



City of Calimesa Planning Department

Minor Development Plan Review Requirements (Application attached)

Purpose and Intent

The City Council finds and declares that the public health, safety and welfare requires all proposed development be consistent with the City's general plan, applicable specific plans, zoning, and all federal, state and local laws and regulations. The purpose and intent of this chapter is to ensure such consistency by requiring development plan review of all development proposed within the City unless specifically exempted by this chapter.

(Ord. 96-11; Eff. 1/1/1997; Ord. 95-4, Amended, 10/2/95)

Unapproved Development Prohibited

Unless specifically exempted from the provisions of this chapter, no person shall commence any new use, construct a sign, obtain a building permit or certificate of occupancy, or intensify any use until a development plan therefore has been approved. For purposes of this section, "intensify any use" shall mean enlargement, exterior alteration, or increase in required number of parking spaces. "Sign" shall mean any advertising structure regulated by Title IX, Chapter 2 (commencing with § 9.2.01) of this Code.

(Ord. 96-11; Eff. 1/1/97; 95-4, Amended, 10/2/95)

Exemptions

The following development is exempt from development plan review and approval:

- (a) Room additions in areas designated for single-family residential development;
- (b) Accessory buildings (650 square feet or less and no more than 18 feet in height), patios, decks, gazebos and other incidental structures not directly adjacent to or facing a public street, landscape components and fenced in areas, designed for single-family residential development;
- (c) Pools and spas in areas designated for single-family residential development;
- (d) Commercial, industrial, and office additions for which no change in intensity of use or additional vehicular parking is required, such as a construction of trash enclosures and interior remodels;
- (e) Any other development of similar scale and impact, as determined by the Planning Director with the concurrence of the Planning Commission.

(Ord. 96-11; Eff. 1/1/97)(95-4, Amended, 10/02/1995)

Application for a Minor Development Plan Approval.

Applications for minor development plan approval shall include, but are not limited to the following types of development:

- (a) Change in use of an existing building.
- (b) Increase in size of an existing commercial or industrial building requiring the addition of over five vehicular parking spaces.
- (c) Construction of commercial or industrial buildings on pre-approved development pads.
- (d) Construction of accessory buildings in excess of 650 square feet and/or 18' feet in height.
- (e) As specifically stated in the Calimesa Development and Zoning codes.

Each Minor Development Plan Review application shall be completed on forms supplied by the City and accompanied by the following documents:

- (a) 10 copies of the site plan, drawn to standard engineering scale (one inch equals thirty feet), depicting the following:
 - (1) Lot dimensions and the location of all existing on and off-site structures (within 25' feet of lot line) with distances to the nearest lot lines.
 - (2) The location, height and construction material of all walls and fences on-site excluding building structures.
 - (3) The location, number of spaces and internal circulation pattern for all on-site parking together with the location of any off-site parking.
 - (4) The width and location of all driveways on-site and on adjacent properties, the public rights-of-way, the nearest street intersection, and the design of all ingress and egress routes.
 - (5) The location of all proposed landscaped areas.
 - (6) The proposed use of each structure and the amount of square footage devoted to each use.
 - (7) The design and location of all areas or improvements to be made available for public use or dedicated to a public agency or utility such as the location of public telephones.
 - (8) The location, design and construction materials of all trash enclosures.
 - (9) The design and location of all signs, exterior lighting and pedestrian walkways.
 - (10) The location of all existing and proposed fire hydrants as required by the Fire Department.

- (11) The location and screening methods of all proposed outdoor storage areas and a description of the materials to be stored in such areas.
 - (12) The percentage of landscaped area, building coverage and parking area.
 - (13) Existing and proposed public utilities, easements and drainage improvements.
 - (14) Existing and proposed water and sewer lines, connections and easements.
 - (15) Existing contours at two foot intervals for slopes up to ten percent; five foot intervals for slopes greater than ten percent.
- (b) 10 copies of the Preliminary Grading Plan showing building orientations and footprints of structures.
 - (c) 10 copies of all floor plans for each proposed structures.
 - (d) One copy of colored architectural elevations.
 - (e) 10 copies of the landscaping plans indicating the species, container size and quantity of proposed plant materials, and the design of irrigation system. All landscaping plans shall be prepared by a qualified landscape architect.
 - (f) 10 copies of the fencing plans.
 - (g) One set of color and materials board showing examples of the colors and materials of the building exteriors.
 - (h) An eight and one-half inch by eleven-inch legible transparency of all plans required by this section.
 - (i) All copies of the site plans, floor plans, architectural elevations and landscape plans required by this section shall be folded to an eight and one-half inch by eleven-inch size. Unfolded plans shall not be accepted and shall be cause to determine a development plan application incomplete.
 - (j) In the event the City determines the development plan review is subject to the provisions of the California Environmental Quality Act ("CEQA"), the applicant shall submit the following:
 - (1) A list of property owners according to the County of Riverside's latest equalized assessment role for each of the properties located within three hundred feet of the applicant's property.
 - (2) If the project is an industrial project, a complete narrative description of all industrial processes to be conducted on the site including: all raw,

intermediate, and hazardous materials used or stored on the site, as well as all possible contaminants to the environment, such as noise, dust or vapors. Failure to disclose this information completely could result in denial of the application or revocation if already approved. If the project requires approval of other agencies such as Regional Water Quality Control Board, Air Quality Management District, Health Department or EPA, information pertaining to these approvals must be submitted.

