



EZOP Planning Application Checklist

PROJECT

Information Sheet

PROJECT SITE PLAN AND ELEVATIONS REQUIREMENTS

Site Plans submitted to the Planning Division shall comply with the following specifications. Additional materials or information may be required according to each type of application.

Note: An illegible or inadequate site plan will not be accepted for submittal. Include only information necessary to depict the project and its setting. Do not include mechanical or structural drawings).

» Project Scope

The site plan shall include a project scope that identifies relevant information to the proposed project. Dependent on the application type, categories shall include:

- Application Type
- Number of indoor/outdoor seats
- Hours of operation
- Existing and proposed number of units
- Height of buildings
- Number of employees
- Other relevant data

» Elevations

Complete architectural elevations of all sides of the building(s) are required. Elevations **MUST** be shown on a separate drawing.

- Indicate structure height and dimensions.
- Indicate whether structures are existing or proposed.
- Indicate all finish materials.

» Floor Plan

A complete, scaled drawing that identifies the interior layout of the proposed building(s). Floor plan(s) shall be provided as a separate exhibit.

- Identify any seating, retail, storage areas and items to be stored, and other uses.
- For multiple residential projects, provide a floor plan of each type of unit.

» Analysis

The site plan shall include a breakdown of the parking provided (including accessible/ADA parking), lot coverage, floor area ratio, and landscaping calculations.



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Parking Analysis

See [Chapter 83.11](#) of the County Development Code for more information about the required parking.

Land Use/ Requirements	Parking Rate	Example		Required	Provided
		Bldg. Size/Rate			
Warehouse	1/1000 sq. ft.	10,000 sq. ft. /1000 sq. ft.		= 10 Minimum	12
Office/retail	1/250 sq. ft. (minimum)	600 sq. ft. / 250 sq. ft. (minimum)		= 4 minimum	4
Restaurant	1/3 seats (minimum)	1000 sq. ft. w/20 seats (minimum)		= 3 minimum	3
Loading Zone	1/5000 per use	11,600 sq. ft.		= 3 minimum	3
Total		11,600 sq. ft.		27	31

Lot Coverage/Floor Area Ratio (FAR) Analysis:

See Land Use Tables starting at [Chapter 82.03](#) of the County Development Code for more information about lot coverage and FAR specific to the property's land use zoning.

Lot Coverage: The percentage of a lot that has been altered to create a surface area that is either impervious (i.e., does not absorb water) or is covered by primary and accessory structures footprint. Also, use building coverage when determining lot coverage. Building coverage: The alterations of a lot by the creation of surface area upon which a building rest. It is the building footprint. The percentage surface coverage does not include roadways, swimming pools, tennis courts, solar collection devices or related apparatus.

Land Use Zoning	Proposed Lot Coverage*	Lot Size	Maximum Lot Coverage Allowed	Total Lot Coverage
Rural Commercial	10,000 sq. ft. building+paving	43,560	80%	$(10,000/43,560) \times 100 = 22\%$

Floor Area Ratio (FAR): Maximum allowed floor area ratio (FAR).

Land Use Zoning	Floor Area Ratio (FAR)	Total Building Area	Total Lot Area	Total FAR
Rural Commercial	0.3	10,000	43,560	$10,000/43,560 = 0.22$



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Landscaping Standards Analysis:

See [Chapter 83.10](#) of the Development Code for Landscaping Standards.

Minimum Landscaped Area		
Land Use Zoning	Minimum Landscape Area	
The factor resulting in the larger landscaped area shall be used.		
	As a % of Lot Area	Area in Sq. Ft.
RESIDENTIAL		
Single-Family	Front and street side setbacks	900
Multi-Family (4 or more units)	40%	N/A
NON-RESIDENTIAL		
Industrial/Warehouse	15%	1,000
Institutional	20%	500
Office	20%	1,000
Retail	20%	1,000



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» **Technical Requirements**

The following items are required to be displayed on the site plan:

Scale:

- 1. All plans shall indicate a scale and display a graphic scale (i.e. 1"=10', etc.)
- 2. Site Plan shall be accurate to scale.
- 3. Official Stamp Area: 4x6 area in the upper right-hand side of the site plan shall be left blank and labeled "Official Use Only."

- North Arrow: North Arrow shall be shown and oriented towards the top of the page. True north shall be indicated.

- Location: The site address (if available), legal description(s) including APN number(s), land use zoning district, land use category, and names of abutting streets.

- Utilities: Indicate names, addresses, and telephone numbers of water company, sewage disposal, electric, gas, telephone, cable television. If no utility company, indicate the method of supply.

- Telephone numbers and addresses of all property owners.

- Vicinity map showing project location within a general area with a north arrow. Indicate nearest cross streets, major access roads, and community name.

