



City of Temecula

41000 Main Street
P.O. Box 9033
Temecula, California 92589-9033
PHONE: (951) 694-6400
FAX: (951) 694-6477

MINOR EXCEPTION

Introduction

This handout summarizes Temecula's Minor Exception application requirements. Minor Exception requirements are specified in section 17.03.060 of the Development Code.

What is the Purpose and Intent of a Minor Exception request?

The purpose of a Minor Exception is to provide administrative approval for deviations from code standards that are minor and have no impact on the public health and safety of adjacent properties.

When is a Minor Exception application required?

A Minor Exception is required for minor deviations from Development Code standards for specific situations that include the following:

- Reduction of required lot area, setbacks, parking or landscaped areas by less than fifteen percent (15%) of the code requirement;
- Increase in allowable building height or lot coverage by less than fifteen percent (15%) of the code requirement;
- Increase in fence or wall heights up to ten percent (10%) above the maximum allowed height, except when the fence or wall is located in the required front yard;
- Increase in the allowable size, height, number, or location of new or existing signs by less than ten percent (10%) of allowed standards.

How do I apply for a Minor Exception?

A call is placed to the Community Development Department, (951) 694-6400, to schedule an application submittal meeting. City staff will meet with you within 1 to 2 working days to review your application materials for completeness. The application will be deemed complete at the front counter if all submittal materials and fees have been provided.

Who approves Minor Exception applications?

Minor Exceptions are approved administratively, unless in conjunction with a project that requires an approval from Planning Commission or the Planning Director, in which case the respective hearing body shall render a final decision. The Director of Planning may consider and render decisions without public hearing on requests involving Minor Exceptions to the provisions of the Development Code. Appeals of the Director's action may be made in accordance with Section 17.03.030 of the Development Code.

What are the Criteria for Approval?

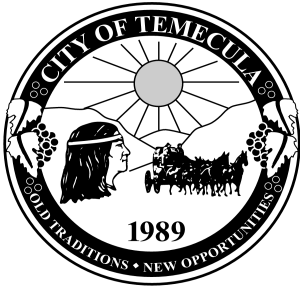
In order to approve the Minor Exception application, the Planning Director must determine, or find that the proposed use meets all of the following:

- That there are practical difficulties or unnecessary hardships created by strict application of the code due to the physical characteristics of the property;
- The Minor Exception does not grant special privileges which are not otherwise available to surrounding properties and will not be detrimental to the public welfare or to the property of other persons located in the vicinity; and
- The Minor Exception places suitable conditions on the property to protect surrounding properties and does not permit uses which are not otherwise allowed in the zone.

Minor Exceptions may be approved with "Conditions of Approval" which are deemed necessary to protect the public health, safety and general welfare.

Where can I review General Plan, Design Guidelines and Development Code?

These documents are available for review at the Planning Department and on the web at www.cityoftemecula.org



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Date Stamp

PROJECT CLASSIFICATION
PA# _____
DEV# _____
PRJ# _____
LDC# _____

MINOR EXCEPTION

PROJECT INFORMATION
(INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Project Title: _____

Proposed Project Description (Be as descriptive as possible. Use Additional sheets as needed): _____

Type of Minor Exception Request:

Lot Area	Landscape	Lot Coverage	Setback Reduction
Building Height	Wall or Fence height	Signs	Parking

Assessor's Parcel No(s): _____

Legal Description (Tract, Lot No.): _____

Street Address(es): _____

General Location: _____

ADDITIONAL PROJECT INFORMATION

Total Building/Project Square Footage: _____

Zoning: _____ General Plan: _____

Gross Acreage: _____

Related Cases: _____

APPLICANT/REPRESENTATIVE/OWNER INFORMATION

APPLICANT/REPRESENTATIVE _____ **CONTACT** _____

PHONE NO. _____ FAX NO. _____
LAST FIRST MI.

ADDRESS _____
STREET CITY STATE ZIP

Email: _____

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature _____ **Date:** _____

PROPERTY OWNER _____
LAST FIRST MI.

