



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*John Hildebrand  
Planning Director*

## TEMPORARY EVENT SUPPLEMENTAL INFORMATION FORM

**APPLICATION FOR A TIER I, II or III TEMPORARY EVENT MUST BE FILED WITH THE PLANNING DEPARTMENT AT LEAST 60 DAYS PRIOR TO THE EVENT AND 90 DAYS PRIOR TO A TIER IV, V OR VI EVENT.**

**Please complete and attach as part of an application for Temporary Event Permit.**

Description/Type of Event:

Event Location:

Date(s) of Proposed Event:

Hours of Operation:

Estimated Daily Attendance:

Number of On-Site Parking Spaces:

Is the property located within an Airport Influence Area (AIA)?                      Yes              No

*To determine if a property is located within an AIA click [HERE](#) to access the Riverside County Map My County website. Use this site by providing either Assessor's Parcel Number(s) (APNs) or addresses to locate the property. Then click on the "Layers" icon near the bottom left of that screen. Click on the "Planning Layers" checkbox and click on the "+" to expand that layer group. Then click on the "Airports Layers" checkbox and click on the "+" to expand that layer group. Then click inside the parcel boundary and click on the "Full Report for this Parcel" link. After Report opens review body to determine if the property lies within an AIA.*

**STEP 1:** Please be advised to call ahead to the agencies listed. Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off. A copy of this Supplemental Information Form together with a prepared Misc. Permit Exhibit "A" (Site Plan) shall be provided to each of the appropriate entities for their review and comment. Said comments shall be returned to the Planning Department for review and consideration for inclusion should this Event be approved.

PROPERTY LOCATED WITHIN AN AIRPORT INFLUENCE AREA:

Riverside County Airport Land Use Commission      951 955-5132

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RIVERSIDE AREA:

Building & Safety-Plan Check (951) 955-1800  
Sheriff's Department (951) 955-2600  
Health Department (951) 955-8980  
California Highway Patrol (916) 843-3000  
Transportation Department (951) 955-6815  
Fire Department (951) 955-4777

DESERT AREA:

Building & Safety-Plan Check (951) 955-1800  
Sheriff's Department:  
    • Palm Desert Office (760) 836-1600  
    • Indio Office (760) 863-8990  
Health Department (760) 393-3390  
California Highway Patrol (916) 843-3000  
Transportation Department (760) 863-8267  
Fire Department (760) 863-8886

**STEP 2:** This completes the required information on this Temporary Event 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 Temporary Event Permit](#)

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

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Created: 07/08/2015 Revised: 01/03/2024













