

FOR OFFICE USE ONLY

ZCPC No.:

Date Paid:

ZONING COMPLIANCE PRELIMINARY CHECK

A Zoning Compliance Preliminary Check (ZCPC) review by the Planning Division is required for the following ministerial residential projects: (2) or fewer new residential units (e.g. single-family or duplex), detached or attached accessory dwelling units (ADUs and junior ADUs), other residential accessory structure(s), and residential additions or alterations. The ZCPC review must be completed prior to submitting a Grading and/or Building Permit Application to the Engineering Department and/or Building & Safety Division.

PROPERTY INFORMATION

Property Address:

Property APN(s):

Current Use and Condition of Property:

Sewer Availability:

☐ Septic – Existing or Proposed

☐ Sewer – Existing or Proposed

CONTACT INFORMATION

PROPERTY OWNER

Name:

Mailing Address:

City/State/Zip Code:

Phone:

Email:

APPLICANT

Name:

Mailing Address:

City/State/Zip Code:

Phone:

Email:

PROJECT TYPE

Select the project type(s) requesting a ZCPC review (check all that apply if more than one):

☐ Single Family Residence

☐ Duplex

☐ Detached Accessory Dwelling Unit (ADU)

☐ Attached Accessory Dwelling Unit (ADU)

☐ Junior ADU (JADU)

☐ Residential Addition

☐ Other Residential Accessory Structure

Describe:

ZCPC SUBMITTAL REQUIREMENTS

The following are the minimum submittal requirements for a ZCPC review. Additional information and details may be requested by the Planning Division.

1. **SITE PLAN** – Include or show the following on the site plan sheet(s):

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|--|---|
| ☐ Address/APN(s) | ☐ Street Dedication(s) and Easement(s) – Contact Engineering Dept.* |
| ☐ Zoning District | ☐ Building Footprint(s) of all Structures – Proposed and Existing |
| ☐ Square Footage(s) | ☐ Building Setback(s) |
| ☐ Lot Size | ☐ Wall(s)/Fence(s) – Height and Location |
| ☐ Property Lines | ☐ Site Access/Driveway(s) |
| ☐ Lot Coverage | ☐ Scale and North Arrow |

2. **FLOOR PLANS** – Include or show the following on the floor plan sheet(s):

- ☐ Label all Rooms – Proposed and Existing
- ☐ Dimension all Rooms – Proposed and Existing
- ☐ Windows and Doors
- ☐ Garage – Interior Dimensions
- ☐ Patios/Balconies

3. **ELEVATIONS** – Include or show the following on the elevation sheet(s):

- ☐ North Building Elevations
- ☐ South Building Elevations
- ☐ East Building Elevations
- ☐ West Building Elevations
- ☐ Maximum Building Height – Dimensioned from Finished Grade

4. **SEWER CONNECTION APPROVAL** – Provide a copy of one of the following to confirm sewer connection availability for the project:

- ☐ County of Riverside Environmental Health Dept. Approved Septic Tank Plans and Approval Letter
- ☐ Will Serve Letter from Elsinore Municipal Water District (EVMWD)

Note(s):

** To check locations of existing or proposed easements as well as any required street or right-of-way dedications, contact the Engineering Department in person at City Hall (130 S Main St.) or by telephone at (951) 674-3124.*

PROPERTY OWNER AND APPLICANT SIGNATURE

The undersigned hereby certifies that all the information in this application is true and correct; and that the signature(s) represents all the property owner(s) of record or authorized agent and consents to the filing of this application and have authorized the applicant below to represent them with respect to the processing of this application.

PROPERTY OWNER:

Name:	Signature:	Date:
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APPLICANT:

Name:	Signature:	Date:
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