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# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

## INSTRUCTIONS FOR SETBACK ADJUSTMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Setback Adjustment application. Adhering to these instructions will insure that the application can be processed in the most expeditious manner possible.

### THE SETBACK ADJUSTMENT APPLICATION PACKAGE MUST CONSIST OF THE FOLLOWING:

1. Digital copies of the following listed items in a format acceptable to the Planning Department (e.g. PDF).
2. [A completed and signed application form](#). NOT applicable if applying on-line.
3. A current recorded deed of the property.
4. A Preliminary Title Report issued by a title company licensed to do business in the State of California dated less than 30 days prior to the date of applying for this application.
5. Scaled site plan exhibit.
6. Scaled building or structure elevations, if available.
7. A completed and signed [Land Use and Permit Application Processing Agreement](#).
8. A letter or letters from the affected neighbor(s) indicating they have no objection to the proposed setback adjustment OR a letter indicating the affected neighbor(s) (identifying the address(es) of the neighboring property(ies)) have been contacted and written consent was unobtainable.

Initial payment of deposit-based fees for a Setback Adjustment application will be required at the time of application submittal or acceptance.

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 for more information: <http://rctlma.org/Departments/Administrative-Services/Ombudsman>.

## **INSTRUCTIONS FOR SETBACK ADJUSTMENT APPLICATION**

### **SITE PLAN EXHIBIT REQUIREMENTS**

The site plan exhibit must show the entire parcel, be drawn clearly and legibly, and shall contain the following information:

1. Provide a written description of the requested setback adjustment and the reason for the request. *e.g. "Request an encroachment of 2 feet into the 20 foot front yard setback to allow for a room addition to an existing residence." Or "Request a 3 foot encroachment into the 10 foot rear yard setback for a patio cover."*
2. The applicant's name, address, and telephone number
3. The property owner(s) name, address, and telephone number, if different.
4. The exhibit preparer's name, address, and telephone number, if different.
5. North arrow (with the top of the exhibit being north, if possible).
6. Identify to what scale the exhibit is drawn (preferably an engineer's scale).
7. List the existing zoning classification for the subject property.
8. Show the location and dimensions of all existing and/or proposed structures, parking areas (garages and carports), fences, walls, driveways, curbs, easements, and/or other uses (e.g. pools, ponds).
9. Show the setback dimensions for all structures.
10. Show the location, names, and widths of all adjoining streets, alleys, and rights-of-way.
11. Show the overall dimensions of the property's lot lines.
12. Show the location of adjoining property lines and the location of existing buildings and structures on the adjoining properties within 100 feet of the subject property. Show the setback dimensions for those buildings and structures to the common property line(s). If access to the adjoining properties is not granted from the property owner, estimate the distances for the building and structure setbacks.
13. If topographical problems or constraints are the justification for the setback adjustment, please show the existing contours on the exhibit.
14. Calculate the percentage of lot coverage and the percentage of open space remaining after the setback adjustment.
15. The project shall be designed, and a note shall be placed on the site exhibit that states: "The natural drainage pattern shall be maintained."