



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: VACATION REQUIREMENTS

1. First submittal application completed and signed.
2. A legal description (signed and sealed by a licensed land surveyor or qualified registered civil engineer) of the proposed vacation (see map manual, section 7, for guidelines).
3. A plat (signed and sealed by a licensed land surveyor or qualified registered civil engineer) no larger than 8 1/2" x 11" in size, with a distinct border outlining the area to be vacated (see map manual, section 7, for guidelines).
4. Copies of documents vesting title in current ownership (grant deed, etc).
5. Transmittal/cover sheet from surveyor/engineer/applicant with current address, phone number and e-mail.
6. A check or money order made payable to the County of Riverside in the amount of \$1,606.00 + 2% surcharge for an **initial deposit of \$1,638.12**. Upon review of the application, we may determine that an additional deposit will be required if a general vacation is necessary. The 2% surcharge is non-refundable. If additional deposits are required to process this application, the applicant will be billed accordingly. Upon completion of the case, any remaining monies will be refunded in accordance with Riverside County Ord. 671.*
7. A properly completed vacation request information sheet. If the applicant is other than the property owner, a property owner authorization for must also be completed by the property owner.
8. A properly completed, signed and **notarized**, property owner authorization, from adjacent property owners, or any owners whose property may be affected.

**The approval/denial of the vacation is a discretionary action by the Board of Supervisors. Regardless of the Board actions, charges incurred are non-refundable.*



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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.