



# RIVERSIDE COUNTY PLANNING DEPARTMENT

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## **FILING INSTRUCTIONS FOR A SPECIFIC PLAN, SPECIFIC PLAN AMENDMENT OR SUBSTANTIAL CONFORMANCE TO A SPECIFIC PLAN APPLICATION**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Specific Plan, Specific Plan Amendment or Substantial Conformance to a Specific Plan (SP/SPA/SPSC) application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

### **FILING INSTRUCTIONS CHECKLIST**

A SPECIFIC PLAN, SPECIFIC PLAN AMENDMENT OR SUBSTANTIAL CONFORMANCE TO A SPECIFIC PLAN FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g. PDF).

1. A completed General Application Form.
2. A completed and signed Applicant/Property Owner Signature Form.
3. A completed SP/SPA/SPSC Supplemental Information Form.
4. A scaled Land Use Plan (Exhibit "A") delineating the subject property, including the required items identified in the Table below.
5. A Detailed Land Use Table identifying each Planning Area in a row, with its alphanumeric reference, its Land Use Designation, its residential density, its assigned acreage, the minimum number of Dwelling Units, the Target number of Units and the maximum number of Dwellings in separate columns. Also provide blank columns for future tentative subdivision and final subdivision numbers, the subdivision's acreage; their assigned lot numbers, both residential and other in order to track historic or subsequent development of the Specific Plan.
6. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
7. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
8. Initial payment of deposit-based fee for the Specific Plan, Specific Plan Amendment or Substantial Conformance to a Specific Plan application, and an initial payment of deposit-based fees for an Initial Study.

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Land Use Plan (Exhibit "A") Required Items
1. Identify the type of application proposed:  a) Specific Plan, b) Specific Plan Amendment; or, c) Substantial Conformance to a Specific Plan  Provide a Title on the Exhibit that indicates the type of application, using one of the appropriate terms above, and identify the Exhibit as the "Specific Plan Land Use Plan".
2. Name, address, telephone number, and email of applicant, land owner(s), and exhibit preparer.
3. Assessor's Parcel Numbers and, if available, address of the properties.
4. Identify the Plan's Scale (number of feet per inch). Use an Engineer's Scale.
5. North arrow.
6. Date Exhibit Prepared.
7. Names of utility purveyors (water, sewer, gas, electricity, telephone, and cable television), School District(s); and, Recreation and Park District, or County Service Area authorized to collect fees for park and recreational services, if any.
8. Overall net and gross acreage of property.
9. Delineate the Specific Plan boundary and adjacent property lot lines and location and name of adjacent streets
10. Location and dimensions of any existing easements, FEMA mapped floodplains and floodways including zone designations onsite.
11. Indicate the Specific Plan Number and Name, the Planning Area boundaries, their alphanumeric reference(s) and Land Use Designation(s). Include a Summary Table showing a total of each proposed Land Use Designation as well as a total of the target number of dwelling units for each Designation.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Permit Assistance Team. Click on the following link for more information: <https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.

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