



*Steve Weiss, AICP
Planning Director*

RIVERSIDE COUNTY PLANNING DEPARTMENT

FILING INSTRUCTIONS FOR EXCEPTION TO NOISE ORDINANCE NO. 847 APPLICATION

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

THE EXCEPTION TO THE NOISE ORDINANCE 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. 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 site plan exhibit showing the existing and/or proposed building and structures.
5. 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.
6. A completed and signed [Land Use and Permit Application Processing Agreement](#).
7. A completed [Indemnification Agreement Property Owner Information](#) form with any required materials.
8. 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.
9. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
10. Initial payment of deposit-based fees for an Exception to the Noise Ordinance application and Environmental Assessment initial payment of deposit-based fees.

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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.

THE FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL:	
1.	A site plan. The site plan MUST BE DRAWN TO SCALE AND INDICATE THE FOLLOWING INFORMATION.
	a. Name, address and telephone number of applicant (and land owner, if different).
	b. Assessor’s Parcel Number and address of property.
	c. Scale (number of feet per inch).
	d. Date exhibit prepared.
	e. Title of exhibit (i.e. “Site Plan for Exception to the Noise Ordinance”).
	f. Boundaries and dimensions of the subject property.
	g. Location and dimension of all existing and/or proposed buildings and structures.
	h. Location and dimension of all existing walls, landscaping and other landscape features which may reduce the level of sound coming from the site.
	i. Location, dimensions and names of all adjacent roads, showing the location of the street centerline and all existing improvements (i.e., sidewalk, curb and gutter).
	j. Location of all sound sources or groups of sound sources for which an exception is being sought.
	k. Distance from each sound source or group of sound sources to any occupied property, noise sensitive land use, and/or sensitive receptor in the vicinity of the site.