



*John Hildebrand*  
*Planning Director*

# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

## **FILING INSTRUCTIONS FOR AN AGRICULTURAL PRESERVE**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Agricultural Preserve application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

Click on the appropriate link below to move to the applicable Agricultural Preserve Plan type:

[Establishment or Enlargement of an Agricultural Preserve](#)

[Disestablishment or Diminishment of an Agricultural Preserve](#)

[Entry Into a Land Conservation Contract Within an Agricultural Preserve](#)

[Notice of Non-Renewal of a Land Conservation Contract Within an Agricultural Preserve](#)

Only the items listed for each particular Agricultural Preserve Plan type are required to be included as part of that application submittal.



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## **ESTABLISHMENT OR ENLARGEMENT OF AN AGRICULTURAL PRESERVE**

### **FILING INSTRUCTIONS CHECKLIST**

AN ESTABLISHMENT OR ENLARGEMENT OF AN AGRICULTURAL PRESERVE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. A completed General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed Agricultural Preserve Supplemental Information Form.
4. A Petition for Establishment or Enlargement for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
5. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
6. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
7. A map showing the boundaries of the subject property(ies).
8. Initial payment of deposit-based fees for an Establishment/Enlargement of an Agricultural Preserve application.

### **ADDITIONAL INSTRUCTIONS FOR AN ESTABLISHMENT OR ENLARGEMENT OF AN AGRICULTURAL PRESERVE APPLICATION:**

- A. Provide a Petition for Establishment or Enlargement for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
- B. Provide a map of the land affected by this application showing the properties belonging to the separate ownerships.

**FILING INFORMATION FOR AN AGRICULTURAL PRESERVE APPLICATION**  
**Establishment or Enlargement of an Agricultural Preserve**

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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:  
<https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.



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# PLANNING DEPARTMENT

## DISESTABLISH OR DIMINISH OF AN AGRICULTURAL PRESERVE

### FILING INSTRUCTIONS CHECKLIST

THE DISESTABLISHMENT OR DIMINISHMENT OF AN AGRICULTURAL PRESERVE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. A completed General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed Agricultural Preserve Supplemental Information Form.
4. A Petition for Cancellation of Land Conservation Contract in an Agricultural Preserve for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
5. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
6. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
7. A map showing the boundaries of the subject property(ies).
8. Initial payment of deposit-based fees for a Disestablishment or Diminishment of an Agricultural Preserve application.

### **ADDITIONAL INSTRUCTIONS FOR A DISESTABLISH or DIMINISHMENT OF AN AGRICULTURAL PRESERVE APPLICATION:**

- A. Provide a Petition for Cancellation of Land Conservation Contract in an Agricultural Preserve for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
- B. If the landowner is a successor-in-interest to the owner who executed the Land Conservation Contract with the County of Riverside, the application must be accomplished with proof of ownership, such as a copy of a deed or title insurance policy.

**FILING INFORMATION FOR AN AGRICULTURAL PRESERVE APPLICATION**  
**Disestablish or Diminish of an Agricultural Preserve**

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- C. Attach a map of the land affected by this application showing the properties belonging to the separate ownerships.
- D. Enclose the appropriate deposit-based filing fee for each Disestablishment or Diminishment application, and for each Petition of Cancellation of Contract.
- E. Please note that payment of an Initial Study deposit-based fee will be required for this application at the time of submittal, and no Land Conservation Contract can be cancelled until all provisions of the California Environmental Quality Act have been satisfied.
- F. Attach all required applications for the proposed alternative land uses for this property, and all applicable deposit-based fees.

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# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## **ENTRY INTO A LAND CONSERVATION CONTACT WITHIN AN AGRICULTURAL PRESERVE**

### **FILING INSTRUCTIONS CHECKLIST**

AN ENTRY INTO A LAND CONSERVATION CONTACT WITHIN AN AGRICULTURAL PRESERVE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. A completed General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed Agricultural Preserve Supplemental Information Form.
4. A Land Conservation Contract for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
5. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
6. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
7. A map showing the boundaries of the subject property(ies).
8. Initial payment of deposit-based fees for an Entry into a Land Conservation Contact within an Agricultural Preserve application.

