



*Juan C. Perez, P.E., T.E.*  
*Director of Transportation and*  
*Land Management*

# **COUNTY OF RIVERSIDE**

## **TRANSPORTATION AND**

## **LAND MANAGEMENT AGENCY**



*Patricia Romo, P.E.*  
*Assistant Director of Transportation*

### **Transportation Department**

**TO: ALL SURVEYORS AND ENGINEERS**

**FROM: RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT,  
SURVEY DIVISION**

**RE: RECORD OF SURVEY FIRST SUBMITTAL REQUIREMENTS**

All of the following items must be submitted to this office by a licensed land surveyor/qualified registered civil engineer before the Record of Survey will be accepted for checking:

1. The Agreement for Payment of Costs must be completed and signed.
2. Two full size prints of the survey.
3. Copy of vesting deeds.
4. Copies of reference material, record maps, instruments, government plats, etc. (can be returned upon request).
5. Closures/calcs (as applicable), closure reports (as applicable).
6. Deposit-based fee.
7. Transmittal on letterhead from surveyor/engineer with current address and phone number.

It is the responsibility of the licensed land surveyor/qualified registered civil engineer to ensure the above items are included with the first submittal package. Failure to include all items may result in non-acceptance of the submittal, an incomplete review, or otherwise delay the review process.

Thank you.



# COUNTY OF RIVERSIDE

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#### LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT

Agreement for Payment of Costs of Application Processing  
Survey Division

**TO BE COMPLETED BY APPLICANT:**

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

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

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

<b>PROPERTY / PROJECT INFORMATION</b>		Date:	
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			
<b>ENGINEERING FIRM</b> (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 land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, 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. The Applicant and Property Owner are responsible for any supplemental fees 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 of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County of Riverside 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 of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County of Riverside'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 of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside 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 land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside 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 of Riverside. The County of Riverside 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 and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.**

**Section 4. Applicant and Owner Information**

**1. PROPERTY INFORMATION:**

Assessors Parcel Number(s): \_\_\_\_\_

Property Location or Address:

\_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:**

Property Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**3. APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if different from property owner)

\_\_\_\_\_

\_\_\_\_\_

**4. SIGNATURES:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature of the County of Riverside, by \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**FOR COUNTY OF RIVERSIDE USE ONLY**

Application or Permit (s)#: \_\_\_\_\_

Set #: \_\_\_\_\_ Application Date: \_\_\_\_\_