



**BEAUMONT PLANNING DEPT.**  
550 E. 6th Street  
Beaumont, CA 92223  
(951) 769-8518  
BeaumontCa.gov

## **MINOR PLOT PLAN SUBMITTAL REQUIREMENTS**

- \$1,435.00 Fee for Minor Plot Plan - Staff Review
- \$450.00 Fee for Fire Review of Minor Plot without hearing
- \$3,230.00 Fee for Minor Plot Plan - Planning Commission
- \$450.00 Fee for Fire Review of Minor Plot with hearing

**Please provide the information below when submitting the completed application:**

- Completed Master Planning Application
- Site Plan including architectural elevations, floor plans, preliminary grading and conceptual landscape plans
- Other completed applications (if applicable)
- Grant Deed
- Title Report (pulled not longer than 6 months prior)
- If not the property owner, provide a letter of authorization from property owner or landlord
- Notarized letter of authorization or the property owner's signature on the Master Application
- Statement of Operations including: hours of operation, number of employees, services provided
- 2 Sets of 300' property owner notification list, radius map and labels (mailed in to the Planning Department, if applicable)(Details provided on the next page)

ALL DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE NOTED

Note: Additional information may be required once the information submitted is reviewed and analyzed.

*After 6 months without activity or written communications, the City of Beaumont shall deem the application abandoned, in which a new application and fees will be required.*

## **REQUIRED PROPERTY OWNERS NOTIFICATION INFORMATION**

1. Two (2) identical packages to be inserted in separate envelopes. These packages shall consist of the following:
  - a. Two (2) sets of 300' property owner notification labels.
  - b. A photocopy of the aforementioned labels.
2. Four typed sets of labels of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc., are the same.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list.
4. One (1) exhibit/Map showing all parcels within 300 feet of the subject parcel.