» **Site Plan**

Site Plan must clearly and completely show the intent of the project and its uses and their locations on the site. Clearly label, identify, and differentiate the following features (and include dimensions for important distances):

- 1. Location and uses of all buildings and structures (including walls and fences):
 - Existing structures to be demolished and existing structures to remain (if applicable).
 - Existing structures or walls that will be demolished to be shown with dashed or shadowed lines (if applicable).
 - Proposed structures to be constructed or added.

- 2. Dimensions shall be provided for all important measurements, including:
 - Property lines, yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request).
 - If there is more than one zone classification on the subject property, the zone boundary and dimensions shall be indicated.
 - Adjacent property information: Show the location, uses, yards/setbacks, height and footprint of buildings and structures on adjoining properties that may be affected by the requested application.
 - Boundary Line: The boundaries of the property shall be shown by a heavy-broken line and clearly labeled.

- 3. Parking/Loading:
 - Parking areas (including stalls), on-site circulation, and access to the site.



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- Location of residential guest parking stalls
- Loading Areas – dimensions and access driveways
- Mixed Use projects – location of residential and non-residential parking areas, loading area(s).

4. Identify any existing or future alleys, public rights-of-way, easements, and road dedications.

5. Topography:

- Where there is more than a 5-foot elevation difference in slope, a site plan shall be superimposed on a contour map showing site topography.

Grading:

- Show existing contours and proposed finished contours.
- Show finished elevations at lot corners and graded areas.
- Show finish grades for all structures, pads, and parking areas.
- If no grading is proposed, state “no grading is proposed” in the analysis section.
- Show location, size, and height of any existing proposed walls.
- Cross-Sections: Where boundary conditions change in elevation of more than 3-feet, demonstrate the change on the site plan, including walls, fences, slopes, and landscaping.

Drainage:

- Indicate any drainage courses or hilly terrain by flow-line arrows and contour lines.
- Show proposed drainage of site by flow line arrows or swales and include the location and dimensions of drainage basins.
- Identify any best management practices (BMPs) or Water Quality Management Plans (WQMP), if applicable.

6. Signs: Show the location(s), dimensions, and whether or not the sign(s) exist, are to be retained, moved, changed or removed. If no signage proposed, please note in the analysis area. Signs will be subject to a separate permit.

7. Plant and Tree Protection: Indicate the location, size, type, and general condition of the following trees on the site and within the public right(s)-of-way:

- Valley or Mountain Areas: All significant trees (6” or greater trunk diameter, or 19 inches in circumference measured at 4.5 feet above average ground level of the base). Note the presence of any Coastal Live Oak trees on site.
- Desert Areas: All Joshua Trees and all species of century plants, nolinias, and yuccas. Creosote rings that are 10 feet or greater in diameter. For smoke trees and mesquites, two (2) inches or greater in diameter of six (6) feet or greater in height. All plants protected by the State Desert Native Plants Act shall be protected in accordance with that ordinance.
- If there are no protected trees, indicate by a note that no such trees exist on site.

8. Path of Travel: Show a marked path of travel from disabled space(s) and from the street to the main building(s).

9. Landscaping: Identify areas to be landscaped. Additional information about types of plants identified may be required at the request of the reviewing agency.



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- 10. Lighting: Show location of outdoor lighting. In a note, indicate the type of lighting and planned hooded/shielding design.
 - 11. Truck Turning Template: If truck activity is involved in the project, show the turning maneuvers for the driveways relative to the street.
 - 12. Emergency Vehicle Access and Turnaround Area: Identify the location, width, and the turning radius for all emergency vehicle access paths.
 - 13. Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours of operation, etc. If proposed use is storage, indicate type of material to be stored.
 - 14. Paving:
 - Delineate the edge of paving (if any) and indicate any existing curbs, driveways, and sidewalks.
 - If no paving exists, indicate the type of road (dirt, gravel) and note that curb and gutter and/or sidewalks do not exist.
 - If paving does exist, provide in a notation the distance to the nearest paved road and the name of the road.
 - 15. Trash Enclosures: Identify the location, dimensions, screening, and measure distances between all trash enclosures and the nearest building(s).
 - 16. Photographs (as attachment):

Provide photographs taken looking from the site, as well as into the site, sufficient to establish overall characteristics of the subject site and surroundings. On the site plan, indicate the locations where these photographs were taken and the direction of the view.
 - 17. Utility Infrastructure: Identify locations of all power poles, fire hydrants, and any other items of critical infrastructure on the site and all adjoining streets.
 - 18. Phase Lines: If the project is to be phased, include details in the phasing plan. Include additional information on site improvements, including parking, to occur with each phrase.