



RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

MINOR TEMPORARY EVENT SYNOPSIS

APPLICATION FOR A TEMPORARY OUTDOOR EVENT MUST BE MADE TO THE PLANNING DEPARTMENT AT LEAST 60 DAYS PRIOR TO THE EVENT.

Please complete and attach to Application for Minor Plot Plan ([Form 295-1022](#)).

Type of Event: _____

Event Location: _____

Date(s) of Proposed Event: _____

Estimated Daily Attendance: _____

Hours of Operation: _____

Number of On-Site Parking: _____

Please be advised to call ahead to the agencies listed. Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off.

RIVERSIDE AREA:

Sheriff's Department	(951) 955-2600
Health Department	(951) 955-8980
California Highway Patrol	(951) 637-8000
Transportation Department	(951) 955-6815
Fire Department	(951) 955-4777

DESERT AREA:

Sheriff's Department:	
• Palm Desert Office	(760) 836-1600
• Indio Office	(760) 863-8990
Health Department	(760) 393-3390
California Highway Patrol	(760) 772-8911
Transportation Department	(760) 863-8267
Fire Department	(760) 863-8886

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"



RIVERSIDE COUNTY
PLANNING DEPARTMENT

Charissa Leach, P.E.
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CASE NUMBER _____

Riverside County Sheriff's Department

Comment
 No comment

REVIEWED BY _____
Signature

DATE _____

Print Name and Title

Contact Phone Number

COMMENTS:



RIVERSIDE COUNTY PLANNING DEPARTMENT

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CASE NUMBER _____

Riverside County Environmental Health Department

- Comment
- No comment

REVIEWED BY _____

Signature

DATE _____

Print Name and Title

Contact Phone Number

COMMENTS:



RIVERSIDE COUNTY PLANNING DEPARTMENT

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Assistant TLMA Director

CASE NUMBER _____

California Highway Patrol - Riverside

- Comment
- No comment

REVIEWED BY _____ DATE _____

Signature

Print Name and Title

Contact Phone Number

COMMENTS:



RIVERSIDE COUNTY

PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

CASE NUMBER _____

Riverside County Transportation Department

Comment
 No comment

REVIEWED BY _____ DATE _____
Signature

Print Name and Title *Contact Phone Number*

COMMENTS:



RIVERSIDE COUNTY PLANNING DEPARTMENT

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Assistant TLMA Director

CASE NUMBER _____

Riverside County Fire Department – Planning and Engineering

- Comment
- No comment

REVIEWED BY _____ DATE _____

Signature

Print Name and Title

Contact Phone Number

COMMENTS:

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Created: 07/08/2015 Revised: 11/07/2018