



RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

APPLICATION FOR MINOR PLOT PLAN

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION INFORMATION

Applicant Contact:		
Contact Person:	<i>First Name</i>	<i>Middle Name</i> <i>Last Name</i>
E-mail:		
Mailing Address:	<i>Street Number</i> <i>Street Name</i>	<i>Unit or Suite</i>
City:	State:	Zip Code:
Daytime Phone No.:	Mobile Phone No.:	

Engineer/Representative Contact:		
Contact Person:	<i>First Name</i>	<i>Middle Name</i> <i>Last Name</i>
E-mail:		
Mailing Address:	<i>Street Number</i> <i>Street Name</i>	<i>Unit or Suite</i>
City:	State:	Zip Code:
Daytime Phone No.:	Mobile Phone No.:	

Property Owner Contact:		
Contact Person:	<i>First Name</i>	<i>Middle Name</i> <i>Last Name</i>
E-mail:		
Mailing Address:	<i>Street Number</i> <i>Street Name</i>	<i>Unit or Suite</i>
City:	State:	Zip Code:

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"

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Daytime Phone No.:	Mobile Phone No.:
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Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the plot plan type, the property address(es) and Assessor’s Parcel Number(s), and list those names, email addresses, mailing addresses, phone and fax numbers; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are the record owner(s) or authorized agent, and that the information filed is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

(If an authorized agent signs, the agent must submit a letter signed by the owner(s) indicating authority to sign on the owner(s)'s behalf, and if this application is submitted electronically, the “wet-signed” signatures must be submitted to the Planning Department after submittal but before the plot plan is ready for public hearing.)

_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

Note: The Planning Department will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

AUTHORIZATION FOR CONCURRENT FEE TRANSFER

The applicant authorizes the Planning Department and TLMA to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of this application, the applicant will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be **NO** refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

AGREEMENT FOR PAYMENT OF PROCESSING FEES

I understand that a deposit fee will be collected at the time of project submittal. Security deposit projects may incur additional costs related to labor hours required for county staff and/or contract staff to review and process this application. I also understand that I am responsible to make timely payments on invoices that reflect additional costs incurred by the County to process this application. Upon completion of this application and the finalization of the case, any remaining deposited funds will be refunded.

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If an invoice is not paid in a timely manner the County reserves the right to stop work on this application until all invoices have been paid. If the applicant owes any amount due on any other processing case with the County, the Planning Department may not accept any subsequent applications from the property owner, unless waived by the Director of the Department.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

PROPERTY INFORMATION:
Assessor's Parcel Number(s):
Approximate Gross Acreage:
General location (nearby or cross streets):
North of: South of:
East of: West of:

RELATED CASES:

Describe any related application filed in conjunction with this application

PROJECT PROPOSAL:

Identify the applicable Ordinance No. 348 Section and Subsection reference(s) describing the proposed land use(s):

Describe the proposed project and the existing entitlement if applicable.

INDEMNIFICATION AGREEMENT

The owner(s) of the property, at their own expense, agree to defend, indemnify and hold harmless the County of Riverside and its agents, officers, and employees from and against any lawsuit, claim, action, or

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proceeding (collectively referred to as “proceeding”) brought against the County of Riverside, its agents, officers, attorneys and employees to attack, set aside, void, or annul the County’s decision to approve any plot plan, public use permit, temporary use permit, conditional use permit, hazardous waste facilities siting permit, variance, surface mining permit and/or reclamation plan, WECS permit, minor temporary event permit, substantial conformance, revised permit, and any associated environmental documents. This defense and indemnification obligation shall include, but not limited to, damages, fees and/or costs awarded against the County, if any, and cost of suit, attorney’s fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, property owner, the County, and/or the parties initiating or bringing such proceeding.

Property Owner(s) Signature(s)

Date

If the property is owned by multiple owners, the paragraph above must be signed by each owner. Attach additional sheets, if necessary.

