan including the areas where cut or fill will occur. The site plan needs to show existing drainage patterns prior to the building and if those patterns will change after the building is constructed. If those patterns will change, the proposed drainage pattern post construction also needs to be shown on the site plan including any on-site retaining facilities that the City determines is needed. The applicant may be required to provide a cubic-feet-per-second (CFS) change analysis to determine if on-site retaining will be needed).

OFFICE USE: Does the proposed building and related grading avoid creating potential run-off and drainage impacts to adjoining properties? YES ☐ NO ☐

9. Drainage and run-off: What is the existing drainage pattern on-site prior to construction of the proposed accessory building (show on site plan)?

During a storm event or irrigation run-off does your property currently take run-off from neighboring properties? YES ☐ NO ☐

If so, indicate where and from what properties on the site plan.
If not, indicate on the site plan where run-off from neighboring properties drains to.

Is your property located in a 100-year or 500-year flood zone as shown on the Flood Insurance Rate Maps (FIRM) by the Federal Emergency Management Agency (FEMA)? (Maps located at City Hall) YES ☐ NO ☐

If so, indicate which zone, and location of the zone on the site plan, and indicate what mitigation measures will be needed to address the impact of being in that zone. _____

_____

_____

_____

How will the existing drainage flow and run-off patterns be changed after construction of the accessory building (show on site plan)?

What will be the change in flow rate of storm run-off from the proposed building? _____

_____

OFFICE USE: Does the proposed building and site design protect adjacent properties from a significant increase in run-off and/or significant changes to existing drainage conditions? YES ☐ NO ☐

10. Animal-keeping area: Does the location of the structure preserve adequate open animal area on the property (as defined in the zoning requirements)? _____ YES NO

Is there an open animal area equal to 576 square feet X allowed number of animal units? ☐ ☐

YES NO

Is there a 5-foot buffer between the open animal area and property lines and buildings? ☐ ☐

YES NO

Does vehicular access to the accessory building have to cross the open animal area? ☐ ☐

OFFICE USE: Does the proposed building preserve an adequate open animal area including any required buffer areas?

YES NO ☐ ☐

11. Architecture: Does the design of the building incorporate the materials, style, and colors of the primary residence; or do the materials, features, and colors establish a barn vernacular?

YES NO ☐ ☐

If yes, what are the exterior wall finishes of the primary dwelling that have been incorporated into the design of the building; or what are the design features of a barn vernacular that have been incorporated?

_____

_____

If yes, what is/are the colors of the primary dwelling and what will the color of the proposed building be?

_____

OFFICE USE: Is the design of the proposed building compatible in design with the primary dwelling?

YES NO ☐ ☐

12. View: Does the location or size of the proposed building negatively impact the view of adjoining properties?

YES NO ☐ ☐

If yes, what views will be impacted? _____

_____

_____

CITY OF NORCO

PROJECT PLAN PREPARATION GUIDELINES FOR MINOR APPLICATIONS

All plans shall be drawn/formatted in uniform sized sheets no greater than 24" x 36" and must be scaled. All plans shall be clear, legible, and accurately drawn. **Plans not conforming with these guidelines and the requirements listed below will not be accepted.**

All items listed below are considered as a minimum. Additional information may be necessary during the review process.

I. Site Plan

Site Plan must include the following items:

a. Name, address, email, and phone number of the applicant and the author of the plan (architect, engineer, etc.).

b. Site plan identification including property address, north arrow, date of preparation, property boundary lines, dedications for public use, street center line, and right of way lines.

c. A site summary table containing:
   i. Site size in square feet and acres
   ii. Zoning and land use
   iii. Flat pad area
   iv. A dimensioned delineation of the Primary Animal-Keeping Area (PAKA) if one exists, or the contiguous open animal area where a PAKA does not exist.
   v. Proposed buildings and structures (indicate type of construction, roof materials, total building and ground floor area of each building.
   vi. Total existing and proposed lot coverage of the project site.

d. General slope degree and direction*, with direction of site drainage including roughly 50 feet beyond property lines showing where off-site drainage occurs*. Proposed drainage systems and any proposed change to the existing drainage pattern needs to be included.

e. Clearly show, label, and dimension all existing and proposed structures on the subject property.

f. Dimensioned setbacks of all existing and proposed structures from the closest property line/s.

g. Dimensioned distance/s between all structures on the property.

h. Clearly show, label, and dimension the length of all existing and proposed fences/walls on the property. The site plan must indicate the material, color, and height of all existing and/or proposed fences on the property.

i. Show all building entrances/exits.

j. Dimensioned outdoor storage areas including trash, mechanical, material storage, etc.

k. Proposed on-site circulation pattern for vehicles, pedestrians, and equestrians (indicate location, dimensions, and directional arrows as needed).

l. Differentiation between hardscape and landscape areas on-site.

m. Clearly label all areas to be used for animal keeping

II. Elevations

Elevations must include the following items:

a. View from all sides of all proposed structures.

b. Dimensions for all building elevations, taken from the finished floor to the top of the roof ridge and from the finished floor to the roof eave.

c. Callouts for materials used, including color and finish on all sides of a proposed structure.

d. Show any light fixtures to be affixed on a proposed structure.

III. Floor Plans

Floor Plan must include the following items:

a. All floors, including labels for each room (horse stall, open area, bedroom, kitchen, etc.)

b. Dimensions for all exterior walls, doors, windows, and room sizes.

IV. Roof Plans

Roof Plan must include the following items:

a. Indicate whether roof is flat or sloped. For sloped roofs indicate slope and slope direction.

b. Roof materials.

* The City will assist in providing whatever background site and topographical data that may be available from City files. There is no guarantee that this information exists in City files, in which case the applicant would have to provide the information.