PHONE NO. _____ FAX NO. _____

ADDRESS _____
STREET CITY STATE ZIP

Email: _____

Owner Certification

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner/Authorized Agent Signature: _____ **Date:** _____

Print Name: _____

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

MINOR EXCEPTION APPLICATION SUBMITTAL REQUIREMENTS

Initial Submittal Requirements*	
Site Plan (Described in Section A)	5
Conceptual Grading Plan (Described in Section B) (If applicable)	5
Floor Plan (Described in Section C) (If applicable)	5
Conceptual Landscape Plan (Described in Section D) (If applicable)	5
Building Elevations (Described in Section E) (If applicable)	1
Justification Sheet (Description in Section F)	1
Signage Plan (Description in Section G) (If applicable)	3

**** Some requirements may not be applicable depending on requested exception
Consult with staff to determine complete submittal requirements.***

PLAN PREPARATION AND GUIDELINES

All plans shall be drawn on uniform sheets no more than 24" X 36" (or as approved by the Community Development Department), shall be folded into 1/8 sections with a folded size not to exceed 8 1/2" X 11". All plans shall be clear, legible and accurately scaled. The site plan, landscape plan and grading plan should all be at the same scale and shall be consistent with each other.

On large scale drawings, 1"=20', or larger, it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing (see Section B). For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

SECTION A. SITE PLAN CONTENT

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- Name, address, and phone and fax number of applicant, owner, architect and/or engineer.
- Graphic scale (with bar scale) and north arrow.
- Vicinity map.
- Date Site Plan prepared
- Data table formatted in the following order:

Required Information for all Minor Exception Applications

- Assessors Parcel Number
- Street Address (if available)
- Legal description of the property (i.e. Tract/Parcel Map and Lot(s)/parcel(s))
- Zoning designation
- General Plan designation
- Existing land use/proposed land use

Consult Planning staff to determine which of the following site plan items are required for your specific application:

- | | | |
|-------------------------------|------------------------|------------------------|
| ○ Total Gross Area: | square feet | acres |
| ○ Total Net Area: | square feet | acres |
| ○ Total Building Area: | square feet | FAR |
| ○ Lot coverage: | <u>Square Feet</u> | <u>Percentage</u> |
| ○ Building area | s.f. | % |
| ○ Parking area | s.f. | % |
| ○ Landscaping area | s.f. | % |
| ○ Parking: | <u>Spaces Required</u> | <u>Spaces Provided</u> |
| ○ Ratio/square foot of use(s) | spaces | spaces |
| ○ Number of disabled spaces | spaces | spaces |
| ○ Total Parking | spaces | spaces |
- Floor Area Ratio
 - Occupancy classification (per Uniform Building Code)
 - Type of construction (per Uniform Building Code)
 - Indicate if building has fire sprinklers and/or alarm
 - Number of stories
 - Height of building (as measured from the pre-existing grade, finished grade or floor protection elevation, which ever is lowest to highest point on roof)
 - Existing property lines in bold and label all dimensions
 - Proposed lot lines and dimensions, if applicable
 - Metes and bounds
 - Location and dimension of all existing and proposed structures
 - Location and dimension of all landscaping and pedestrian walkways (shaded)
 - Location and dimension of drive lanes, loading zones and parking stalls
 - Location and dimension of all trash enclosures
 - Location of all structures, driveways, parking areas, trees and adjoining property lines within 50 feet of the perimeter of the subject property
 - Location and dimensions of all walls and fences
 - Location and dimensions of all existing easements (with record reference) and any proposed easements
 - Location of monument sign (if proposed)
 - Zoning and existing land use of adjacent parcels
 - Location and dimensions of all existing adjacent street improvements
 - Location and dimension of all required adjacent street improvements
 - Location, type and height of all street, parking and pedestrian lights
 - Dimension of all building setbacks
 - Phasing of the project (if proposed)
 - Disabled access to the building from the public way (horizontal path of travel only)
 - Location of existing fire hydrants

SECTION B. CONCEPTUAL GRADING PLAN CONTENT

Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans.

