



RIVERSIDE COUNTY  
PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

APPLICATION FOR EXTENSION OF AMORTIZATION  
PERIOD FOR LEGAL NON-CONFORMING USE  
(For Commercial and Industrial Only)

THIS APPLICATION MUST BE ACCOMPANIED BY A COPY OF THE DETERMINATION OF  
NONCONFORMING STATUS PLOT PLAN LETTER AND APPROPRIATE FILING FEES

*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.*

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

**APPLICATION INFORMATION**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
City State ZIP

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

Engineer/Representative'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: (\_\_\_\_) \_\_\_\_\_

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

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Palm Desert, California 92211  
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*"Planning Our Future... Preserving Our Past"*

**APPLICATION FOR EXTENSION OF AMORTIZATION PERIOD FOR LEGAL NON-CONFORMING USE (For Commercial and Industrial Only)**

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**NOTE: The provisions of Section 18.8 of County Ordinance No. 348 (Nonconforming Structures and Uses), apply to structures and uses which become nonconforming by reason of the adoption of the ordinance or any amendment thereof, as of the effective date of such adoption or amendment. No use shall be deemed to have become nonconforming by virtue of decreased lot size resulting solely from the acquisition of any portion of the lot for public road or storm or drainage channel purposes or the adoption of any specific plan for such purpose.**

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.

*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.

I hereby request an extension of time for the above referenced project, and I acknowledge that I understand that additional conditions of approval may be imposed upon approval of the extension of time and that I may refuse to accept additional conditions of approval only in writing prior to action by the Planning Director, or in writing or in person prior to action by the Planning Commission.

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:**

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.

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

\_\_\_\_\_  
*PRINTED NAME OF PROPERTY OWNER(S)*

\_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER(S)*

\_\_\_\_\_  
*PRINTED NAME OF PROPERTY OWNER(S)*

\_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER(S)*

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If the property is owned by more than one person, 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 owners signatures.

**APPLICATION FOR EXTENSION OF TIME**

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.

Every application for a Nonconforming Use Extension shall be made in writing on the forms provided by the Planning Department, shall be accompanied by the filing fee as set forth in Ordinance No. 671, and shall include all of the following information on a primary site exhibit drawn to an Engineer's scale, with lettering no smaller than an 11 point font, and plans must be folded to a size no larger than 8 ½" x 11".

- 1) Name, address and phone number of applicant [or representative] and the property owner.
- 2) Assessor's Parcel Number(s) of premises involved
- 3) Physical dimensions of property.
- 4) Location and dimensions of all existing structures. Identify all structures and their intended use.
- 5) Setback dimensions.
- 6) Location and dimensions of all driveways, parking areas, landscape areas, fences, and walls.
- 7) Location and dimensions of all adjacent roadways showing location of street centerline and all existing improvements such as sidewalks, curbs, gutters, or curb cuts.
- 8) Dimensioned floor plans
- 9) Panoramic photographs showing all sides of the on-site property and improvements as well as adjacent off-site properties.
- 10) Current zoning [with change of zone case number] and date it was adopted and became effective.
- 11) Prior zoning designation.

**Additional Informational:**

- a. A written statement of justification for continued nonconforming use of the property.
- b. Supporting documentation showing that the site has been in continuous use. Documentation may include, but is not limited to: bills of sale, bills of lading, utility bills, property tax records, Board of Equalization records, Employment Development Department records, fictitious business statement, Articles of Incorporation, canceled business checks, sales receipts, rental or lease agreements, or licenses.
- c. Such other information as determined necessary by the Planning Department.

**PUBLIC HEARING.** A public hearing shall be held on the application for a Nonconforming Use Extension in accordance with the provisions of Section 18.26 and all the procedural requirements and rights of appeal as set forth therein shall govern the hearing.

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**CONDITIONS.** A Nonconforming Use Extension shall not be granted unless the applicant demonstrates that the proposed use will not be detrimental to the health, safety, or general welfare of the community. Any extension that is granted shall be subject to such conditions as shall be necessary to protect the health, safety, or general welfare of the community.

**EXPANSION OF NONCONFORMING USE.** The total square footage of an existing nonconforming structure or use, excluding mobile homes, may be expanded a maximum of 25 percent on the same parcel of land from the time the use was deemed nonconforming. Such expansion shall require issuance of a building permit only and shall not extend the period of nonconforming time in which the use must be eliminated.

If additions were added without Building Permits after 1962, the unpermitted structures count toward the 25 % expansion and cannot be exceeded.