



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.
Director of Transportation

Transportation Department

TO: **ALL SURVEYORS AND ENGINEERS**

FROM: **RIVERSIDE TRANSPORTATION DEPARTMENT
SURVEY DIVISION**

RE: **MONUMENT INSPECTION FIRST SUBMITTAL REQUIREMENTS**

All of the following items must be submitted to this office by a licensed land surveyor/qualified registered civil engineer before the package will be accepted for checking:

1. First submittal application completed and signed.
2. Two full size prints of the recorded map.
3. Two sets of tie sheets.
4. Two sets of Certificate of Correction, if applicable.
5. Check for deposit based fee.
6. A letter from the surveyor/engineer stating that they have been paid in full, all monuments have been set and are ready for inspection. See page 3-11 of Map Preparation Manual.

In addition to the above, it is the responsibility of the surveyor/engineer to make sure the monuments are flagged and ready for inspection before a Survey field crew is sent out to do the inspection. Failure to do so may result in an incomplete inspection, therefore requiring a return visit to the site. Street improvements must be complete before the monuments are set. **Please note that partial bond releases are not given.**

It is the responsibility of the licensed land surveyor/qualified registered civil engineer to ensure the above items are included with the first submittal package. Failure to include all items may result in an incomplete review or non-acceptance of the submittal.

Thank you.



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



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Director of Transportation*

Transportation Department

Survey Division

Agreement for Payment of Costs of Application Processing

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County", and

_____ hereafter "Applicant" and _____ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

PROPERTY / PROJECT INFORMATION	Date:
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:
DESCRIPTION (Map & Phase # / No. of Lots):	
LOCATION (Address and Cross Street Name(s)):	APN(s):

Please designate who to contact to discuss the project.	Applicant	Engineer	Property Owner
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ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for traffic studies, Transportation plan check reviews, inspections or permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors and actual time spent on the case. The Applicant and Property Owner are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County is reimbursed for all costs related to this study, plan, inspection or permit. The County is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County. The County will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation Department, Survey Division, 4080 Lemon Street, 8th Floor, Riverside, CA 92501, (951) 955-6700, if any of the information below changes.

Section 4. Applicant and Owner Information

1. PROPERTY OWNER INFORMATION:

Property Owner Name (Firm name or individual): _____ Phone No.: _____
(As appears on Assessor rolls) (Property Owner Name must match page 1)

If Firm Name, list contact person: _____ Email: _____

Address: _____ Fax No.: _____

2. APPLICANT INFORMATION:

Applicant Name: _____ Phone No.: _____
(Applicant Name must match page 1.)

Firm Name: _____ Email: _____

Address (if different from property owner) _____ Fax No.: _____

3. SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of Property Owner: _____ Date: _____

Print Name and Title: _____

Signature of the County of Riverside, by _____ Date: _____

Print Name and Title: _____

FOR COUNTY OF RIVERSIDE USE ONLY
Application or Permit (s)#: _____
Application Date: _____