



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand*  
*Planning Director*

## FILING INSTRUCTIONS FOR A DEVELOPMENT AGREEMENT APPLICATION

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

### FILING INSTRUCTIONS CHECKLIST

A DEVELOPMENT AGREEMENT 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 Development Agreement Supplemental Information Form.
4. A current recorded deed of the property(ies). If the property(ies) 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.
5. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g., recorded easement) for said property shall be provided.
6. An 800-foot scale map of the Development Agreement Legal Description. A Licensed Land Surveyor must certify this map.
7. A scaled Site Plan/Land Use Plan (Exhibit "A") delineating the subject property, including the required items identified in the Exhibit "A" Matrix below.
8. A MS Word document of the proposed Development Agreement prepared in accordance with Section 106 of Exhibit "A" of Resolution Nos. [2012-201](#) (Commercial-Industrial), [2014-034](#) (Residential), or [2014-47](#) (Solar Plant). The MS Word document ([Standard Form – Commercial and Industrial DA](#)), ([Standard Form – Residential DA](#)), or ([Standard Form-Solar Plan DA](#)) shall be redlined to show the information required to complete the Development Agreement.
9. A listing and description of all land use entitlement and permits that have been approved for the property to date and/or being processed concurrently with this application.
10. Initial payment of deposit-based fee for the Development Agreement application.

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Development Agreement Site Plan (Exhibit “A”) Matrix
Identify the type of Development Agreement application proposed (e.g., Residential, Commercial/Industrial, Solar; or Cannabis.)
Provide a Title on the Exhibit that indicates the type of Development Agreement, using one of the appropriate terms above.
1. Name, address, telephone number, and email of applicant, landowner(s), and exhibit preparer.
2. Assessor’s Parcel Numbers and, if available, address of the property.
3. Identify Exhibit’s Scale (number of feet per inch). Use Engineer’s Scale.
4. North arrow.
5. Date Exhibit Prepared.
6. Names of utility purveyors (water, sewer, gas, electricity, telephone, and cable television) and school district(s).
7. Complete legal description of property.
8. Overall dimensions and total net and gross acreage of property.
9. Location and dimensions of existing structures, buildings, easements and/or uses, FEMA mapped floodplains and floodways including zone designations onsite.
10. Vicinity map, showing adjacent property lot lines and location and name of adjacent streets
11. Identify the underlying General Plan Area Plan name, and the Existing and Proposed General Plan Land Use Designation(s) and Zoning Classification(s) of the subject property and the adjacent properties.
12. Provide a note indicating whether or not water and/or sewer service is available on the project site. If the project site lies within a water or sewer service provider’s boundaries, and lines are not adjacent to the project site, indicate the distance to the nearest water and/or sewer lines.
13. Provide a note indicating whether the project site is located within a Recreation and Park District, or County Service Area authorized to collect fees for park and recreational services.
14. If project is within a Specific Plan, indicate the Specific Plan Name and Number, the Planning Area Alphanumeric reference(s) and the Land Use Designation of subject property and all adjacent property.

Additional Information such as Special Technical Studies may also be required, including, but not limited to:

A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application; unless the Assistant TLMA Director waives this requirement if it can be shown to the satisfaction of the Director that the property owner(s) have owned the property(ies) consistently for at least the last five years.

A completed [Project Specific Water Quality Management Plan \(WQMP\) Checklist Form](#) for the applicable Watershed (and if the Checklist Form concludes a WQMP is required, a Preliminary Project Specific Water Quality Management Plan will be necessary as well), if the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed, or the Whitewater River Watershed.

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>.

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