



# Project Site Plan Instructions

County of San Bernardino – Planning Division

## CONDITIONAL USE AND MINOR USE PERMITS

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. Assistance with an online planning application submittal can be obtained at the Public Counters, located at 385 N. Arrowhead Ave., 1<sup>st</sup> Floor, San Bernardino, CA 92415 (phone number: 909-387-8311) and at 15900 Smoke Tree St., 1<sup>st</sup> Floor, Hesperia, CA 92345 (phone number: 760-995-8140).

**NOTE:** An illegible or inadequate Plot Plan cannot be accepted. Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings). Floor plans may be required.

**1. Project Scope:**

The Plot Plan shall include a Project Scope that identifies relevant information to the proposed project. Depending on the application, categories should include:

- *Application Type*
- *Number of indoor and outdoor seats*
- *Hours of operation*
- *Existing and proposed number of units*
- *Heights of buildings*
- *Number of Employees*
- *Other relevant data...*

**2. Analysis:**

The Plot Plan shall include a breakdown of the parking provided, lot coverage/floor area ratio, and landscaping calculations.

**PARKING ANALYSIS**

Please see Chapter 83.11 of the Count Development Code for more information about the required parking.

**Example**

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

### LOT COVERAGE/FLOOR AREA RATIO (FAR) ANALYSIS

Please see the Land Use Tables starting in Chapter 82.05 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 rests. 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	43,560	80%	10,000/43,560=.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	.3:1	10,000	43,560	10,000/43,560=.22

### LANDSCAPING STANDARDS ANALYSIS

Please see Chapter 83.10 of the County 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.
<b>RESIDENTIAL</b>		
Single-Family	Front and street side setbacks	900
MULTI-FAMILY (4 OR MORE UNITS)	40%	N/A
<b>NONRESIDENTIAL</b>		
Industrial/Warehouse	15%	1,000
Institutional	20%	500
Office	20%	1,000
Retail	20%	1,000

### 3. Technical Requirements:

The following items shall be displayed on the plot plan.

- A. Scale:
  - 1) All plans shall indicate a scale and display a graphic scale (i.e. 1" to 10', etc.)
  - 2) Plot Plan shall be accurate to scale.
  - 3) Official Stamp Area- a 4x6 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only".
- B. North Arrow: North shall be shown and oriented towards the top of the page. True north shall be indicated.
- C. Location: The site address (if available), legal description(s) including APN number(s), land use district, and names of abutting streets.
- D. 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.
- E. Telephone numbers and addresses of all property owners.
- F. Vicinity map showing project location within a general area with a north arrow. Indicate nearest cross streets, major access roads and community name.

### 4. 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):

- A. Location and uses of all buildings and structures (including walls and fences):
  - 1) Existing structures to be demolished and existing structures to remain.
  - 2) Existing structures or walls that will be demolished to be shown with dashed or shadowed lines.
  - 3) Proposed structures to be constructed or added.
- B. Dimensions: Dimensions shall be provided for all important measurements, including:
  - 1) Property lines, yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request).
  - 2) If there is more than one zone classification on the subject property, the zone boundary and dimensions shall be indicated.
  - 3) 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.

- C. Parking / Loading:
  - 1) Parking areas (including stalls), on-site circulation, and access to the site.
  - 2) Location of residential guest parking stalls.
  - 3) Loading areas -- dimensions and access driveways.
  - 4) Mixed use projects – location of residential and non-residential parking areas, loading area(s).
- D. Alleys, and other public rights-of-way or easements.
- E. Topography :

Where there is more than 5-foot elevation difference in slope, a Plot 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

Drainage: indicate any drainage or hilly terrain by flow-line arrows and contour lines. Show proposed drainage of site by flow line arrows or swales

- F. Signs:  
Show the location(s), dimensions, and whether or not 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.
- G. Plant and Tree Protection:  
Indicate the location, size, type and general condition of the following tree on the site and within the public right(s)-of-way:
  - a) 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)
  - b) 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 Plans Act shall be protected in accordance with that ordinance.
- H. Path of travel: Show a marked path of travel from disabled space(s) and from the street to the main building (s).
- I. Landscaping: How areas to be landscaped.
- J. Lighting: Show location of outdoor lighting. In a note, indicate the type of lighting and planned shielding design.
- K. Truck Turning Template: If truck activity is involved in the project, show the turning maneuvers for the driveways relative to the street.
- L. Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours or operation, etc. If proposed use is storage, indicate type of material to be stored.
- M. Paving: Delineate edge of paving (if any) and indicate any existing curbs, driveways, and sidewalks. If no paving exists, indicate type of road (dirt, gravel) and a note that curb and gutter and/or sidewalks do not exist. If paving does not exist, provide in a notation the distance to the nearest paved road and name of road.