



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## FILING INSTRUCTIONS FOR GRADING PERMIT INITIAL STUDY

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Grading Permit Initial Study (Environmental Assessment) application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

### THE GRADING INITIAL STUDY FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form.
2. A current legal description for each property involved. A grant deed of each property involved will suffice.
3. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. A copy of a Grading Plan, as submitted to the Dept. of Building and Safety for plan check.
5. A minimum of three (3) ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
6. If the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed or the Whitewater River Watershed, and the completed Project Specific WQMP Checklist form determines a Preliminary Project-Specific Preliminary Water Quality Management Plan (WQMP) is required, a copy of said Plan must be provided.
1. A completed and signed [Land Use and Permit Application Processing Agreement](#).
7. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
8. Initial payment of deposit-based fee for an Initial Study (Environmental Assessment (EA01)).

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.

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1020 Grading Permit IS Application - Filing Instructions Handout.docx  
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