



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Steve Weiss, AICP  
Planning Director

## REQUEST FOR ARCHIVAL RESEARCH FOR PLANNING INFORMATION

The Planning Department is nearly 100% supported by development application fees (fees paid to the Department to cover the cost of reviewing and processing a development plan or permit). Furthermore, these fees can only be expended for work associated with the review of development permits. Responding to extensive information or research requests must be funded from a different revenue source. In this regard, the Planning Department has been authorized (Ordinance No. 671) to charge the research and file search fees described below in accordance with the current fee schedule.

### ARCHIVAL SEARCH FEE FOR PLANNING INFORMATION

**Per hour** charge of staff time expended computed at the current fee per each ¼ hour or fraction thereof for information or documents which are not readily available and accessible.

This fee is appropriate when clerical staff (Office Assistants, Planning Technicians, Secretaries, etc.) conduct archival searches for planning information.

### PROFESSIONAL PLANNING SERVICES

**Per hour** charge of staff time expended computed at the current fee per each ¼ hour or fraction thereof for information or documents which are not readily available and accessible.

This fee is appropriate when professional staff (planners) conduct research and/or analysis of planning information.

### PROCEDURE FOR REQUESTING RESEARCH AND/OR ARCHIVAL SEARCH

1. Explain to the Planning staff contact person what information is being requested.
2. The Planning staff member will prepare an estimated cost, using the current hourly rates, to provide the information requested. These rates will include copying costs of 5-copied pages per staff hour. Any copying costs over that amount will be an additional charge.
3. After receiving the cost estimate, if you wish to proceed with your information request, a check in the amount of the estimated charges must be provided to the Planning staff person and made payable to the "County of Riverside". This is considered a deposit. If paying by check, a receipt will be mailed to the payee.

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*

## **REQUEST ARCHIVAL RESEARCH FOR PLANNING INFORMATION**

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4. Once the research or archival search is completed, the Planning staff will calculate the actual costs to complete the request. If the actual costs exceed the deposit, additional fees will be required before the information will be released. If actual costs are less than the deposit, the difference, minus the current refund-processing fee, will be refunded to the payee.

**REQUEST ARCHIVAL RESEARCH FOR PLANNING INFORMATION**

**RESEARCH & ARCHIVAL SEARCH FEES  
INSTRUCTIONS FOR BILLING & RECEIPTING**

DATE RECEIVED \_\_\_\_\_ CASE NO. \_\_\_\_\_

PLANNING STAFF \_\_\_\_\_ SECTION \_\_\_\_\_

1. Estimate total amount of time by **category**. Use fifteen-minute increments (example; 2 hours 15 minutes = 2.25 hours).

|                            |              | Hours | X | Rate | = | Total |
|----------------------------|--------------|-------|---|------|---|-------|
| A.                         | Professional |       | X |      | = |       |
| B.                         | Clerical     |       | X |      | = |       |
| <b>Total Estimated Fee</b> |              |       |   |      |   |       |

2. Inform customer of amount and have check made to the “**County of Riverside**”.
3. Deliver check and copy of this form to Planning Department Accounting Services **the same day the check is received.**
4. Accounting will receipt the check and make the deposit.
5. Planning Department staff will perform work and keep track of hours spent using format below.
6. When work is completed, staff will calculate actual total hours and actual fees. Inform customer of any additional fees, obtain fees, and process same as step #2 and 3 above.

| DATE   | EMPLOYEE NAME | CLASSIFICATION | TIME | RATE * | TOTAL |
|--|---------------|----------------|------|--------|-------|
|  |               |                |      |        |       |
|  |               |                |      |        |       |
|  |               |                |      |        |       |
|  |               |                |      |        |       |
|  |               |                |      |        |       |
|  |               |                |      |        |       |
| <b>Total Fee:</b>  |               |                |      |        |       |
| <b>Less fee received in #1 above</b>   |               |                |      |        |       |
| <b>Amount due from customer or amount to be refunded to customer (less refund fee)</b> |               |                |      |        |       |

\*Current Fee Schedule Rates

7. If a refund is due customer inform customer that accounting services will issue a refund (i.e. less refund fee. If balance due is less than the current refund fee then there is no refund.
8. Forward this form and any balance of fee received to Planning Department Accounting Services the same day fees are received. Accounting will calculate and bill additional fees or process any refunds.