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Agency Director

# COUNTY OF RIVERSIDE

TRANSPORTATION AND  
LAND MANAGEMENT AGENCY



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Director

## Environmental Programs Department

### PROPERTY OWNER INITIATED MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP) HABITAT ACQUISITION AND NEGOTIATION STRATEGY (HANS) APPLICATION

Revised: September 28, 2009

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Case No.: \_\_\_\_\_  
(For office use only)

Date Submitted: \_\_\_\_\_

Assessor's Parcel Number(s) (APNs): \_\_\_\_\_  
If additional persons have an ownership interest in the subject property in addition to those indicated above, attach a separate sheet that references the application case number along with lists of names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

The Environmental Programs Department will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

#### **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 department 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 will 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 or 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 of 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 completed.

- 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 the 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:**

**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".

**PROPERTY INFORMATION:**

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

Property location or address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

**Property Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

**Daytime Phone No:** ( ) \_\_\_\_\_ **Fax No:** ( ) \_\_\_\_\_

**APPLICANT INFORMATION:**

**Applicant's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *ZIP*

**Daytime Phone No:** ( ) \_\_\_\_\_ **Fax No:** ( ) \_\_\_\_\_

All Signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

**AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. An authorized agent must submit a letter from the owner(s) indicating authority to sign the application on the owner's behalf. As the owner of record/authorized agent, I hereby authorize the information to be released to Property Owner(s)/Owner's Representative/authorized agent. I further authorize, pursuant to Government Code Section 65105, that County personnel, or their agents, may enter upon the subject property and make examinations and surveys, provided that the entry, examination, and survey do not interfere with the use of the land.

If the property is determined to be needed for partial or full inclusion in the Western Riverside County Multiple Species Habitat Conservation Plan ("MSHCP"), and if the 120-day negotiation period provided by Section 6.1.1(B)(2) of the MSHCP commences, then the Property Owner/Applicant authorizes the Regional Conservation Authority (RCA) or its agents to enter the property for appraisal purposes.

All signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

**SIGNATURES:**

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

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

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

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

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

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

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that references the application case number and lists the printed names and signatures of all persons having an interest in the property.

See attached sheet(s) for other property owner's signatures.

**APPLICATION FOR HABITAT ACQUISITION AND NEGOTIATION STRATEGY (HANS)**

Please note: HANS cases are reviewed on a deposit-based method. Please refer to the appropriate fee schedule for deposit. Results of the HANS determination will be mailed to the Applicant, Property Owner(s), and the Owner's Representative.

**Section 5:  
Background Information**

Please provide the following information. If you need more room, submit a separate page.

- A. Related Permit(s), Pre-application review (PAR) or Development Application Case Number(s) (if applicable): \_\_\_\_\_
  
- B. Identify the MSHCP Criteria cell(s) in which the parcel is located (this information can be found on the Conservation Summary Report Generator available online at <http://www.rctlma.org/gis/rciprepgen.html>): \_\_\_\_\_
  
- C. Were any previous biological surveys performed on the above referenced APN's?  YES  NO  
If yes, please provide a copy or reference the County Biological Report Number.  
\_\_\_\_\_
  
- D. Describe unique biological features (i.e., washes, streams, oak trees, juniper trees, and rock outcroppings):  
\_\_\_\_\_  
\_\_\_\_\_
  
- E. Explain how the parcel(s) relates to the conservation criteria described within the MSHCP. (See attached HANS Application Guide).  
\_\_\_\_\_  
\_\_\_\_\_
  
- F. Is there a previous development application filed on the same site? Yes  No   
If yes, provide case No(s). \_\_\_\_\_

**Section 6:  
Checklist**

**The following items/information must be supplied when the HANS application is submitted to the Environmental Programs Department (EPD); otherwise, it will be deemed incomplete:**

- A. A series of current ground-level color photographs showing the project site, together with a key map showing the location and direction from where the photographs were taken and the approximate area of view (may be included in biological documents).
  
- B. Site Map which clearly shows the following information:
  1. North Arrow.
  2. Overall dimensions of the property and lot lines.
  3. Location and names of adjoining streets.
  4. Location and dimensions of existing and proposed buildings, structures, and driveways.
  5. Location and dimensions of any easements, Environmental Constraint Sheet (ECS), or rights-of-way traversing the property.

**C. If applicable, background information:**

1. Lot line adjustments (proof of recordation), building permits, site preps, etc.
2. Topographical maps (optional).
3. Development plans (optional).

All documentation supplied must be in hard copy format. To further expedite the review process, it is recommended that the documentation also be submitted in digital format via CD-Rom. Acceptable digital formats for reports are Microsoft Word, Adobe Acrobat PDF, or rich text file. For import into the County GIS, please assign a coordinate system to any data provided. Technical GIS digital data submission specifications are included in Table 1 below.

**TABLE 1**  
**COUNTY OF RIVERSIDE GIS DEPARTMENT**  
***Digital Data Submission Specifications***

<b>Data Formats</b>	ESRI shape file, Microstation CAD file, or Autodesk Auto CAD file
<b>Projection</b>	State Plane
<b>Zone</b>	California VI
<b>Datum</b>	North American Datum 1983 (NAD83)
<b>Units</b>	U.S. Feet
<b>Spheroid</b>	"GRS_1980", 6378137.0,298.257222101
<b>False Easting</b>	6561666.666666666
<b>False Northing</b>	1640416.666666667
<b>Central Meridian</b>	116.25
<b>Standard Parallel 1</b>	32.78333333333333
<b>Standard Parallel 2</b>	33.88333333333333
<b>Latitude of Origin</b>	32.16666666666666

Should you have any questions about the specifications given in Table 1, please contact the GIS Department at (951) 955-4649.

<b>FOR COUNTY OF RIVERSIDE USE ONLY</b>	
Application or Permit(s)#: _____	
Set #: _____	Application Date: _____