



# RIVERSIDE COUNTY PLANNING DEPARTMENT

*Carolyn Syms Luna*  
*Director*

## APPLICATION FOR SETBACK ADJUSTMENT

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

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.

### *AUTHORIZATION FOR CONCURRENT FEE TRANSFER*

The signature below authorizes the Planning Department and TLMA to expedite the refund and billing process by transferring monies among concurrent applications, if any, to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of your application, you will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be NO refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

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P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

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Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*



## **APPLICATION FOR SETBACK ADJUSTMENT**

### **FILING INSTRUCTIONS FOR SETBACK ADJUSTMENT APPLICATION**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a setback adjustment application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

#### **THE SETBACK ADJUSTMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:**

1. One completed and signed application form.
2. One copy of the current legal description. A copy of a grant deed of each property involved will suffice.
3. Four (4) copies of a site plan exhibit.
4. One copy of the building or structure elevations, if available.
5. Applicable deposit-based fees.

The applicant shall contact the affected neighbors and inform them of the proposal. The applicant shall request a letter from the affected neighbor(s) indicating that they have no objection to the proposed setback adjustment. If such a letter is unobtainable, the applicant shall submit a signed letter indicating that they contacted the affected neighbors, identify the address of the neighboring property, and include a statement that written consent was unobtainable.

#### **SITE PLAN EXHIBIT REQUIREMENTS**

The site plan exhibit must show the entire parcel, be drawn clearly and legibly, and shall contain the following information:

1. The applicant's name, address, and telephone number
2. The property owner(s) name, address, and telephone number, if different.
3. The exhibit preparer's name, address, and telephone number, if different.
4. North arrow (with the top of the exhibit being north, if possible).
5. Identify to what scale the exhibit is drawn (preferably an engineer's scale).
6. List the existing zoning classification for the subject property.
7. Show the location and dimensions of all existing and/or proposed structures, parking areas (garages and carports), fences, walls, driveways, curbs, easements, and/or other uses (e.g. pools, ponds).
8. Show the setback dimensions for all structures.
9. Show the location, names, and widths of all adjoining streets, alleys, and rights-of-way.

## **APPLICATION FOR SETBACK ADJUSTMENT**

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10. Show the overall dimensions of the property's lot lines.
11. Show the location of adjoining property lines and the location of existing buildings and structures on the adjoining properties within 100 feet of the subject property. Show the setback dimensions for those buildings and structures to the common property line(s). If access to the adjoining properties is not granted from the property owner, estimate the distances for the building and structure setbacks.
12. If topographical problems or constraints are the justification for the setback adjustment, please show the existing contours on the exhibit.
13. Calculate the percentage of lot coverage and the percentage of open space remaining after the setback adjustment.
14. The project shall be designed, and a note shall be placed on the site exhibit that states: "The natural drainage pattern shall be maintained."