CITY OF NORCO

CONDITIONAL USE PERMIT APPLICATION

New Development

REQUIRED SUBMITTALS:

- ❑ 1. Completed Uniform Application.
- ❑ 2. Completed Justification for Approval.
- ❑ 3. 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."
- ❑ 4. Completed Environmental Information Form.
- ❑ 5. One copy of Title Report indicating legal vesting, lot description, and easements.
- ❑ 6. Public Notice Requirements:
  - ❑ a. Three sets of typed, gummed labels listing the names, addresses, and Assessor's Parcel Number of all property owners within a minimum radius of 600 feet of the exterior boundaries of the subject property (the list shall be obtained from the latest equalized assessment rolls issued by the County Assessor's Office) or within the minimum radius that is required such that a minimum of 40 property owners will be notified. Please include applicant, property owner, engineer and anyone else needing to be noticed.
  - ❑ b. Radius map drawn on Assessor's Parcel Maps indicating all property within a 600-foot radius around the subject property.
  - ❑ c. Completed Letter of Certification (certifies mailing labels were prepared correctly).
- ❑ 7. Photos of the subject property (digital format).
- ❑ 8. Filing fees: See Fee Schedule.

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UNIFORM APPLICATION

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

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
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 home sales complex, and wall and fence plan review)	❑ Variance (includes major and minor)
	❑ Zone Change
❑ Specific Plan Preparation/Amendment	❑ Other

APPLICATION CERTIFICATION:

I hereby declare 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:

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CONDITIONAL USE PERMIT
JUSTIFICATION FOR APPROVAL

ANSWER THE FOLLOWING QUESTIONS IN THE SPACES PROVIDED BELOW. ATTACH ADDITIONAL PAGES IF NECESSARY.

1. Explain how the requested conditional use permit will not adversely affect the general plan or the public convenience or the general welfare of persons residing or working in the neighborhood thereof.

2. Explain how the requested use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located.

3. Explain how the size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area.

4. Explain how the traffic generated by the proposed use will not impose an undue burden on streets and highways in the area.

FORM "I"

ENVIRONMENTAL INFORMATION FORM

(To be completed by private project applicant to assist staff in completing initial study)

DATE FILED:_____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project:

3. Assessor's Block and Lot Number:

4. Name, address, and telephone number of person to be contacted concerning this project:

5. Indicate number of the permit application for the project to which this form pertains:

6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

7. Existing zoning district:

8. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

9. Site size.

10. Square footage.

11. Number of floors of construction.

12. Amount of off-street parking provided.

13. Attach plans.

14. Proposed scheduling.

15. Associated projects.

16. Anticipated incremental development.

17. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents and type of household size expected.

18. If commercial, indicate the type, whether neighborhood; city-or regionally-oriented, square footage of sales area and loading facilities.

19. If industrial, indicate type, estimated employment per shift and loading facilities.

20. If industrial, indicate type, estimated employment per shift and loading facilities.

21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No	
☐	☐	22. Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours.
☐	☐	23. Change in scenic views or vistas from existing residential areas or public lands or roads.
☐	☐	24. Change in pattern, scale or character of general area of project.
☐	☐	25. Significant amounts of solid waste or litter.
☐	☐	26. Change in dust, ash, smoke, fumes or odors in vicinity.
☐	☐	27. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
☐	☐	28. Substantial change in existing noise or vibration levels in the vicinity.
☐	☐	29. Site on filled land or on slope of 10 percent or more.
☐	☐	30. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
☐	☐	31. Substantial change in demand for municipal services (police, fire, water, sewage, etc).
☐	☐	32. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).
☐	☐	33. Relationship to a larger project or series of projects.
☐	☐	34. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?
☐	☐	35. If you answered yes to Question 33, may this project cause significant effects on the environment that were not examined in the prior EIR?