### **ADDITIONAL INSTRUCTIONS FOR AN ENTRY INTO A LAND CONSERVATION CONTACT WITHIN AN AGRICULTURAL PRESERVE APPLICATION:**

- A. Provide a Land Conservation Contract for each separate ownership of land involved in this application. (A husband and wife, partnership, a corporation, a trust, or a joint ownership is considered one owner.)
- B. Attach a map of the land affected by this application showing the properties belonging to the separate ownerships.

**FILING INFORMATION FOR AN AGRICULTURAL PRESERVE APPLICATION**  
**Entry into a Land Conservation Contact within an Agricultural Preserve**

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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: <https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## **NOTICE OF NON-RENEWAL OF A LAND CONSERVATION CONTRACT WITHIN AN AGRICULTURAL PRESERVE**

### **FILING INSTRUCTIONS CHECKLIST**

A NOTICE OF NON-RENEWAL OF A LAND CONSERVATION CONTRACT WITHIN AN AGRICULTURAL PRESERVE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. A completed General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed Agricultural Preserve Supplemental Information Form.
4. Either a completed, signed, and notarized Notice of Non-Renewal for the Entire Property Under a Land Conservation Contract or a completed, signed and notarized Notice of Nonrenewal for a Portion of the Real Property under Land Conservation Contract or Agreement
5. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
6. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
7. A map showing the boundaries of the subject property(ies).
8. Initial payment of deposit-based fees for a Notice of Non-Renewal within an Agricultural Preserve application.

### **INFORMATION REGARDING A NOTICE OF NONRENEWAL**

Land Conservation Contracts executed under the State's Land Conservation Act (Williamson Act) [Government Code Section 51200 et. seq.](#) are in effect for ten years from the anniversary date of the Contract (January 1st). Contracts are automatically renewed for one additional year on each anniversary date of the contract. Therefore, the contract will remain in effect indefinitely.

To terminate the automatic renewal of the contract, a Notice of Nonrenewal Form must be obtained from the Planning Department. This Notice of Nonrenewal is completed by the landowner and returned to the



**FILING INFORMATION FOR AN AGRICULTURAL PRESERVE APPLICATION**  
**Notice of Non-Renewal of a Land Conservation Contract within an Agricultural Preserve**

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Planning Department with the appropriate filing fee. This Notice will be reviewed for correctness by the Planning Department before being recorded. Once it is recorded, the Land Conservation Contract to which it pertains will not be renewed. This, in effect, will cause the contract to lapse ten years after the Notice is recorded. Such Notice of Nonrenewal must be received by the Planning Department at least 90 days prior to the anniversary date, or the contract shall be considered renewed for one additional year. A separate Notice of Nonrenewal is required for each individual Land Conservation Contract for which nonrenewal is requested.

Upon a request by the landowner, the Board of Supervisors may authorize the owner to serve a Notice of Nonrenewal on a portion of that owner's land under contract within an individual agricultural preserve. Unless authorized by the Board to serve a Notice of Nonrenewal on a portion of the owner's land within an individual agricultural preserve, the Notice of Nonrenewal shall be for nonrenewal of the contract for all the owner's land within an individual preserve.

**INSTRUCTIONS FOR COMPLETING A NOTICE OF NONRENEWAL**

1. Fill out the appropriate Notice of Nonrenewal Form by providing all the information required.
2. The Notice of Nonrenewal must be signed by all owners before a Notary Public. A General Partner may sign on behalf of a partnership; a corporate officer may sign on behalf of a corporation. However, if the Notice of Nonrenewal is signed on behalf of a partnership or corporation, the jurat completed by the Notary Public must indicate that the person signing the Notice of Nonrenewal is authorized to act on behalf of the partnership or corporation. (The Notary Public should have specific jurats for persons acting on behalf of partnerships or corporations, or when acting under a power of attorney. Be sure that the appropriate jurat is used.) An incorrectly notarized Notice of Nonrenewal cannot be accepted by the Planning Department for filing.
3. If the Notice of Nonrenewal is for a portion of the owner's land under contract within an individual preserve, the owner should attach a letter requesting the Board of Supervisors to authorize the owner to serve a Notice of Nonrenewal on a portion of the owner's land within that individual agricultural preserve. When a landowner is a successor-in-interest to the owner who executed the Land Conservation Contract with the County, the Notice of Nonrenewal shall be accompanied with proof of ownership, such as a copy of the deed or title insurance policy.
4. Return the signed and notarized Notice of Nonrenewal, and any required attachments, to the Planning Department with the indicated initial deposit of the filing fee.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Permit Assistance Team. Click on the following link for more information: <https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.