



RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

REQUEST FOR ZONING AFFIDAVIT OR REBUILD LETTER

Check One As Appropriate:

Zoning Affidavit

Rebuild Letter

Request Date:

REQUEST INFORMATION

Contact:		
Contact Person:	<i>First Name</i>	<i>Middle Name</i> <i>Last Name</i>
E-mail Address:		
Mailing Address:	<i>Street Number</i>	<i>Street Name</i> <i>Unit or Suite</i>
	<i>City</i>	<i>State</i> <i>Zip Code</i>
Daytime Phone No.:	Mobile Phone No.:	

REQUEST DESCRIPTION:
<i>Please provide a brief, but concise, description of the request.</i>

Check this box and attach additional pages, if necessary, to thoroughly explain the request.

Riverside Office · 4080 Lemon Street, 12th Floor
P.O. Box 1409, Riverside, California 92502-1409
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

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PROPERTY INFORMATION:

Assessor's Parcel Number(s):

Approximate Gross Acreage:

A REQUEST FOR ZONING AFFIDAVIT/REBUILD LETTER FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. Digital copies of the all the listed items below in a format acceptable to the Planning Department (e.g. PDF).
2. Completed and signed Request Form.
3. A Site Plan showing all of the items from the "Exhibit Requirements" list.
4. A copy of Building Permits may be obtained through Building and Safety Records Division at (951) 955-2018. If no building permits can be found, then a copy of the residential or commercial historical appraisal record, prior to 1960 (one for each building) can be obtained from the Assessor's office at (951) 486-6570.)
5. A copy of an approved Use Permit (i.e. CUP, PUP, or PP) exhibit, may be obtained through Building and Safety Records Division at (951) 955-2018 for rebuilds to commercial/industrial uses.
6. An initial payment of Deposit-Based Fees for 2 hours of Planner Services to be applied to a "Deposit for Planning Research" Plan for either a Zoning Affidavit or Rebuild Letter, or 4 hours for both.

Fees are based on one legal property or Assessor's Parcel Number (APNs). Multiple parcels or APNs may require an additional initial deposit.

EXHIBIT REQUIREMENTS

The following is the minimum information required on the site plan exhibit. All exhibits must be clearly drawn and legible. Additional information may be required during review of application, including information not specifically required by this checklist.

1. Name, address, and telephone number of landowner(s).
2. Assessor's Parcel Number(s) and if available, address(s) of the property.
3. Scale (number of feet per inch).
4. North arrow.
5. Overall dimensions and total net and gross acreage of property.
6. Vicinity map, showing site relationship to major highways and cities.
7. Location of adjoining lot lines.

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8. Identify streets, alleys and rights-of-way providing legal access to the property.
9. Location of existing, fences, gates, walls, free-standing signs, driveways
10. Location and dimensions of existing dwellings, buildings or other structures (labeled)
11. Setback of existing structures from property lines.
12. Square footage of building or dwelling unit as applicable.

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Created: 07/08/2015 Revised: 11/06/2019