



RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna
Director

APPLICATION FOR PRE-APPLICATION REVIEW (PAR)

Pre-Application Review (PAR) is an optional procedure for all development proposals identified as falling into Category I, II, or III, as defined below. The purpose of PAR is to:

1. Advise a prospective applicant of the current County standards and requirements.
2. Assess whether a prospective applicant's development proposal is consistent with the current County standards and requirements before an application is actually files and fees are paid.
3. Shorten the length of time required to process a development proposal once it has been accepted for processing.
4. Encourage development proposal designs that are sensitive to environmental and developmental constraints and that less the need for subsequent costly and time consuming redesigns.
5. Limit requests for special studies to those identified in the PAR letter.

Development proposals that are subject to PAR are divided into three categories on the basis of their relative complexity. The simplest proposals are classified as Category I proposals. The most complex proposals are classified as Category III proposals. For multiple applications, (i.e. GPA, CZ, Plot Plan) the category will be determined by the most complex application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CASE NUMBER: _____ DATE SUBMITTED: _____

CHECK ONE AS APPROPRIATE:

<input type="checkbox"/> CATEGORY I	<input type="checkbox"/> CATEGORY II	<input type="checkbox"/> CATEGORY III
Temporary Outdoor Event (with EA only)	General Plan Amendment	Specific Plan
Temporary Use Permit 6 months (with EA only)	Specific Plan Amendment	Surface Mining Permit
Variances Filed Alone (with EA only)	Hazardous Waste Facilities Siting Permit	Parcel Map-Commercial/Industrial
Kennels & Catteries (with EA only)	Conditional Use Permit	Tract Map-Multi-Family
Accessory WECS (with EA only)	Public Use Permit	Tract Map-Single Family Residential
	Plot Plan	Vesting Parcel Map-Commercial/ Industrial
	Revised Permit	Vesting Tract Map - Statutory Condo.
	Parcel Map-Residential	Vesting Tract Map - Single Family Residential

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"Planning Our Future... Preserving Our Past"

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<input type="checkbox"/> CATEGORY I	<input type="checkbox"/> CATEGORY II	<input type="checkbox"/> CATEGORY III
	Parcel Map-Revised	Commercial WECS
	Parcel Map-Multi-Family	
	Tract Map-Revised Single Family Res.	
	Tract Map – Revised Multi-Family	
	Vesting Map-Residential Parcel Map	

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City* *State* *ZIP*

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

Project Description: _____

Assessor's Parcel Number(s): _____

Section: _____ Township: _____ Range: _____

Approximate Gross Acreage: _____

General location (nearby or cross streets): North of _____, South of _____,
 East of _____, West of _____

Thomas Brothers map, edition year, page number, and coordinates: _____

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**FILING INSTRUCTIONS FOR
PRE-APPLICATION REVIEW APPLICATION**

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

- THE PRE-APPLICATION REVIEW FILING PACKAGE MUST CONSIST OF THE FOLLOWING:
1. A completed application form.
 2. Fifteen (15) copies of a complete and comprehensive PAR Exhibit.
 3. Applicable deposit-based fee, as set forth in County Ordinance No. 671.

The amount of information that must be submitted with a PAR application increases with the complexity of the development proposal. All exhibit(s) must be clearly drawn and legible. The following matrix identifies the minimum information required. The Planning Director may require additional information if the information submitted does not adequately define the proposal.

EXHIBIT REQUIREMENTS	CATEGORY		
	1	2	3
1. Name, address, and telephone number of applicant	X	X	X
2. Name, address, and telephone number of land owner	X	X	X
3. Name, address, and telephone number of map/exhibit preparer	X	X	X
4. Assessor Parcel No. & Property Address (if available)	X	X	X
5. Scale of exhibit (Engineer's Scale) (i.e., 1 inch equals 10 feet or an even multiple of 10 feet). An architect's scale is acceptable only for floor plans, elevations, and landscaping plans.	X	X	X
6. North arrow	X	X	X
7. Title of Exhibit (e.g., "Plot Plan", "Tract Map", etc.)	X	X	X
8. If the PAR is for a tentative map indicate the proposed improvement schedule (i.e., Schedule "A," "B," "C," etc.)		X	X
9. Overall dimensions and approximate total net and gross acreage of property.	X	X	X
10. Project boundary lines	X	X	X
11. Existing and proposed zoning and land use of property.	X	X	X
12. Existing zoning and land use of surrounding property.	X	X	X
13. Show the location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation; and indicate any off-site rights-of-way that may be required for access to or from the project site as may be required by County Ordinance No. 460, Section 3.2.		X	X
14. Waste disposal system proposed	X	X	X
15. Location and dimensions of existing dwellings, buildings, or other structures, labeled as existing, and indicating if they are to remain, or be removed.	X	X	X
16. Setback dimensions of existing structures, and paved areas that are to remain.	X	X	X
17. Uniform Building Code occupancy group and construction type for all existing and proposed structures.	X	X	X
18. Vicinity map showing the site's relationship to major highways, access roads, and cities. Paved roads both existing and proposed must be labeled or shown by heavy dark lines. Streets, alleys, and rights-of-way proving legal access to the property must be indicated.	X	X	X

