



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## Instructions for Submitting Paleontological Documents Through Riverside County's PLUS Online

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

[https://rivcoplus.org/EnerGov\\_Prod/SelfService/RiversideCountyCAProd#/home](https://rivcoplus.org/EnerGov_Prod/SelfService/RiversideCountyCAProd#/home)

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 Paleontological Document:

1. Click 'Apply' on the PLUS Online System website.
2. Select the 'Plans' tab at the top.
3. In the 'Paleontological 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 or grading permit number (i.e., PPTXXXXXX, CUPXXXXXX, TTMXXXXX, BGRXXXXXXXX, etc.).
  - c. Contacts – Enter the contact info for the Applicant, Property Owner, Representative, and Project Paleontological Consultant.
  - d. More Info – Skip, this step may be removed in the future.
  - e. Attachments – Attach the paleontological report.
  - f. Submit.
5. Note the PDP Number for your records, and reference it in all correspondence regarding the review.

To Upload a **Revised** Paleontological Document or Response to Review Comments:

1. Log into your PLUS Online Account and navigate to 'My Work'.
2. Select the PDP 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](mailto:PLUSAssist@rivco.org).

For questions regarding Paleontological Report Reviews, please contact [Djones@rivco.org](mailto:Djones@rivco.org).