



COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY



Rania Odenbaugh, MBA, MPM
Transportation and Land
Management Agency Director

Transportation Department

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Director of Transportation

AGREEMENT FOR PAYMENT OF COSTS OF APPLICATION PROCESSING

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County," and _____
hereafter "Applicant" and _____ hereafter "Property Owner".

Applicant and Property Owner name must match on page 2, Section 4, item A. for Applicant, and item B for Property Owner.

Applicant cannot be the engineer unless engineer is the owner of the project. Applicant is responsible for paying all the processing fees for this project and subsequently entitled to the refunds if applicable.

PROPERTY / PROJECT INFORMATION	Date:	Set ID:	IP# / ST#:
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:		
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):		APN(s):	

Please designate who to contact to discuss the project.	<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer	<input type="checkbox"/> Property Owner
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ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for traffic studies, Transportation plan check reviews, inspections or permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors for actual time spent on the case. The Applicant and Property Owner are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County, may result in the stoppage of work.
- B. Within 15 days of the service by mail of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County is reimbursed for all costs related to this study, plan, inspection or permit. The County is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County. The County will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation Department, Development Review/Plan Check Division, 4080 Lemon Street, 8th Floor, Riverside, CA 92501, (951) 955-6527, if any of the information below changes.

Section 4. Property Owner and Applicant Information

A. **Applicant Name:** _____
(Applicant name must match page 1.)

Firm Name: _____ E-mail: _____

Address: _____

Tel.# _____ Fax #: _____

Signature of Applicant: _____ Date: _____

B. **Property Owner Name:** _____
Firm name or individual. (As appears on Assessor rolls.) (Property Owner name must match page 1.)

If Firm Name, list contact person: _____ E-mail: _____

Address: _____

Tel.# _____ Fax #: _____

Signature of Property Owner: _____ Date: _____

C. **County of Riverside** signature: _____ Date: _____

NAME AND TITLE: _____

FIRST PLAN CHECK SUBMITTAL CHECKLIST

(THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK SUBMITTALS. SUBMIT ALL APPLICABLE ITEMS)

PROJECT NO.: _____

SCHEDULE: _____ (IF APPLICABLE)

PROJECT DESCRIPTION: _____

1. ACKNOWLEDGEMENT

We have prepared our plans and submittal in conformance with the "Improvement Plan Check Policies and Guidelines" dated _____.

The latest edition of the "Guidelines" may be obtained from the Transportation Department on the second floor or on the Web at:

WWW.RCTLMA.ORG/TRANS/DOCUMENTS/PAMPHLETS/PLAN_CHECK_GUIDE.PDF.

- | | <u>QUANTITY</u> | <u>DESCRIPTION</u> |
|-----|---------------------------------|---|
| 2. | <input type="checkbox"/> 2 SETS | Street and Drainage plans. (Simultaneous submittal to Flood Control if conditioned.) |
| 3. | <input type="checkbox"/> 2 SETS | Street cross-sections at 25' minimum intervals or as needed for any work joining or overlaying existing pavement.
(Simultaneous submittal to Flood Control if conditioned.) |
| 4. | <input type="checkbox"/> 2 SETS | Water and Sewer plans. (Simultaneous submittal to Water/Sewer District.) |
| 5. | <input type="checkbox"/> 2 SETS | Signing and striping plans (Required with first submittal.) or traffic sign or signal and striping plans with street plans. (Rolled separately.) |
| 6. | <input type="checkbox"/> 2 SETS | Streetlights. |
| 7. | <input type="checkbox"/> 2 SETS | Landscaping plans (24"x36"). (Required by conditions with first submittal.)
See comprehensive landscape guidelines & standards at
www.rctlma.org/trans/land_dev_landscaping_guidelines.html
(Simultaneous submittal to Landscape Maintenance District.) |
| 8. | <input type="checkbox"/> 2 SETS | Rough grading plans and erosion control plans.
(Simultaneous submittal to the Building and Safety Department.) |
| 9. | <input type="checkbox"/> 2 SETS | Final Parcel or Tract map. (Required on parcel or tract map cases.)
(Simultaneous submittal to the Survey Division.) |
| 10. | <input type="checkbox"/> 1 EACH | Approved tentative map (Tract Map and Parcel Map) or site plan (PP, CUP, PUP).
(Approved and stamped by the Board of Supervisors.) |

11. 1 EACH Approved conceptual landscape plan.
(Stamped by the Approval Agency.)
12. 1 EACH Soils report. (Required on tract and parcel maps.)
13. 1 EACH Construction Cost Estimate with Plan Check Fee Calculation sheet.
(A Plan Check form with unit prices.)
14. 1 EACH Check in the amount of:
- | | |
|----------|--|
| _____ | Improvement Plan Check Fee |
| + _____ | Surcharge Fee (2% of Improvement Plan Check Fee) |
| \$ _____ | Total |
15. 1 EACH Copy of special instructions and prior commitments.
16. 1 EACH Copy of the approved Conditions of Approval.
(Stamped by the Board of Supervisors.)
17. 1 EACH Copy of all adjacent or referenced plans used in the design and/or on plans.
18. Statement of omissions in design and reasons therefore.
_____ (At-Risk letter may be required.)
19. Check here if this project is related to a Parcel or Tract map.
Parcel Map _____ Tract Map _____
20. If this is a MS, provide meeting date and written acceptance from Plan Check Section. (See note E below.)
21. Are there any TIP or TUMF projects in the vicinity of your project? YES NO
If yes, contact Design Division engineer at (951) 955-6780 to coordinate street design. The TIP document is available at www.tlma.co.riverside.ca.us/trans/proj_tip.html
22. Will you seek reimbursement from TUMF? YES NO

NOTE:

- A. Each approved unit of a phased tract shall be submitted on a separate and complete set of plans. It should be complete on its own merit. No combining of improvement plans of phases is allowed, except for grading plans, which can be combined for all the phases.

- B. All storm drains 36" and less including catch basins, laterals, and all facilities to be maintained by the Transportation Department can be on the street plans using Transportation Department standard form sheets. Street and Storm Drain sheets and construction notes shall be numbered consecutively. Quantities shall be included on sheet 1 and on the construction cost worksheet.
- C. Should there be any Flood Control facilities to be maintained, then all storm drains including Transportation Department facilities shall be on a separate set of plans from the street plans using Flood Control standard form sheets but Transportation Department signature block must be added to them. Quantities of Transportation Department facilities shall be shown on the cover sheet of the street improvement plans and on the Flood Control cost worksheet. This is based on a MOU between Transportation and Flood Control dated June 13, 2008. The Plan Check Section reserves the right to reject the submitted plan check package without performing any plan check if any required plans or information items are missing.
- D. No project shall be submitted and subsequently no project shall be accepted for plan check until the project has its conditions of approval approved by the Board of Supervisors and conditions status noted "INEFFECT". If the project has a special need and the division engineer manager has agreed to accept the submittal on an "At-Risk" basis, the applicant shall provide a notarized "At-Risk" letter as outlined in Appendix A 27.
- E. For all MS (non-conditioned) projects, design engineer must meet with County engineer before submitting plans.

I, the undersigned engineer, do verify that all the items necessary for this project and checked above are attached.

Signature

Date

Name (TYPE OR PRINT)

Civil Engineer's Stamp

Engineering Firm (NAME AS IT APPEARS ON YOUR LETTERHEAD)