



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*Charissa Leach, P.E.  
Assistant TLMA Director*

## FILING INSTRUCTIONS FOR AMENDMENT TO THE RIVERSIDE COUNTY GENERAL PLAN

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

### THE GENERAL PLAN AMENDMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. One completed and signed application form; with attachments, if necessary.
2. A current legal description for each property involved as recorded in the Office of the County Recorder. A grant deed of each property involved will suffice.
3. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. For applications to amend Area Plan Maps, a copy of Exhibit "A" (Site Plan). The exhibit must include the information described below.
5. 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.
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 fee for the General Plan Amendment application and Environmental Assessment 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.

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1. The Site Plan must contain the following:
  - A. Name, address, and telephone number of applicant.
  - B. Name, address, and telephone number of land owner.
  - C. Name, address, and telephone number of map preparer.
  - D. Scale (number of feet per inch).
  - E. A vicinity map showing the location and names of adjoining streets.
  - F. Legal description of property (accurate and complete so as to bear legal scrutiny).
  - G. North arrow (top of map north).
  - H. Existing General Plan Designation(s) and Proposed General Plan Designation(s).
  - I. Amendment description (e.g. Amend Mead Valley Area Plan from Light Industrial to Commercial Retail on 75.12 acres).
  - J. Area calculations including total area involved and property size.
  - K. Date the site plan was prepared.
  - L. Location and names of adjoining streets, alleys, and rights-of-way providing legal access to the property.
  - M. Overall dimensions of the property and location of adjoining lot lines.
  - N. Location and dimensions of existing structures, easements and/or uses onsite.
  - O. Provide a note indicating whether or not water and/or sewer service is available on the project site. If the project site lies within a water or sewer service provider's boundaries, and lines are not adjacent to the project site, indicate the distance to the nearest water and/or sewer lines.
  - P. Provide a note indicating whether the project site is located within a Recreation and Park District, or County Service Area authorized to collect fees for park and recreational services.

Failure to submit all the required information is justification for rejection of the application.