APPLICATION FOR PRE-APPLICATION REVIEW (PAR)

EXHIBIT REQUIREMENTS	CATEGORY		
	1	2	3
A north arrow for the vicinity map is also required.			
19. Contour lines showing the existing topography of the property, with the source(s) of the contour lines identified. Contour lines shall extend beyond boundaries of subject parcel. Maximum contour interval should be five (5) feet with no less than two (2) contour lines provided on any application.		X	X
20. FEMA mapped floodplains and floodways including zone designations.		X	X
21. The above and below ground location(s) and amount(s) of flammable or combustible liquids and waste oil.		X	X
22. For land divisions: a. Proposed lot lines and approximate lot dimensions. b. Proposed boundary lines and approximate dimensions for each lot for Mobile Home or Recreational Vehicle parks.		X	X
23. For projects within a Specific Plan, the Specific Plan Planning Area number, and the land use designation on the subject property and all surrounding property.		X	X
24. For condominiums, mobile home, or recreational vehicle parks: a. Number each space and indicate the total number of each type of unit, lot, or space. b. Delineate common areas, open space, and recreational areas. Give dimensions, acreage, proposed uses, and name of owner(s) or entity or entities who will maintain it.		X	X
25. As required by County Ordinance No. 460, a Restricted Single Family Residential Subdivision (i.e., R-2 Zone), shall provide: building footprints, floor plan assignments, proposed setbacks, pad elevations, street grades, and all cut and fill slopes in excess of one (1) foot in vertical height.		X	X
26. To show compliance with the County's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.		X	X

PROCEDURE:

Once the Planning Department has determined the PAR application is complete, the exhibits shall be transmitted to affected County departments and agencies, and affected special districts.

A PAR session will be held at least two weeks after the transmittal of the exhibits. The session will be attended by the applicant and a representative from each affected department, agency, and special district.

Within 3 weeks after the PAR session, the Planning Department will assemble the requirements, responses, and comments from the affected departments, agencies and special districts, and forward them to the applicant in a PAR letter, summarizing the requirements and recommendations.

The PAR letter shall contain the requirements, responses, and comments regarding the applicant's development proposal; **but, it shall not constitute or be considered approval of the development project.** A PAR letter will generally provide the applicant with the following types of information:

1. Any applications that must be filed to process the proposal, as well as any timing requirements associated with filing such applications. Applications that may be required include, but are not limited to, the following: general plan amendments; specific plans; changes of zone; tract maps; parcel maps; plot plans; and conditional use permits.

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2. Any special studies that must be filed to process the proposal, as well as any timing requirements associated with filing such special studies. Special studies that may be required include, but are not limited to, the following: fiscal impact; service and infrastructure impact; private debt burden; biological; archeological; paleontological; geological; geotechnical; flood; traffic; slope stability; air quality; and noise studies.
3. Any special plans that must be filed to process the proposal. Special plans that may be required include, but are not limited to, the following: conceptual grading plans; detailed grading plans; storm water pollution prevention plans; dust control plans; and area development plans.
4. Current fees, including but not limited, to the following: application fees; mitigation fees (e.g., signal mitigation fees or area drainage fees); and special district fees administered by the County (e.g., road and bridge benefit district fees).
5. Any major environmental issues associated with the proposal, including the possible need for an EIR subject to the anticipated environmental assessment.
6. Any major design considerations associated with the proposal (e.g., internal drainage design, limitations on density, compatibility with the General Plan and/or Multiple Species Habitat Conservation Plan).
7. The availability of water, sewer, and fire flow rate.
8. The concerns remaining for the proposal, if any.
9. The changes that staff will require before making an approval recommendation, or a statement that an approval recommendation will not be made given the proposal's present configuration.
10. Findings required for the necessary permit or approval.

Please refer to [County Ordinance No. 752](#) for a complete explanation of the PAR procedure.