



RIVERSIDE COUNTY PLANNING DEPARTMENT

*Charissa Leach, P.E.
Assistant TLMA Director*

FILING INSTRUCTIONS FOR SETBACK ADJUSTMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Setback Adjustment application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

THE SETBACK ADJUSTMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form.
2. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
3. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
4. Scaled site plan exhibit.
5. Scaled building or structure elevations, if available.
6. 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 fees for a Setback Adjustment application.
9. The applicant shall contact the affected neighbors and inform them of the proposal. The applicant shall request a letter from the affected neighbor(s) indicating that they have no objection to the proposed setback adjustment. If such a letter is unobtainable, the applicant shall submit a signed letter indicating that they contacted the affected neighbors, identify the address of the neighboring property, and include a statement that written consent was unobtainable.

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.

FILING INSTRUCTIONS FOR SETBACK ADJUSTMENT APPLICATION

SITE PLAN EXHIBIT REQUIREMENTS

The site plan exhibit must show the entire parcel, be drawn clearly and legibly, and shall contain the following information:

1. The applicant's name, address, and telephone number
2. The property owner(s) name, address, and telephone number, if different.
3. The exhibit preparer's name, address, and telephone number, if different.
4. North arrow (with the top of the exhibit being north, if possible).
5. Identify to what scale the exhibit is drawn (preferably an engineer's scale).
6. List the existing zoning classification for the subject property.
7. Show the location and dimensions of all existing and/or proposed structures, parking areas (garages and carports), fences, walls, driveways, curbs, easements, and/or other uses (e.g. pools, ponds).
8. Show the setback dimensions for all structures.
9. Show the location, names, and widths of all adjoining streets, alleys, and rights-of-way.
10. Show the overall dimensions of the property's lot lines.
11. Show the location of adjoining property lines and the location of existing buildings and structures on the adjoining properties within 100 feet of the subject property. Show the setback dimensions for those buildings and structures to the common property line(s). If access to the adjoining properties is not granted from the property owner, estimate the distances for the building and structure setbacks.
12. If topographical problems or constraints are the justification for the setback adjustment, please show the existing contours on the exhibit.
13. Calculate the percentage of lot coverage and the percentage of open space remaining after the setback adjustment.
14. The project shall be designed, and a note shall be placed on the site exhibit that states: "The natural drainage pattern shall be maintained."