



Charissa Leach, P.E,  
Assistant TLMA Direc

# RIVERSIDE COUNTY PLANNING DEPARTMENT

## STANDARD LETTER OF APPLICATION WITHDRAWAL OR TRANSFER OF RIGHTS

INCOMPLETE LETTERS WILL NOT BE ACCEPTED AND PROCESSED.

CASE NUMBER(S): \_\_\_\_\_ Set I.D. No. \_\_\_\_\_

### APPLICATION INFORMATION

Applicant Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
*If the applicant is not a person or persons, a contact person and their title is required*

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

NOTE: **Only the applicant of record, as shown in the County Land Management System (LMS), can request withdrawal of an application.**

DATE SUBMITTED: \_\_\_\_\_

(CHECK THE APPROPRIATE BOX)

I \_\_\_\_\_ hereby verify that I am the applicant of record and request to withdraw the above-referenced application(s) currently on file with the County of Riverside Planning Department.

Check box if all concurrent cases are to be withdrawn.

I \_\_\_\_\_ hereby verify that I am not the applicant of record, but have provided relative documents as proof of applicant transfer and request to withdraw the above-referenced application(s) currently on file with the County of Riverside Planning Department

Check box if all concurrent cases are to be withdrawn.

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*

**STANDARD LETTER OF APPLICATION WITHDRAWAL OR RIGHTS TRANSFER**

I \_\_\_\_\_ verify that I am the applicant of record, but no longer wish to continue as such, and hereby transfer all rights, privileges, and responsibilities to the new applicant, as indicated below, who verifies receipt thereof.

**NEW** Applicant Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
*If the applicant is not a person or persons, a contact person and their title is required*

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Existing Applicant*

\_\_\_\_\_  
*Signature of New Applicant*

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1079 Standard Letter of Application Withdrawal or Rights Transfer.docx  
Created: 8/28/2015 Revised: 07/30/2018