



For City Staff Use Only

Plan Check #:

Date Submitted:

Received By:

Related Projects:

ZONING COMPLIANCE—PLAN CHECK

Minor construction projects which do not change the use or intensity of a building or site may be approved by the Planning Division at the counter if they comply with applicable zoning requirements. These projects typically include minor alterations to existing buildings; accessory structures; fences and walls; or utility equipment. Larger projects may require discretionary approval prior to submittal for plan check.

PROPERTY INFORMATION

Address:

APN:

Current Use & Condition:

CONTACT INFORMATION

Property Owner

Applicant

Name:

Name:

Mailing Address:

Mailing Address:

City/State/Zip Code:

City/State/Zip Code:

Phone:

Phone:

Email:

Email:

PROJECT INFORMATION (CHECK ALL THAT APPLY)

Residential

Non- Residential

☐ Addition/Remodel

☐ Trash Enclosure

☐ Accessory Structure

☐ Mechanical Equipment

☐ Pool, Spa, and Related Equipment

☐ Tenant Improvement

☐ Fence, Wall, or Retaining Wall

☐ Fence, Wall, or Retaining Wall

☐ Other

☐ Other

Describe proposed work: _____

APPLICANT SIGNATURE

The undersigned hereby certifies that all the information in this application is true and correct; that the signatures represent all the property owners of record or authorized agent; and that permission is hereby granted to the City to

Property Owner(s)

Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:

Authorized Agent

Name (Print):	Signature:	Date:
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HOMEOWNERS ASSOCIATION (HOA) APPROVAL

The undersigned hereby certifies that he/she is the designated representative of the Home Owners Association authorized to ensure consistency of this project with applicable CC&R's; that the project has been reviewed by the

HOA Name:

Designated Representative

Name (Print):	Signature:	Date:
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STAFF REVIEW

Property's Zoning:	Yes	No	N/A
Are the proposed improvements consistent with the General Plan?	☐	☐	☐
Are the proposed improvements consistent with the Municipal Code or Specific Plan?	☐	☐	☐
Are the proposed improvements consistent with Discretionary Approvals?	☐	☐	☐
Are the proposed improvements approved?	☐	☐	☐

Reviewed By:

Name (Print):	Signature:	Date:
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Conditions of Approval: _____

CITY OF LAKE ELSINORE ZONING COMPLIANCE PLAN CHECK GENERAL INFORMATION AND APPLICATION REQUIREMENTS

What is a Zoning Compliance Plan Check Application?

A Zoning Compliance Plan Check (ZCPC) is a process in which the Planning Division reviews your development plan for compliance with applicable zoning code requirements such as unit size, building setbacks, height, lot coverage, parking, landscaping, and architectural design. During the review, your plans are also routed to other City permitting departments including Engineering, Fire, and Building for preliminary compliance review.

What types of projects require a ZCPC?

ZCPC is required for the following types of construction projects:

- New single-family dwellings or a new duplex (two attached single-family dwellings on an existing lot zoned for residential uses)
- Accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) on lots zoned for residential uses
- Residential additions to existing structures on legally conforming lots zoned for residential uses
- Accessory structures (detached sheds, garages, etc.) on lots zoned for residential uses with an existing main use
- Limited repairs and maintenance to existing structures or site improvements
- Major exterior renovations
- Interior structural alterations
- Any exterior additions that are required to meet setbacks, including (but not necessarily limited to) HVAC condensing (air-conditioning units), patio covers, outdoor fireplaces and built-in-barbeque grills, pools, and related equipment, etc.

For other construction projects, a Design Review Application is required rather than ZCPC. In contrast to ZCPC application decisions which are ministerial actions made by the Planning Division, Design Review applications decisions are discretionary actions made by the Planning Division or Planning Commission depending on the scope and size of the project. Please refer to Sections 17.415.050 ([imbed link](#)) and 17.415.060 ([imbed link](#)) of the Lake Elsinore Municipal Code for further information on Design Review application procedures and requirements.

When is a ZCPC required?

For new projects a ZCPC is required prior to applying for grading and building permits. Applications for grading and building permits will not be accepted until you receive ZCPC approval. For all other applications, a ZCPC is required prior to the commencement of any work or installation.

What if I need a minor exception or variance from the zoning requirements?

Variances are subject to review and approval by the Planning Commission whereas minor exceptions may be granted by the Planning Division. Please note that both variance and minor exceptions require direct notice to neighboring property owners, and a public hearing is required for variance applications.

What are the required application materials?

