



RIVERSIDE COUNTY PLANNING DEPARTMENT

Steve Weiss, AICP
Planning Director

FILING INSTRUCTIONS FOR DETERMINATION OF PUBLIC CONVENIENCE AND NECESSITY

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

THE DETERMINATION OF PUBLIC CONVENIENCE & NECESSITY & CONVENIENCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form.
2. A current recorded deed of each property involved. If one or more of the properties 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. An exhibit (map) of the Census Tract in which the project site is located (with the project site identified, as well as the location of all other ABC licensed facilities (with Type identified) within said Census Tract.)
4. An Exhibit (map) with the project site identified, as well as the location of any church, school (public, private, day care), and playground or park within a 1 mile radius of the project site. The Exhibit shall also provide a ½ mile radius circle to help determine the proximity of said facilities to the proposed project site.
5. A completed and signed [Land Use and Permit Application Processing Agreement](#).
6. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
7. Initial payment of deposit-based fee.

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.