The following information shall be included on the plan:

- Name, address, and phone and fax number, of applicant, owner and engineer
- Legend, north arrow, bar and graphic scale, vicinity map
- Assessor's Parcel Number(s)
- Legal description (i.e. Tract / Parcel Map and lot(s) / parcel (s))
- Metes and bounds (i.e. bearing and distance)
- Property lines, easements (existing and proposed), rights-of-way
- Approximate earthwork quantities (CY)
- Existing topography, proposed grades, and natural features to 50 feet from the perimeter of the subject property at minimum 2-foot contour intervals.
- Proposed grading; structures, curbs, retaining and/or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.
- All slopes greater than 2:1 must be clearly labeled
- Pad and finished floor elevations
- Location of utility connections (i.e. sewer and water)
- Location and dimension of all proposed public improvements
- Locations of existing public utilities
- Cross-sections at all property lines
- Drainage and flood control facilities; size and type
- Location and dimensions of existing and proposed easements.
- Cut and fill daylight lines
- Label all slopes
- Streets; typical cross-sections to show existing and proposed improvements.
- Limits of FEMA floodplains and floodways.
- Delineation of special hazard zones (i.e., earthquake faults and liquefaction zones)
- Americans with Disabilities Act (ADA) path of travel.

SECTION C. FLOOR PLAN/ROOF PLAN CONTENTS

Scale: The scale used on the floor plans shall be no less than 1/4" per foot. Plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:

- Proposed use for each room (if available)
- Proposed square footage for each room
- Restrooms
- Exits
- Doors
- Hallways
- Corridors
- Elevators
- Patio

The following information shall be included on the roof plan:

- All roof pitches and direction of fall
- Location and detail of all mechanical equipment
- Spot elevations or other cross-sections necessary to verify that all mechanical equipment is fully screened

SECTION D. LANDSCAPE PLAN CONTENT

Scale: Engineering scale not to exceed 1"=40'

The following information shall be included on the plan:

- Name, address, and phone number of applicant, architect, engineer and/or landscape architect
- Scale and north arrow.
- Location of all proposed buildings, paved surfaces, walls/fences and sidewalks.
- Roof outlines including eave overhang
- Location, size and identification of all existing and proposed plant material, trees, shrubs and groundcover. Note on plans whether existing landscape is to be removed.
- A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, and spacing
- Location and elevation of mounding, if proposed
- Graphically indicate all slopes, which equal or exceed 3:1
- Graphically indicate all vehicle sight lines
- Generally describe type of irrigation system to be implemented

SECTION E. BUILDING ELEVATION(S) CONTENT

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and accessory structures, (trash enclosures, walls, carports, etc.). Include cross-section(s) of building(s) with proposed grades.

The following information shall be included on the plans:

- Name, address and phone number, of the applicant, architect and/or engineer
- Location of building address and wall mounted signs for all sides of the building(s)
- Shading, as applicable, to give the elevations some graphic dimension
- Location of walls and fences
- Roof top mechanical equipment screens
- A schedule for colors and materials (which corresponds to the color and material board) and specific location of their use
- Height of buildings with dimensions

SECTION F. STATEMENT OF JUSTIFICATION

Provide written justification outlining your request for a Minor Exception. This justification must answer the following questions. Please provide a thorough explanation of your responses.

1. Explain how there are practical differences or unnecessary hardships created by the strict application of the code due to the physical characteristics of the property.
2. Explain how the minor exception will not grant a special privilege, which is not otherwise available to surrounding properties and will not be detrimental to the public welfare or to the property of other persons located in the vicinity.
3. Explain the types of uses that are proposed for the subject property and whether they are permitted uses in the zone.

SECTION G. SIGNAGE

A total of three copies of each plan shall be provided, one in color, two black and white.

1. A site plan shall be provided showing location of all signs (including wall signs, monument signs, free-standing signs, directional signs, freeway signs, etc.).
2. A legend shall be provided indicating the total number of requested signs, square footage of each sign, dimensions of each sign and sign type (including colors and materials).
3. The site plan shall delineate the frontage (length) of all buildings and include the frontage (length) of each suite area associated with proposed signs. If signs are proposed on rear walls, the length of the suite shall be provided for the rear.
4. A colored elevation of all proposed signs shall be provided and include a side view with dimensions.
5. An illustrative dimensioned and colored building elevation for attached signage showing:
 - a. Proposed location of sign.
 - b. Height of building.