



RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand
Planning Director*

NON-CONFORMING USE PLOT PLAN SUPPLEMENTAL INFORMATION FORM

DETERMINATION OF NON-CONFORMING USE STATUS

PROJECT DESCRIPTION:

Please provide a brief, but concise, description for a Determination of Non-Conforming Use Status *(if lengthy, extra pages may be attached)*.

THE FOLLOWING MINIMUM INFORMATION IS REQUIRED TO SUBSTANTIATE A NON-CONFORMING USE:

1. Current Zoning Classification and Ordinance No. establishing the property's current Zoning Classification, and the date of adoption and effective date.
2. The property's prior Zoning Classification.
3. Written statement of justification for continued use of subject site.
4. Supporting documentation showing that the site was used continuously for a commercial/industrial activity. Documentation may include:

ITEM	CONTACT	PHONE
Bills of Sale	Owner/Prior Owners	
Bills of Lading	Owner/Prior Owners	
Utility Bills	Owner/Prior Owners, Utility Companies	Check Phone Book
Property Tax records showing property assessed for commercial or industrial uses.	Riverside County Assessor's Office	(951) 955-6200
State Board of Equalization records showing existence of business at subject site.	State Board of Equalization	(916) 324-2388
State Employment Development Department documentation showing payment of employment taxes at subject site.	State Employment Development Dept.	(916) 654-5981
Fictitious Business Statement	Riverside County Clerk	(951) 955-1996

NON-CONFORMING USE PLOT PLAN SUPPLEMENTAL INFORMATION FORM

THE FOLLOWING MINIMUM INFORMATION IS REQUIRED TO SUBSTANTIATE A NON-CONFORMING USE:		
Articles of Incorporation	State of California, Secretary of State	(916) 657-5448
Cancelled business checks	Owner	---
Receipts for sales or purchases	Owner	---
Rental/lease agreements	Owner	---
Notarized affidavits from interested parties having knowledge of the use	Parties involved	---
Any documents reflecting business name, date of origin, type of business or use, and use continuity.	---	---
Licenses attributed to subject site	Appropriate Licensing bureau	---



RIVERSIDE COUNTY

PLANNING DEPARTMENT

John Hildebrand
Planning Director

NON-CONFORMING USE EXTENSION

PROJECT DESCRIPTION:

Please provide a brief, but concise, description of Non-Conforming Use Extension (*if lengthy, extra pages may be attached*).

Current Zoning Classification and Ordinance No. establishing the property's current Zoning Classification, and the date of adoption and effective date:

The property's prior zoning classification:

ADDITIONAL INFORMATIONAL:

1. A written statement of justification for continued non-conforming use of the property.
2. Supporting documentation showing that the site has been in continuous use. Documentation may include, but is not limited to: bills of sale, bills of lading, utility bills, property tax records, Board of Equalization records, Employment Development Department records, fictitious business statement, Articles of Incorporation, canceled business checks, sales receipts, rental or lease agreements, or licenses.
3. Such other information as determined necessary by the Planning Department.

PUBLIC HEARING: A public hearing shall be held on the application for a Non-Conforming Use Extension in accordance with the provisions of Section 18.26 of [Ordinance No. 348](#) and all the procedural requirements and rights of appeal as set forth therein shall govern the hearing.

CONDITIONS: A Non-Conforming Use Extension shall not be granted unless the applicant demonstrates that the proposed use will not be detrimental to the health, safety, or general welfare of the community. Any extension that is granted shall be subject to such conditions as shall be necessary to protect the health, safety, or general welfare of the community.

EXPANSION OF NONCONFORMING USE: The total square footage of an existing nonconforming structure or use, excluding mobile homes, may be expanded a maximum of 25 percent on the same parcel of land from the time the use was deemed nonconforming. Such expansion shall require issuance of a

NON-CONFORMING USE PLOT PLAN SUPPLEMENTAL INFORMATION FORM

building permit only and shall not extend the period of non-conforming time in which the use must be eliminated.

Note: If additions were added without Building Permits after 1962, the unpermitted structures count toward the 25% expansion and cannot be exceeded.

STEP 2: This completes the required information on this Non-Conforming Use Plot Plan Supplemental Information Form. Please refer to the Planning Department website's Development Application page's Filing Instruction subsection to review the specific filing instructions and documentation requirements for this application, or use the link below:

[Filing Instructions for a PP-Use Permit-Revised Permit-VAR Application](#)

FOR COUNTY OF RIVERSIDE USE ONLY	
Plan No:	
Set ID No., if applicable	Application Filing Date:
Print staff name and title:	

Y:\Planning Master Forms\Application Forms\Supplemental_Information_Form_Non_Conforming_Use_Plot_Plan.docx
Created: 06/10/2019 Revised: 01/03/2024