



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand*  
*Planning Director*

## **Applicant-Property Owner Written Authorization Form Short-Term Rental Program**

This Form is to be completed and signed (print name, signature and date signed) by the Applicant and **ALL** the Property Owner(s) of the property(ies) underlying most Planning Department Applications. This completed and signed Form is to be included as part of the Short-Term Rental Program application.

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

### **AGREEMENT FOR PAYMENT OF PROCESSING FEES**

The Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Form is signed and submitted as part of a complete application to the County of Riverside.

This application shall only be signed by the Applicant, the Property Owner, and/or an authorized representative thereof. The person(s) signing this Form represents that he/she has the express authority to submit this application on behalf of the Applicant and/or Property Owner. This application is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this application until all outstanding costs have been paid. Deposit statements, requests for deposits or refunds shall be directed to the Applicant.

The Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the Applicant or Property Owner information changes.

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*Printed Name of Applicant*

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*Signature of Applicant*

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*Date Signed*

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*Printed Name of Applicant*

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*Signature of Applicant*

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*Date Signed*

## **Applicant-Property Owner Signature Form**

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### **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, County personnel, or its agents, may enter the subject property 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.

### **AGREEMENT FOR PAYMENT OF PROCESSING FEES**

The Property Owner(s) acknowledge that the Applicant is authorized to submit this application and related application(s) for land use review or permit on this property. This application shall only be submitted by the Applicant or the Property Owner, or an authorized agent/representative thereof. The person(s) submitting this application represents that he/she has the express authority to submit this application on behalf of the Applicant and/or Property Owner(s). This application is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this application until all outstanding costs have been paid by Applicant.

### **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 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 Tentative Tract Map, Tentative Parcel Map, Revised Map, Map Minor Change, Reversion to Acreage, Conditional Use Permit, Public Use Permit, Surface Mining Permit and/or Reclamation Plan, Wind Energy Conversion System Permit, Hazardous Waste Siting Permit, Minor Temporary Event Permit, Plot Plan, Substantial Conformance (to any Permit or Plot Plan), Revised Permit, (to any Permit or Plot Plan), Variance, Setback Adjustment; General Plan Amendment, Specific Plan, Specific Plan Amendment, Specific Plan Substantial Conformance, Zone Change; 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.

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*Printed Name of Property Owner*

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*Signature of Property Owner*

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*Date Signed*

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*Printed Name of Property Owner*

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*Signature of Property Owner*

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*Date Signed*

- ☐ Check this box and attach additional completed and signed [Additional Property Owner Signature Form\(s\)](#) for those persons or entities having an interest in the real property(ies) involved in this application and they acknowledge the Authority Given, the Agreement for Payment, and Indemnification Agreement Section above.

## **Applicant-Property Owner Signature Form**

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.

### **PROPERTY INFORMATION:**

Short-Term Rental Property Address:

Assessor's Parcel Number:

### **RESPONSIBLE OPERATOR(S)**

Company Name:

Name of Responsible Operator(s):

Contact Information:

Phone:

Email:

### **FOR COUNTY OF RIVERSIDE USE ONLY**

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