



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## FILING INSTRUCTIONS FOR A HISTORIC DISTRICT ALTERATION PERMIT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Historic District Alteration Permit application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

### THE HISTORIC DISTRICT ALTERATION PERMIT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachment, 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. 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. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
5. A scaled site plan exhibit.
6. Scaled Floor Plans and Elevations/Architectural/Facade drawings
7. A minimum of three ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
8. If the project site is located within the Santa Ana River or San Jacinto River Watersheds, complete the Project Specific WQMP Checklist form to determine if a Preliminary Project-Specific Preliminary Water Quality Management Plan (WQMP) is required.
9. A completed and signed [Land Use and Permit Application Processing Agreement](#).
10. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
11. Initial payment of deposit-based fees for a Historic District Alteration Permit application.

### HISTORIC DISTRICT ALTERATION PERMIT CHECKLIST

1.	A scaled SITE PLAN. The site plan (a bird's-eye view of the entire site) MUST BE DRAWN TO SCALE AND INDICATE THE FOLLOWING INFORMATION (Hand-drawn plan(s) are acceptable if drawn legibly).
	a. Name, address and telephone number of applicant (and land owner and exhibit preparer, if different).
	b. Assessor's Parcel Number and address of property.
	c. Scale (number of feet per inch).
	d. North Arrow
	e. Date exhibit prepared.
	f. Title of exhibit (i.e. "Site Plan for Historic District Alteration Permit").
	g. Boundaries and dimensions of the subject property, including net and gross acreage.
	h. Vicinity map, showing site relationship to major highways and cities and two access roads.
	i. Location of adjoining property and lot lines.
	j. Existing zoning and land use of property.
	k. Existing zoning and land use of property immediately surrounding subject property.
	l. Location, dimensions and setbacks of all proposed and existing structures. Please label existing structures and indicate whether they are to remain or be removed.
	m. Location, dimensions, setbacks and nature of all proposed and existing fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds, curbs, drainage structures and above and below ground structures, including subsurface sewage disposal systems.
	n. Location, dimensions, arrangement and numbering of parking spaces for existing and/or proposed parking and loading/unloading facilities, identifying handicapped and compact parking spaces.
2.	A scaled Architectural drawing, including:
	a. All sides of the building(s), structure(s) or façade(s)
	b. Alterations of existing structures with no additional square footage shall include elevations of the project as visible from the public right-of-way clearly depicting the proposed alteration(s) are to be provided.
	c. Alteration of existing structures with additional square footage shall include elevations that are keyed to the color and material sample provided.
	d. Drawings are to be signed by the architect responsible for the demolition, construction or alteration of the building(s), structure(s) or façade(s).
	e. A color and materials samples and specifications exhibit.

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.