



RIVERSIDE COUNTY PLANNING DEPARTMENT

*Steve Weiss, AICP
Planning Director*

FILING INSTRUCTIONS FOR SPECIFIC PLAN LAND USE

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

THE SPECIFIC PLAN FILING PACKAGE MUST CONSIST OF 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. 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.
4. A scaled Land Use Plan exhibit.
5. A written Project Description.
6. A Land Use Table/Matrix delineating the proposed land uses.
7. A Vicinity Map showing the project site, adjacent properties, and the location and names of adjoining streets.
8. A minimum of three ground-level panoramic 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.
9. A U.S. Geological Survey Quadrangle Map delineating the project site boundaries (Note: the map must not be enlarged or reduced, and must include a North arrow, scale, quadrangle name, and Section/Township/Range location of the Project Site.)
10. If the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed or the Whitewater River Watershed, include an applicable completed Project Specific WQMP Checklist form.
11. A completed and signed [Land Use and Permit Application Processing Agreement](#).
12. A completed [Indemnification Agreement Property Owner Information](#) form with any required materials.

FILING INSTRUCTIONS FOR SPECIFIC PLAN LAND USE

13. 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.
14. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
15. Initial payment of deposit-based fees for the applicable application type and Initial Study/Environmental Assessment or Environmental Impact Report (EIR) initial payment of deposit-based fees.

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.

SPECIFIC PLAN AMENDMENT

In addition to the items describe above in the Specific Plan Filing package requirements, Specific Plan Amendment applications must clearly delineate and describe the extent of the proposed modifications to the adopted Specific Plan. An Amended Land Use Plan and Table shall be prepared, identifying all of the existing entitlements by Planning Area, together with the proposed amendment (expansion or reduction of the Specific Plan and/or Planning Areas, and/or the creation of new Planning Areas, or modifications to policies or development standards set forth in the adopted Specific Plan.

If, during the Preliminary Review of the Specific Plan project, in accordance with California Code of Regulations, Title 14, Chapter 3, Section 15060), or at the conclusion of an initial study [Environmental Assessment] (Sections 15063 and 15064) for the project, it is determined that the proposed Specific Plan has the potential to create a significant impact upon the environment; an Environmental Impact Report (EIR) shall be prepared (Section 15081 et seq.) In accordance with Riverside County Board of Supervisors policy, the applicant shall select an EIR Consultant from the County's List of Qualified EIR Consultants to prepare the EIR. The project applicant, the EIR Consultant, and the County shall enter into a Memorandum of Understanding (MOU) in regards to the preparation and handling of said EIR. The list of Qualified of Environmental Impact Report Consultants can be viewed and downloaded from the Planning Department's web page.

The EIR Consultant, in coordination with the Planning Department, shall then begin preparation of the CEQA document and a screen-check specific plan document, along with Technical Appendices, to be submitted to the Planning Department for review by the various County Departments and Agencies involved in the development review process.