ENVIRONMENTAL SETTING:

36. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

37. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:	Signature:
	For:

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PROPERTY OWNER LIST
LETTER OF CERTIFICATION

I, _____, certify that on _____, the attached property owners list was prepared and that said list contains the names and addresses of all persons to whom property is assessed, as found on the latest equalized Riverside County Assessment Roll, for a distance of 300 feet from the exterior boundaries of the property indicated below or within the minimum radius that is required such that a minimum of 25 property owners will be notified:

Address (if available):
Assessor's Parcel Number(s):

I further certify that said list is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection of the subject application.

Signature:	Date:
Name:	
Title Company :	
Address:	
Phone Number:	

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SAMPLE MAILING LABELS

MAILING LABELS SHALL BE PREPARED AS FOLLOWS:

1. Mailing labels shall be placed on 8-1/2" x 11" sheets with 33 self-adhesive labels per sheet (three columns with 11 labels per column).

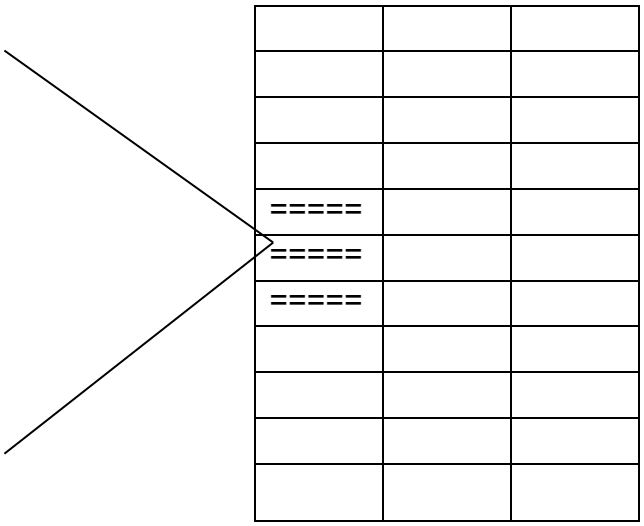
2. Three sets of mailing labels are required.

3. Each label shall include the assessor parcel number, owner name and address for each parcel within 300 feet of the subject property, or within the minimum radius that is required such that a minimum of 25 property owners will be notified, as shown on the latest equalized assessment roll of the Riverside County Assessor. In addition, mailing labels shall be provided for the owner of the subject property, the applicant and for the engineer and architect for the project.

SAMPLE LABELS:

129-230-002 Mr. and Mrs. Smith 1234 Republican Ave. Santa Barbara, CA 92860
129-230-003 George Williams 123 Fourth St. Norco, CA 92860
129-241-023 Mr. and Mrs. Johnson 123 Fourth St. Norco, CA 92860

SAMPLE SHEET WITH 33 LABELS:



CITY OF NORCO

PLANNING REVIEW PROCEDURE

THE PROCEDURE FOR REVIEW OF PLANNING APPLICATION CONSISTS OF THE FOLLOWING:

1. PRELIMINARY PROJECT REVIEW (optional): This is preliminary review of the project provided by the Planning, Building, Engineering, and Fire departments. Comments and concerns are returned to the applicant normally within two weeks. No fee is required for the first preliminary review.

2. SUBMITTAL OF APPLICATION: Applicant submits all the required materials and information and pays any applicable fees to initiate the review process. Upon submittal of the application, staff is allowed 30 days to determine whether the application is complete or incomplete. If the application is complete, it will be scheduled for Project Review Board or Planning Commission, depending on the type of project. If the application is deemed to be incomplete, staff will notify applicant that additional materials/information must be submitted before the application can be processed further.

3. PROJECT REVIEW BOARD: This Board consists of city staff who meet and discuss the project with the applicant at an informal meeting and recommends any necessary revisions to the project. In addition, any potential environmental impacts or issues will be addressed at this time. This step may or may not be necessary depending on the type of project proposed. The Project Review Board meets the Thursday after each Planning Commission meeting.

