



RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand
Planning Director*

Instructions for Submitting Geological Documents Through Riverside County's PLUS Online

Geological documents being submitted in support of County Planning cases must be submitted through the PLUS Online System at the link below.

https://rivcoplus.org/EnerGov_Prod/SelfService/RiversideCountyCAProd#/home

In order to submit through the PLUS Online System, the **Applicant** will need to register an account with the System if they do not have one already and follow the steps below.

To Upload the **First Submittal** of a Geological Document:

1. Click 'Apply' on the PLUS Online System website
2. Select the 'Plans' tab at the top
3. In the Geological Report Submittal category, select 'Apply'
4. Follow the onscreen steps
 - a. Locations – Enter the parcel number and/or address
 - b. Type – Enter a description of the document, including the associated planning case number (i.e., PPTXXXXXX, CUPXXXXXX, TTMXXXXX, etc.)
 - c. Contacts – Enter the contact info for the Applicant, Owner, Representative, and Project Geologic Consultant
 - d. More Info – Skip, this step may be removed in the future
 - e. Attachments – Attach the geological report and project plans.
 - f. Submit
5. Note the GEO Case Number for your records, and reference in all correspondence regarding this review.

To Upload a Revised Geological Document or Response to Review Comments:

1. Log into your PLUS Online Account and navigate to 'My Work'
2. Select the GEO Case Number associated with the First Submittal
3. Click 'Attachments'
4. Add the revised document and/or response as an attachment
5. Click 'Submit'

If you have any questions or need help with PLUS Online, please contact PLUSAssist@rivco.org.

For questions regarding geological reviews, please contact Dwalsh@rivco.org.

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