



RIVERSIDE COUNTY PLANNING DEPARTMENT

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FILING INSTRUCTIONS FOR PRE-APPLICATION REVIEW (PAR)

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

THE PRE-APPLICATION REVIEW FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
2. A complete and comprehensive PAR Exhibit.
3. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
4. Initial payment of deposit-based fees for PAR application, as set forth in Ordinance No. 671.

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.

The amount of information that must be submitted with a PAR application increases with the complexity of the development proposal. All exhibit(s) must be clearly drawn and legible. The following matrix identifies the minimum information required. The Planning Director may require additional information if the information submitted does not adequately define the proposal.

EXHIBIT REQUIREMENTS	CATEGORY		
	1	2	3
1. Name, address, and telephone and fax number, and email address of applicant, land owner, and exhibit preparer.	X	X	X
2. Assessor Parcel No. & Property Address (if available)	X	X	X
3. Scale of exhibit (Engineer's Scale) (i.e., 1 inch equals 10 feet or an even multiple of 10 feet). An architect's scale is acceptable only for floor plans, elevations, and landscaping plans.	X	X	X
4. North arrow	X	X	X
5. Title of Exhibit (e.g., "Pre-Application Review", etc.) and date prepared	X	X	X
6. If the PAR is for a tentative map indicate the proposed improvement schedule (i.e., Schedule "A," "B," "C," etc.)		X	X
7. Overall dimensions and approximate total net and gross acreage of property.	X	X	X
8. Project boundary lines	X	X	X

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EXHIBIT REQUIREMENTS	CATEGORY		
	1	2	3
9. Existing and proposed zoning and land use of property.	X	X	X
10. Existing zoning and land use of surrounding property.	X	X	X
11. Show the location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation; and indicate any off-site rights-of-way that may be required for access to or from the project site as may be required by Ordinance No. 460, Section 3.2.		X	X
12. Waste disposal system proposed	X	X	X
13. Location and dimensions of existing dwellings, buildings, or other structures, labeled as existing, and indicating if they are to remain, or be removed.	X	X	X
14. Setback dimensions of existing structures, and paved areas that are to remain.	X	X	X
15. Uniform Building Code occupancy group and construction type for all existing and proposed structures.	X	X	X
16. Vicinity map showing the site's relationship to major highways, access roads, and cities. Paved roads both existing and proposed must be labeled or shown by heavy dark lines. Streets, alleys, and rights-of-way proving legal access to the property must be indicated. A north arrow for the vicinity map is also required.	X	X	X
17. Contour lines showing the existing topography of the property, with the source(s) of the contour lines identified. Contour lines shall extend beyond boundaries of subject parcel. Maximum contour interval should be five (5) feet with no less than two (2) contour lines provided on any application.		X	X
18. FEMA mapped floodplains and floodways including zone designations.		X	X
19. The above and below ground location(s) and amount(s) of flammable or combustible liquids and waste oil.		X	X
20. For land divisions: a. Proposed lot lines and approximate lot dimensions. b. Proposed boundary lines and approximate dimensions for each lot for Mobile Home or Recreational Vehicle parks.		X	X
21. For projects within a Specific Plan, the Specific Plan Planning Area number, and the land use designation on the subject property and all surrounding property.		X	X
22. For condominiums, mobile home, or recreational vehicle parks: a. Number each space and indicate the total number of each type of unit, lot, or space. b. Delineate common areas, open space, and recreational areas. Give dimensions, acreage, proposed uses, and name of owner(s) or entity or entities who will maintain it.		X	X
23. As required by Ordinance No. 460, a Restricted Single Family Residential Subdivision (i.e., R-2 Zone), shall provide: building footprints, floor plan assignments, proposed setbacks, pad elevations, street grades, and all cut and fill slopes in excess of one (1) foot in vertical height.		X	X
24. To show compliance with the County's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.		X	X

PROCEDURE:

Once the Planning Department has determined the PAR application is complete, the exhibits shall be transmitted to affected County departments and agencies, and affected special districts.

A PAR session will be held at least two weeks after the transmittal of the exhibits. The session will be attended by the applicant and a representative from each affected department, agency, and special district.

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Within 3 weeks after the PAR session, the Planning Department will assemble the requirements, responses, and comments from the affected departments, agencies and special districts, and forward them to the applicant in a PAR letter, summarizing the requirements and recommendations.

The PAR letter shall contain the requirements, responses, and comments regarding the applicant's development proposal; **but, it shall not constitute or be considered approval of the development project.** A PAR letter will generally provide the applicant with the following types of information:

1. Any applications that must be filed to process the proposal, as well as any timing requirements associated with filing such applications. Applications that may be required include, but are not limited to, the following: general plan amendments; specific plans; changes of zone; tract maps; parcel maps; plot plans; and conditional use permits.
2. Any special studies that must be filed to process the proposal, as well as any timing requirements associated with filing such special studies. Special studies that may be required include, but are not limited to, the following: fiscal impact; service and infrastructure impact; private debt burden; biological; archeological; paleontological; geological; geotechnical; flood; traffic; slope stability; air quality; and noise studies.
3. Any special plans that must be filed to process the proposal. Special plans that may be required include, but are not limited to, the following: conceptual grading plans; detailed grading plans; storm water pollution prevention plans; dust control plans; and area development plans.
4. Current fees, including but not limited, to the following: application fees; mitigation fees (e.g., signal mitigation fees or area drainage fees); and special district fees administered by the County (e.g., road and bridge benefit district fees).
5. Any major environmental issues associated with the proposal, including the possible need for an EIR subject to the anticipated environmental assessment.
6. Any major design considerations associated with the proposal (e.g., internal drainage design, limitations on density, compatibility with the General Plan and/or Multiple Species Habitat Conservation Plan).
7. The availability of water, sewer, and fire flow rate.
8. The concerns remaining for the proposal, if any.
9. The changes that staff will require before making an approval recommendation, or a statement that an approval recommendation will not be made given the proposal's present configuration.
10. Findings required for the necessary permit or approval.

Please refer to [Ordinance No. 752](#) for a complete explanation of the PAR procedure.