



RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna
Director

ZONING AFFIDAVIT & REBUILD LETTER APPLICATION

CHECK ONE AS APPROPRIATE:

Zoning Affidavit

Rebuild Letter

CASE NUMBER: _____

DATE SUBMITTED: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION INFORMATION

Applicant's Name: _____

E-Mail: _____

Mailing Address: _____
Street

_____ City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____ City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

If the property is owned by more than one person, attach a separate page that reference the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

The Planning 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.

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

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

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

Desert Office · 38686 El Cerrito Road
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

"Planning Our Future... Preserving Our Past"

APPLICATION FOR ZONING AFFIDAVIT & REBUILD LETTER

1. Completed application form
2. Two (2) copies of the site plan showing all of the items from the "Exhibit Requirements" list or a copy of the Assessor's map with the site highlighted.
3. One copy of the use permit (i.e. CUP, PP, SUP) approved by the applicable hearing body in accordance with Ordinance No. 348, obtained from Central Files at 951-955-3247, for rebuilds to commercial/industrial or Second Units.

EXHIBIT REQUIREMENTS

The following is the minimum information required on the exhibit. All exhibits must be clearly drawn and legible.

NOTE: Additional information may be required during review of application, including information not specifically required by this checklist.

Any special requests for additional information must be noted under the project request.

Fees are based on one (1) parcel or APN. Multiple parcels will require an additional initial deposit.

1. Name, address, and telephone number of landowner.
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. Thomas Brothers map page and coordinates. (Identify edition year used)
8. Location of adjoining lot lines.
9. Identify streets, alleys and rights-of-way providing legal access to the property.
10. Location of existing, fences, gates, walls, free-standing signs, driveways
11. Location and dimensions of existing dwellings, buildings or other structures (labeled)
12. Setback of existing structures from property lines.
13. Square footage of building or dwelling unit as applicable.