



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.  
Assistant TLMA Director

## FILING INSTRUCTIONS FOR REQUEST FOR ZONING AFFIDAVIT & REBUILD LETTER

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Request for Zoning Affidavit and Rebuild Letter. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

### THE REBUILD LETTER FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. Completed application form.
2. A Site Plan showing all of the items from the "Exhibit Requirements" list.
3. A copy of Building Permits obtained through Building and Safety Records Division at (951) 955-2018 (If no building permits can be found, then a copy of the residential or commercial historical appraisal record, prior to 1960 (one for each building) obtained from the Assessor's office at (951) 486-6570.)
4. A copy of a Use Permit (i.e. CUP, PP, SUP) exhibit, approved by the applicable hearing body in accordance with Ordinance No. 348, obtained from Central Files at (951) 955-3247, for rebuilds to commercial/industrial or second units.
5. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
6. Initial payment of deposit-based fees for 3 hours of Research Fees for Planning Information.

### THE ZONING AFFIDAVIT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form.
2. A Site Plan showing all of the items from the "Exhibit Requirements" list or a copy of the Assessor's map with the site highlighted.
3. One copy of the use permit (i.e. CUP, PP, SUP) exhibit approved by the applicable hearing body in accordance with Ordinance No. 348, obtained from Central Files at (951) 955-3247, for rebuilds to commercial/industrial or Second Units.
4. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).

**FILING INSTRUCTIONS FOR REQUEST FOR ZONING AFFIDAVIT & REBUILD LETTER**

5. Initial payment of deposit-based fees for 3 hours of Research Fees for Planning Information.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

**Fees are based on one legal property or APN. Multiple parcels will require an additional initial deposit.**

**EXHIBIT REQUIREMENTS**

The following is the minimum information required on the site plan exhibit. All exhibits must be clearly drawn and legible. Additional information may be required during review of application, including information not specifically required by this checklist.

1. Name, address, and telephone number of landowner(s).
2. Assessor's Parcel Number(s) and if available, address(s) of the property.
3. Scale (number of feet per inch).
4. North arrow.
5. Overall dimensions and total net and gross acreage of property.
6. Vicinity map, showing site relationship to major highways and cities.
7. Location of adjoining lot lines.
8. Identify streets, alleys and rights-of-way providing legal access to the property.
9. Location of existing, fences, gates, walls, free-standing signs, driveways
10. Location and dimensions of existing dwellings, buildings or other structures (labeled)
11. Setback of existing structures from property lines.
12. Square footage of building or dwelling unit as applicable.

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1028 Request for Zoning Affidavit & Rebuild Letter - Filing Instructions Handout.docx  
Created: 07/08/2015 Revised: 07/30/2018