



RIVERSIDE COUNTY PLANNING DEPARTMENT

Juan C. Perez
Interim Planning Director

APPLICATION FOR MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP) HABITAT ACQUISITION AND NEGOTIATION STRATEGY (HANS) LITE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Case No: _____
(For office use only)

Date Submitted: _____

Assessor's Parcel Number(s) (APNs): _____

If additional persons have an ownership interest in the subject property in addition to those indicated above, attach a separate sheet that references the application case number along with the list of names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

The Environmental Programs Division 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.

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 land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, 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. The Applicant and Property Owner are responsible for any supplemental fees 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 of Riverside.
Applicant acknowledges that this is an initial deposit and additional funds will be needed to complete their case. The County of Riverside 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 the County of Riverside, may result in the stoppage of work.
- B. Within 15 days of the service by the mail of the County of Riverside'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 of Riverside to replenish the deposit.

Riverside Office · 4080 Lemon Street, 12th Floor
P.O. Box 1409, Riverside, California 92502-1409
(951) 955-6892 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

"Planning Our Future... Preserving Our Past"

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Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside 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 completed.

- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside 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 of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by the 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 and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.

Section 4:

To be completed by applicant

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

_____ hereafter, “Applicant” and _____
“Property Owner”.

PROPERTY INFORMATION:

Assessor’s Parcel Number(s): _____

Property Location or Address: _____

PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Email: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____

Fax No: (____) _____

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APPLICANT INFORMATION:

Applicant's Name: _____ **Email:** _____

Mailing Address: _____

Street

City

State

ZIP

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

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

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. As the owner of record/authorized agent, I hereby authorize the information to be released to Property Owner(s)/Owner's Representative/authorized agent. I further authorize, pursuant to Government Code Section 65105, that County personnel, or their agents, may enter upon the subject property and make examinations and surveys, provided that the entry, examination, and survey do not interfere with the use of the land.

If the property is determined to be needed for partial or full inclusion in the Western Riverside County Multiple Species Habitat Conservation Plan ("MSHCP"), and if the 120-day negotiation period provided by Section 6.1.1(B)(2) of the MSHCP commences, then the Property Owner/Applicant authorizes the Regional Conservation Authority (RCA) or its agents to enter the property for appraisal purposes.

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

SIGNATURES:

Signature of Applicant: _____ **Date:** _____

Print Name and Title: _____

Signature of Property Owner: _____ **Date:** _____

Print Name and Title: _____

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

Print Name and Title: _____

If the subject property is owned by persons who have not signed as owners above, 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 owner's signatures.

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Please note: HANS cases are reviewed on a deposit-based method. Please refer to the appropriate fee schedule for deposit. Results of the HANS determination will be mailed to the Applicant, Property Owner(s), and the Owner's Representative.

Section 5: **Background Information**

Please provide the following information. If you need more room, submit a separate page.

A. Related Permit(s), Pre-application review (PAR) or Development Application Case Number(s) (if applicable): _____

B. Identify the MSHCP Criteria cell(s) in which the parcel is located (this information can be found on the Conservation Summary Report Generator available online at http://www.rctlma.org/online/content/rcip_report_generator.aspx): _____

C. Were any previous biological surveys performed on the above referenced APN's? Yes No
If yes, please provide a copy or reference the County Biological Report Number.

D. Describe unique biological features (i.e., washes, streams, oak trees, juniper trees, and rock outcroppings):

E. Explain how the parcel(s) relates to the conservation criteria described within the MSHCP. (See attached HANS Application Guide).

F. Is there a previous development application filed on the same site? Yes No
If yes, provide case numbers(s). _____

Section 6: **Checklist**

The following items/information must be supplied when the HANS application is submitted to the Environmental Programs Division (EPD); otherwise, it will be deemed incomplete:

A. A series of current ground-level color photographs showing the project site, together with a key map showing the location and direction from where the photographs were taken and the approximate area of view (may be included in biological documents).

B. Site Map which clearly shows the following information:

1. North Arrow.
2. Overall dimensions of the property and lot lines.
3. Location and names of adjoining streets.
4. Location and dimensions of existing and proposed buildings, structures, and driveways.
5. Location and dimensions of any easements, Environmental Constraint Sheet (ECS), or rights-of-way traversing the property.

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C. If applicable, background information:

1. Lot line adjustments (proof of recordation), building permits, site preps, etc.
2. Topographical maps (optional).
3. Development plans (optional).

All documentation supplied must be in hard copy format. To further expedite the review process, it is recommended that the documentation also be submitted in digital format via CD-Rom. Acceptable digital formats for reports are Microsoft Word, Adobe Acrobat PDF, or rich text file. For import into the County GIS, please assign a coordinate system to any data provided. Technical GIS digital data submission specifications are included in Table 1 below.

TABLE 1
COUNTY OF RIVERSIDE GIS DEPARTMENT
Digital Data Submission Specifications

Data Formats	ESRI shape file, Microstation CAD file, or Autodesk Auto CAD file
Projection	State Plane
Zone	California VI
Datum	North American Datum 1983 (NAD83)
Units	U.S. Feet
Spheroid	"GRS_1980", 6378137.0,298.257222101
False Easting	6561666.6666666666
False Northing	1640416.6666666667
Central Meridian	116.25
Standard Parallel 1	32.783333333333333
Standard Parallel 2	33.883333333333333
Latitude of Origin	32.166666666666666

Should you have any questions about the specifications given in Table 1, please contact the GIS Department at (951) 955-4649.

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