



# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

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*Assistant TLMA Director*

## FILING INSTRUCTIONS FOR DEVELOPMENT AGREEMENT APPLICATION

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

### THE DEVELOPMENT AGREEMENT FILING PACKAGE MUST INCLUDE THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
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. Separate signed statements by each applicant and each owner identifying his interest in the property and identifying any other persons known to him who have any interest in the property.
4. An 800 foot scale map of the Development Agreement Legal Description. A Licensed Land Surveyor must certify this map.
5. A locational map highlighting the property boundaries.
6. A completed Word version in electronic form of the proposed Development Agreement prepared in accordance with Section 106 of Exhibit "A" of Resolution No. 2012-047. The Word version shall be redlined to show the information required to complete the Development Agreement.
7. A listing and description of all development approvals and permits that have been approved for the property to date, and all related development applications for the property being processed concurrently with this application.
8. A completed and signed [Land Use and Permit Application Processing Agreement](#).
9. A completed [Indemnification Agreement Property Owner Information](#) form with any required materials.
10. 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.
11. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).

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12. Initial payment of deposit-based fees for a Development Agreement, together with a \$5,000.00 Non-Refundable Fee.

13. Additional information may be required as determined by the Planning Director.

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.

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Created: 07/06/2015 Revised: 07/30/2018