The ZCPC application must include the following items, please note that incomplete applications will not be accepted):

- **Application Form** (filled out completely and signed by property owner and HOA representative if required)
- **Proof of Ownership** (provide a title report, deed, mortgage/insurance documents, property tax receipt/bill)
- **Architectural Drawings** including site plan, floor plan(s), elevations, cross-section, and roof plan
- **Landscape Drawings** including planting plan and wall/fence plan
- **Civil Drawings** including grading/drainage, and utility plans (preliminary)

Please see reverse side of this page for technical drawing standards.

How long does the ZCPC process take?

Although the City strives quickly streamline plan reviews, the initial review of a ZCPC application can take up to 15 business days depending upon the current volume of plans in process. Processing times depend on the scope of plan corrections and compliance issues identified during plan review. Delays in applicant's response to review comments and corrections will impact the processing timeline.

What else should I know?

Applicants should be advised that ZCPC approval **IS NOT** a construction permit and does not confer a right to proceed with construction activities such as grading or building. After ZCPC approval and prior to construction, you must apply for and obtain all required permits and agency approvals for your project including a grading permit, building permit, sewer/water connections, septic systems, wells, in addition to any other required federal, state, or local approvals.

ZONING COMPLIANCE PLAN CHECK DRAWING STANDARDS

Typical - Every Sheet (Combine all architectural, civil, and landscaping drawings into ONE single PDF file)

- | | |
|---|---|
| - Sheet Size: 24"x36" | - Surveyor Name and Contact Info |
| - Sheet Number | - Drawing Preparer Name and Contact Info |
| - Drawing Title | - Architect Name and Contact Info |
| - Drawing Scale | - Engineer Name and Contact Info |
| - Dimensions | - North Arrow |
| - Drawing Date | - Project Accessors Parcel Number (APN's) |
| - Property Owner(s) Name and Contact Info | - Project Address |

Cover Sheet

- | | |
|-------------------------|-----------------------------------|
| - Project Name | - Utilities Name and Contact Info |
| - Zoning Data and Calcs | - Vicinity Map (1"=800' scale) |
| - Sheet Index | - Property Legal Description |

Site Plan

Label, dimension, and specify location of the following features:

- | | |
|--|--------------------------------------|
| - All Property Lines in true configuration | - Existing & Proposed Easements |
| - Existing & Proposed Trees | - Street Dedication(s) |
| - Existing & Proposed Buildings & Structures | - Fire Hydrants |
| - Building Footprint | - Required Parking |
| - Building Setbacks | - Roof Overhangs (Eaves) |
| - Distance between Structures | - Trash Collection Area |
| - Site Access/Driveways | - Wall and Fence |
| - Adjoining Right-of-Way | - Existing and Proposed Improvements |
| - Lot Coverage Calculation (as a %) | |

Floor Plans

Label, dimension, and specify location of the following features:

- | | |
|-----------------------------|-------------------------------------|
| - Room (label use and size) | - Garage (show interior dimensions) |
| - Bathrooms | - Patios and Balconies |
| - Windows and Doors | |

Elevations

Provide one colored elevation with the following information for each building side:

- | | |
|---|---|
| - Building height dimension (from finished grade) | - Windows |
| - Exterior wall mounted light fixtures | - Doors |
| - Exterior materials and colors | - Type of stucco finish (if applicable) |
| - Building cross-sections (one transverse and one longitudinal) | |

Roof Plan

Include the following information:

- | | |
|--------------------------------------|-----------------------------|
| - Roof pitches and direction of fall | - Roof material |
| - Outline of eaves | - Ridges, hips, and valleys |
| - Equipment | - Skylights |

Landscaping and Wall/Fence Plan

Include the following information:

- | | |
|---|--|
| - Any existing landscaping to be removed or protected in-place. | - Height of existing or proposed fences/walls |
| - Any existing trees to be removed or protected in-place. | - Elevations and details of existing or proposed fences/walls |
| - Plant palette and size of materials | - Size, location and spacing of trees, shrubs, and groundcover |

Grading/Drainage/Utility Plans*

Include the following information:

- Estimated earthworks calculation
- Direction of drainage flow with slope in percentage
- Drainage and utility facilities
- Proposed grades and elevations
- All existing contours and structures within 25' of site boundaries
- Circulation/drainage improvements and drainage courses within 100' of site boundaries
- Location of any storage areas, equipment, temporary laydown yards, onsite materials storage, etc.

*Onesite work only. If off-site mobilization is necessary, please provide separate proof of ownership or a notarized authorization form allowing for the off-site mobilization yard. A separate sheet off-site mobilization sheet is required showing proposed or existing access, location of materials, location where temporary equipment will be stored, employee/contractor parking, and all other pertinent information associated with the off-site mobilization yard.