



RIVERSIDE COUNTY PLANNING DEPARTMENT

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FILING INSTRUCTIONS FOR DETERMINATION OF NON-CONFORMING USE STATUS

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

THE DETERMINATION OF NON-CONFORMING USE STATUS 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. 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.
4. 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.
5. A scaled Site Plan exhibit.
6. A minimum of three (3) 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.
7. A completed and signed [Land Use and Permit Application Processing Agreement](#).
8. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
9. Initial payment of deposit-based fees for 3 hours of Research Fees for Planning Information.

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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The following is the minimum information required on the primary exhibit. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, AN EXPLANATORY NOTE MUST BE PLACED ON THE EXHIBIT EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

NOTE: Additional information may be required during review of the land use proposal, including information not specifically required by this checklist.

PRIMARY EXHIBIT REQUIREMENTS
1. Name, address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Number(s) and if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscaping plans.
6. North arrow.
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Plot Plan").
9. Complete legal description of property.
10. Overall dimensions and total net and gross acreage of property.
11. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved.)
12. Thomas Brothers map page and coordinates. (Identify edition year used)
13. Location of adjoining property and lot lines.
14. Existing and proposed zoning and land use of property.
15. Existing use and zoning of property immediately surrounding subject property.
16. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
17. Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
18. Names, locations, rights-of-way widths and improvements of adjacent existing streets.
19. Streets, alleys and rights-of-way providing legal access to the property.
20. Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
21. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking and loading and unloading facilities, identifying handicapped and compact parking spaces.
22. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
23. Location, dimensions, and height of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
24. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
25. Setback dimensions of existing structures and paved areas.
26. Setback dimensions of proposed structures and paved areas.
27. Labeled landscaped areas with dimensions and spacing of proposed planters.
28. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable.

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29. Irrigation and landscaping plans, including size, plant species, and spacing proposed, including planters, and irrigation systems. (Attach to site plan.)

THE FOLLOWING MINIMUM INFORMATION IS REQUIRED TO SUBSTANTIATE THE NONCONFORMING USE:

1. Current zoning, Ordinance No., and date it was adopted and became effective.
2. Prior Zoning Classification.
3. Written statement of justification for continued use of subject site.
4. Supporting documentation showing that the site was used continuously for a commercial/industrial activity. Documentation may include:

ITEM	CONTACT	PHONE
Bills of Sale	Owner/Prior owners	
Bills of Lading	Owner/Prior owners	
Utility Bills	Owner/Prior owners, Utility Company	Check Phone Book
Property Tax records showing property assessed for commercial or industrial uses.	Riverside County Assessor's Office	(951) 955-6200
State Board of Equalization records showing existence of business at subject site.	State Board of Equalization	(916) 324-2388
State Employment Development Department documentation showing payment of employment taxes at subject site.	State Employment Development Dept.	(916) 654-5981
Fictitious Business Statement	Riverside County Clerk	(951) 955-1996
Articles of Incorporation	State of California, Secretary of State	(916) 657-5448
Cancelled business checks	Owner	---
Receipts for sales or purchases	Owner	---
Rental/lease agreements	Owner	---
Notarized affidavits from interested parties having knowledge of the use	Parties involved	---
Any documents reflecting business name, date of origin, type of business or use, and use continuity.	---	---
Licenses attributed to subject site	Appropriate Licensing bureau	---