



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand  
Planning Director*

## REQUEST FOR DEPOSIT FOR PLANNING RESEARCH

The Planning Department is nearly 100% supported by development application fees (fees paid to the Department to cover the cost of reviewing and processing a development plan or permit). Furthermore, these fees can only be expended for work associated with the review of development permits. Responding to extensive information or research requests must be funded from a different revenue source. In this regard, the Planning Department has been authorized ([Ordinance No. 671](#)) to charge the research and file search fees described below in accordance with the current fee schedule.

### Request Date:

*Check One as Appropriate:*

**Miscellaneous/General** *(Initial Deposit: To be determined at submittal)*

**Hold Harmless/Litigation** *(Initial Deposit: \$20,000)*

**Zoning Affidavit\*** *(Initial Deposit: 2 hours Planner Services)*

**Rebuild Letter\*** *(Initial Deposit: 2 hours Planner Services)*

**Combined Zoning Affidavit/Rebuild Letter\*** *(Initial Deposit: 4 hours Planner Services)*

*(\*Also complete and submit a "Request for Zoning Affidavit or Rebuild Letter" Form by clicking on the applicable link located above or open the Planning Dept. website's Development Application Section's [Request for Zoning Affidavit](#) or [Rebuild Letter](#) to access the Form.)*

### CONTACT INFORMATION

<b>Contact:</b> <input type="text"/>		
Contact Person:		
<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
E-mail Address:		
Mailing Address:		
<i>Street Number</i>	<i>Street Name</i>	<i>Unit or Suite</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>
Daytime Phone No.:		Mobile Phone No.:

## Request For Deposit for Planning Research

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### REQUEST DESCRIPTION:

*Please provide a brief, but concise, description of the requested information and/or research.*

*Check this box and attach additional pages, if necessary, to thoroughly explain the request.*

### **ARCHIVAL SEARCH FEE FOR PLANNING INFORMATION**

**Per hour** charge of staff time expended computed at the current fee per each ¼ hour or fraction thereof for information or documents which are not readily available and accessible.

This fee is appropriate when clerical staff (e.g., Office Assistants, Planning Technicians, Secretaries, etc.) conduct archival searches for planning information.

### **PROFESSIONAL PLANNING SERVICES**

**Per hour** charge of staff time expended computed at the current fee per each ¼ hour or fraction thereof for information or documents which are not readily available and accessible.

This fee is appropriate when professional staff (e.g., planners, geologist, and archaeologist) conduct research and/or analysis of planning information.

### **PROCEDURE FOR REQUESTING PLANNING RESEARCH**

1. Upon receipt of a Request for Deposit for Planning Research Form, a “Deposit for Planning Research” (DPR) Plan will be generated, and an initial Deposit-Based Fee (DBF) payment will be collected and applied to the Plan.
2. The assigned County staff member will review the Request to gain a thorough understanding of what information is being requested. The staff member may contact the Plan’s Contact person for further clarification and/or request additional information.
3. County staff will apply labor and/or equipment charges to the Deposit for Planning Research (DPR) Plan for work done to complete the research and/or archival search. If, during the work, the DBF fees are depleted or if it is determined there are insufficient remaining fees to complete the work, County staff will request additional fees.

## **Request For Deposit for Planning Research**

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4. Once the research is completed, and County staff confirms the Plan has a sufficient positive fee balance to complete and close out the Plan, County staff will issue the results of the research, and if applicable, initiate a refund of the remaining DBF fees, and close out the Plan.

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