If the property owner is a corporate entity, Limited Liability Company, partnership or trust, the following documentation must also be submitted with this application:

- If the property owner is a limited partnership, provide a copy of the LP-1, LP-2 (if an amendment) filed with the California Secretary of State.
- If the property owner is a general partnership, provide a copy of the partnership agreement documenting who has authority to bind the general partnership and to sign on its behalf.
- If the property owner is a corporation, provide a copy of the Articles of Incorporation and/or a corporate resolution documenting which officers have authority to bind the corporation and to sign on its behalf. The corporation must also be in good standing with the California Secretary of State.
- If the property owner is a trust, provide a copy of the trust certificate.
- If the property owner is a Limited Liability Corporation, provide a copy of the operating agreement for the LLC documenting who has authority to bind the LLC and to sign on its behalf.

If the signing entity is also a corporate entity, Limited Liability Company, partnership or trust, the above documentation must also be submitted with this application. For any out of State legal entities, provide documentation showing registration with the California Secretary of State.

In addition to the above, provide a copy of a Preliminary Title Report for the property subject to this application. The Preliminary Title Report must be issued by a title company licensed to conduct business in the State of California and dated less than six months prior to the date of submittal of this application. The Assistant TLMA Director may waive the requirement for a Preliminary Title Report if it can be shown to the satisfaction of the Assistant TLMA Director that the property owner(s) has owned the property consistently for at least the last five years.

If the application is for a plot plan for a Wireless Communication Facility, the property owner(s) and the cellular service provider must sign the indemnification paragraph above. If the application is for a plot plan for a wireless communication co-location, only the co-locating service provider needs to sign the indemnification paragraph above.

PREVIOUS APPLICATIONS AND STUDIES

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Are there previous development applications filed on the subject property: Yes No

If yes, provide Application No(s). _____

(e.g. Tentative Parcel Map, Zone Change, etc.)

Initial Study (EA) No. (if known) _____ EIR No. (if applicable): _____

Have any special studies or reports, such as a traffic study, biological report, archaeological report, geological or geotechnical reports, been prepared for the subject property? Yes No

If Yes, please indicate the type of report(s) and provide a signed copy(ies): _____

Is the project located within 1,000 feet of a military installation, beneath a low-level flight path or within special use airspace as defined in Section 21098 of the Public Resources Code, and within an urbanized area as defined by Government Code Section 65944? Yes No

Is this an application for a development permit? Yes No

WATER QUALITY MANAGEMENT PLAN INFORMATION

If the project located within either the Santa Ana River/San Jacinto Valley watershed, the Santa Margarita River watershed, or the Whitewater River watershed, check the appropriate checkbox below.

Is the project located within any of the following Watersheds? Check the appropriate box if applicable.

[Santa Ana River/ San Jacinto Valley](#)

[Santa Margarita River](#)

[Whitewater River](#)

*Please refer to Riverside County's Map My County website to determine if the Plan is located within any of these watersheds (using the Geographic Layer – Watershed)
(http://mmc.rivcoit.org/mmc_public)*

If any of the checkboxes are checked, click on the adjacent hyperlink to open the applicable Checklist Form. Complete the form and attach a copy as part of this application submittal package.

If the applicable Checklist has concluded that the application requires a preliminary project-specific Water Quality Management Plan (WQMP), such a plan shall be prepared and included with the submittal of this application.

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HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to [Section 65962.5](#) of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of Applicant: _____

Address: _____

Phone number: _____

Address of site (street name and number if available, and ZIP Code): _____

Local Agency: County of Riverside

Assessor's Book Page, and Parcel Number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory Identification number: _____

Date of list: _____

Applicant: _____ Date _____

HAZARDOUS MATERIALS DISCLOSURE STATEMENT

[Government Code Section 65850.2](#) requires the owner or authorized agent for any development project to disclose whether:

Compliance will be needed with the applicable requirements of Section 25505 and Article 2 (commencing with Section 25531) of Chapter 6.95 of Division 20 of the Health and Safety Code or the requirements for a permit for construction or modification from the air pollution control district or air quality management district exercising jurisdiction in the area governed by the County. Yes No

The proposed project will have more than a threshold quantity of a regulated substance in a process or will contain a source or modified source of hazardous air emissions. Yes No

I (we) certify that my (our) answers are true and correct.

Owner/Authorized Agent (1) _____ Date _____

Owner/Authorized Agent (2) _____ Date _____

This completed application form, together with all of the listed requirements provided on the Minor Plot Plan Application Filing Instructions Handout, are required in order to file an application with the County of Riverside Planning Department.