



RIVERSIDE COUNTY
PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

FILING INSTRUCTIONS FOR CROWING FOWL PERMIT APPLICATION

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

THE CROWING FOWL PERMIT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form.
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 scaled site plan exhibit.
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 a Crowing Fowl Permit 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 FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL:

1.	Completed Crowing Fowl Application Form.
2.	A site plan. The site plan (a birds-eye view of the entire site) MUST BE DRAWN TO SCALE AND INDICATE THE FOLLOWING INFORMATION (A hand-drawn plan is acceptable). Originals are not required.
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.

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THE FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL:	
	e. Title of exhibit (i.e. "Plot Plan for Crowing Fowl").
	f. Boundaries and dimensions of the subject property.
	g. Location and dimension of all existing structures and proposed structures, including all enclosures proposed for crowing fowl.
	h. Location and dimensions of existing driveways.
	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. Proposed setbacks for crowing fowl enclosures from existing on-site structures and structures on adjacent properties.
3.	Panoramic photographs showing all sides of the on-site property and adjacent off-site properties.
4.	A description of walls, landscaping or other methods that will be used to screen the crowing fowl enclosures from adjacent properties.
5.	Clearance letter from the Animal Control Services and Licensing Division of the Health Services Agency verifying that the property has not had prior complaints or violations associated with the proposed use.

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1062 Crowing Fowl Permit Application - Filing Instructions Handout.docx
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