4. PARKS AND RECREATION COMMISSION: This Commission reviews and makes recommendations to the Planning Commission regarding proposed parks. This step may or may not be necessary depending on the type of project proposed. The Parks and Recreation Commission meets on the second and fourth Mondays of each month.

5. STREETS AND TRAILS COMMISSION: This Commission reviews and makes recommendations to the Planning Commission regarding proposed street and trail improvements. This step may or may not be necessary depending on the type of project proposed. The Streets and Trails Commission meets on the first and third Mondays of each month.

6. PLANNING COMMISSION: This Commission is the final decision-making body for all applications except tentative tract and parcel maps, general plan amendments, zone changes, annexations, and decisions which are appealed to the City Council. The Planning Commission meets on the second and last Wednesdays of each month.

7. CITY COUNCIL: This is the final decision-making body for tentative tract and parcel maps, general plan amendments, zone changes, and annexations. In addition, the City Council reviews and renders final decisions on any appeal of Planning Commission decisions or conditions. The City Council meets on the first and third Wednesdays of each month.

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PROJECT PLAN PREPARATION GUIDELINES FOR SITE PLAN REVIEW AND CONDITIONAL USE PERMIT APPLICATIONS (New Development)

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, assessor's parcel number/s, legal description, 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 (as applicable)
   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 (as applicable).
   v. Proposed buildings and structures (indicate type of construction, roof materials, total building, and ground floor area of each building.
   vi. Existing/proposed lot coverage of the project site.
   vii. Landscape area, in square feet and percentage, required and provided (as applicable).
   viii. Total paved area (as applicable)

d. As applicable, a parking summary table containing:
   i. The total number of required parking spaces, broken down by each use or residential unit.
   ii. The total number of provided parking spaces, broken down by covered and uncovered parking.
   iii. The total number of provided handicap and electric charging vehicle stalls.
   iv. The total number of required and provided loading spaces.

e. Grading and drainage including existing ground contours not less than 50 feet beyond property lines, proposed pad elevations and slope banks, and proposed drainage pattern and type of drainage systems.

f. Street, alley, and parkway improvements (inclusive of sidewalks, drive approaches, streetlights, curbs, trees, etc.) to a distance of not less than 50 feet beyond property lines.

g. Fire hydrants and above ground utility structures (i.e., poles, meters, etc.), on site underground utility structures (i.e., water, sewer, storm drains), on-site utility structures which must be extended to serve the project (indicate distances), and easements (indicate purpose and dimensions) within the property and out to a distance not less than 50 feet beyond property lines.

h. Existing on-site trees (identify size, type and proposed disposition) within the property.

i. Show and label all existing structures within 50 feet beyond the property lines.

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

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

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

m. Location of proposed building fire walls and fire resistive separations.

n. 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. On more complex projects, a fence and wall plan on a separate page may be required.

o. Show all building entrances/exits.

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

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

r. Dimensioned parking stalls for standard, handicap, and loading spaces.

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

III. 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.

e. One set of colored, full-size elevations.

IV. 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.

V. Roof Plans

Roof Plan must include the following items:

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

b. Roof materials

VI. Conceptual Landscape Plan (As applicable)

Conceptual Landscape Plans must include the following items:

a. All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.

b. Trees, shrubs, and ground cover areas or other softscape elements. Indicate intended function of plants (i.e. street tree, accent tree, canopy shade tree, screening hedge, etc.).

c. Water elements and public art.

d. Plazas, sidewalks, or other hardscape elements, such as special paving materials or rockscape.

e. Walls or fences and their materials.

f. Location and design of community amenities and a legend which identifies such things as common or public open space/recreation areas, tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.

g. Primary and secondary project entry points and their treatment (textured paving, security gates, accent planting, entry walls, and/or monument signs).

h. Private and public sidewalks, greenbelts, and/or equestrian trails.

i. Emergency vehicle access