(k) Any written statement in support of the development which the applicant desires to present, and any other documents which the Planning Director finds reasonable and necessary under the circumstances to protect the public health, safety and welfare.

(l) A fee in an amount as the City Council shall, from time to time, determine by resolution, shall accompany each application.

(Ord. 96-11; Eff. 1/1/97; 95-4, Amended, 10/2/95)

Application Procedure

(a) Within 30 days after submittal of a development plan application, the Planning Director, or his designated representative, shall review the application to determine if it is complete pursuant to the requirements of this chapter. If the application is found to be complete, it shall be deemed filed and the applicant shall be given written notice thereof. If the application is found to be incomplete, the applicant shall be given written notice thereof with a statement of the reasons therefore. No application shall be deemed filed until it is found to be complete.

(b) Upon filing a development plan application, the Planning Director, or his designated representative, may distribute the application to any or all of the following agencies for review and comment:

(1) Riverside County Flood Control.

(2) Riverside County Fire Department

(3) All local school districts

(4) Any other governmental agencies having jurisdiction over the proposed development area or an interest in the development.

(5) Distribution shall also be made to the City's engineering, building, public works and Police Department for review and comment.

(c) Upon receipt of comments from any reviewing governmental agencies, the Planning Director shall formulate such conditions as he or she may deem necessary for approval.

Required Findings for Approval

No development plan application shall be approved unless the applicant provides substantial evidence to support all of the following findings:

- (a) The development plan application is consistent with the City's general plan, applicable specific plans, zoning and all federal, state and local law and regulations.
- (b) The design of the site plan is safe, functional and environmentally sensitive to the surrounding properties. Grading, where required, minimizes any potential environmental damage to the greatest extent possible. For purposes of making this finding, consideration shall be given, but not limited, to the following:
 - (1) Orientation and location of buildings and open space.
 - (2) Vehicle access.
 - (3) Circulation, parking and loading.
 - (4) Building heights.
 - (5) Design of walls and fences.
 - (6) Preservation of natural landforms and vegetation.
 - (7) Protection and enhancement of historic, archeological and cultural resources.
 - (8) Minimization of environmental impacts.
 - (9) Fiscal and economic impacts.
 - (10) Pedestrian amenities.
- (c) The architecture proposed is compatible with community standards and protects the character of adjacent development. For purposes of this finding, consideration shall be given, but not limited, to the following:
 - (1) The scale, character and quality of the design of the development.
 - (2) The appropriate use of design elements including line, mass, contour, texture and colors.
 - (3) The appropriate use of design principals including unity, diversity, repetition, emphasis, symmetry or asymmetry to achieve a pleasing effect.
 - (4) Harmony with surrounding structural elements.

- (5) Screening of exterior structural elements.
 - (6) Lighting design.
 - (7) Energy conservation
 - (8) Quality of the floor plans
- (d) The landscaping plan ensures visual relief and provides an attractive environment for the public's enjoyment and conforms to all landscape guidelines and water conservation requirements. For the purposes of this finding, consideration shall be given, but not limited, to the following:
- (1) Location, type, size, color, texture and coverage of plant material
 - (2) Provision for irrigation, maintenance and protection of existing and proposed landscaped areas.
 - (3) Screening of buildings and structures so as to relate them more closely to the natural environment.
 - (4) Minimization and concealment of utility and mechanical features.
 - (5) Preservation of native vegetation, significant ecological areas and environmental features.
 - (6) Water conservation.
- (e) An electronic copy of the site plan

Expiration

Development plans shall expire two years after the date of initial approval. Submittal of revisions after initial approval shall not extend the expiration date. The permittee may, at least 30 days prior to expiration of the permit, request an extension of time in which to use the permit. The request for extension of time shall be made to the Planning Department and accompanied by the fee set forth by resolution of the City Council. The Commission may grant a twelve (12) month extension based upon a determination that a valid reason exists for the approved Development Plan Review application not being used within the required period of time. The total time allowed for the use of the Development Plan Review application shall not exceed a period of three (3) years, calculated from the date of application approval. The term "use" shall mean the beginning of substantial construction of the use that is authorized, which construction must thereafter be pursued diligently to completion, or the actual occupancy of existing buildings or land under the terms of the authorized use.



City of Calimesa Planning Department

**Minor Development Plan Review
Application**

File Number _____

Owners Name _____

Mailing Address _____

Telephone Number _____ Alternate _____

Representative _____

Mailing Address _____

Telephone Number _____ Alternate _____

PROPERTY INFORMATION

Assessor's Parcel Number(s) _____

General Location _____

Street Address _____

Lot Dimensions/ Acreage _____

Note: If there is more than one person involved in the ownership of the property that this application is prepared for, a separate page must be attached to this application in which lists the names and address of all persons having an interest in the ownership of the property.

GIVE A DESCRIPTION/EXPLANATION OF THE PROPOSED PROJECT:

Signature of Applicant

I HEREBY CERTIFY, under the penalty of perjury, that I am the owner of the property for which this application is made, and in that capacity, have given authority to the above applicant to act on my behalf.

Dated at _____ California on _____ 20_____

Signature of Landowner

***** FOR CITY USE ONLY *****

Stamp Rec'd

Amount Received _____

- Cash
- Credit, Last 4-digits: _____ MC/Visa
- Check; number: _____

Receipt Number _____

Initials _____