



RIVERSIDE COUNTY PLANNING DEPARTMENT

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

FILING INSTRUCTIONS FOR LAND DIVISION PHASING MAP

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

THE LAND DIVISION PHASING MAP FILING PACKAGE MUST CONSIST OF THE FOLLOWING:	
For Review by Advisory Agency (Minor Change Fee)	For Review by County Staff (Land Division Unit Map Fee)
<ol style="list-style-type: none"> 1. A completed application form for EACH PHASE. 2. A copy of the approved tentative map for EACH PHASE with all phases clearly delineated. 3. Applicable deposit-based fee for Minor Change. 	<ol style="list-style-type: none"> 1. A completed application form for EACH PHASE. 2. A copy of the approved tentative map for EACH PHASE with all phases clearly delineated. 3. Applicable deposit-based fee for EACH Land Division Unit Phasing Map.
<ol style="list-style-type: none"> 4. A completed and signed Land Use and Permit Application Processing Agreement. 5. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF). 6. Initial payment of deposit-based fees for either a Minor Change Application or Land Division Unit Map Application. 	

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 Phasing plan shall show any proposed off-site (outside the phase in question) permanent and/or temporary improvements.

In accordance with Ordinance No. 460, no unit map shall be approved unless it is complete and in compliance with all of the provisions of a Development Manual, including fire protection, flood control, traffic circulation, access/secondary access and environmental considerations, and with all applicable conditions of approval of the tentative map, including provisions and agreements for development of parks, schools, and other facilities, and specifically approved by the Director of Transportation or the Advisory Agency, whichever is appropriate, based on the application filed by the land divider.