



RIVERSIDE COUNTY PLANNING DEPARTMENT

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Director

Why is my application being rejected?

In order to provide better customer service and reduce development cost and time, the Planning Department, at the point of case intake, is doing a more complete review of the exhibit checklist before accepting an application.

How does this reduce cost and time if I am delayed in submitting an application?

Once an application is received it is transmitted out to 8 to 10 County Departments to review, the process we refer to as the Land Development Committee (LDC) where each department reviews the exhibit and gives corrections. **EACH** item on the checklist is important to one or more of the committee members and they will send back corrections to get that item corrected as well as corrections that are specific to your proposal. Frequently, if checklist items are not on the exhibit, it hinders the ability of a department to be able to make specific corrections to your project until those items are corrected.

Once the LDC members give corrections, which we call a route, it is on average 3 months and \$3,000 - \$4,000 of deposit money, for each route. It often takes 2 or more routes to get all the checklist items on the exhibit. By rejecting your application today, the Planning Department is trying to reduce the number of corrections for items that are on the checklist, and thus save you both time and money.

This item on the checklist does not make sense, why do I need to put it on the exhibit?

As mentioned before one or more departments need that information or it would not be on the application, there can be many reasons for an item being required from legal requirements from the Federal, State or local level or just to assist the department reviewing the case. Regardless, if the item is not on the exhibit you will get a correction later and your project will not move forward to hearing until these items have been corrected.

What if I want to submit an incomplete exhibit missing required items on the checklist?

There are about 10 items on the checklist that we need to accept an exhibit, there is no flexibility there. Beyond those essential items, we do realize that there are occasions that a customer needs to submit an application regardless of the consequences later, such as the potential 6 month delay and additional cost of \$6,000 - \$8,000 to the project of having to go through 1 to 2 additional LDCs because the exhibit checklist is incomplete. Since it is often someone unfamiliar with the case that turns in the actual submittal, the Planning Department is requesting that the party or parties that sign the application as the "applicant" sign this memo to acknowledge that they understand that submitting an incomplete exhibit could cause them delays and additional costs.

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"Planning Our Future... Preserving Our Past"

Why is my application being rejected?

Can I submit an incomplete application, missing such items as signatures or other required reports or maps?

No. This only applies to the exhibit checklist.

Case Number: _____

Date Submitted: _____

As the applicant of the above reference project, I/We acknowledge that acceptance of plans with an incomplete exhibit checklist may cause delays and additional cost in the processing of the project.

Printed Name of Applicant

Applicant **Signature**