



Dennis Acuna, P. E., T. E.  
Director of Transportation

# COUNTY OF RIVERSIDE

## TRANSPORTATION AND LAND MANAGEMENT AGENCY

Hector D. Davila, P.E.  
Deputy for Transportation/Capital Projects

Russell Williams  
Deputy for Transportation/Planning and  
Development

### Transportation Department

## VACATION REQUIREMENTS (ABS/ABG)

The following items are to be submitted by the Surveyor/Engineer or Applicant along with the processing agreement to the Survey Division.

- A legal description (signed and sealed by a licensed land surveyor or qualified registered civil engineer) of the proposed vacation area (see **Map manual section 7 for exact guidelines**).  
<http://rctlma.org/Portals/7/documents/Map%20Prep%20Manual/07%20Preparation%20Guidelines.pdf?ver=2017-06-06-071802-593>
- A plat (signed and sealed by a licensed land surveyor or qualified registered civil engineer) must be 8 ½" x 11" in size, with a distinct border outlining the area to be vacated. (see **map manual, section 7 for exact guidelines**).  
<http://rctlma.org/Portals/7/documents/Map%20Prep%20Manual/07%20Preparation%20Guidelines.pdf?ver=2017-06-06-071802-593>
- A check or money order made payable to: "The County of Riverside" in the amount of **\$1606.00 + 2% surcharge for a total initial deposit of \$1638.12.**
- A completed Vacation Request Information sheet. (see attached). If the applicant is other than the property owner, a property owner authorization must also be completed by the property owner. (see attached)
- Detailed Explanation as to why the vacation is wanted/needed.
- A minimum of three (3) ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
- Note in some cases a General Vacation is needed and will require an additional deposit of \$3965.00 + 2% surcharge. For more information on general vacations please see the map manual.  
<http://rctlma.org/Portals/7/documents/Map%20Prep%20Manual/07%20Preparation%20Guidelines.pdf?ver=2017-06-06-071802-593>

*\*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.*

COUNTY OF RIVERSIDE  
TRANSPORTATION DEPARTMENT- SURVEY DIVISON  
RIGHT OF WAY SECTION  
VACATION REQUEST INFORMATION

**For electronic submittals, please call 951-955-6700 for instructions.**

COUNTY OF RIVERSIDE  
TRANSPORTATION DEPARTMENT  
SURVEY DIVISON  
P.O. BOX 1090  
RIVERSIDE, CA 92502-1090

\_\_\_\_\_ DATE

\_\_\_\_\_ FOR COUNTY USE ONLY

ATTN: RIGHT OF WAY SECTION

TYPE OF VACATION: (CHECK ONE)

AB NO: \_\_\_\_\_

\_\_\_\_ ROAD \_\_\_\_\_  
(NAME OF ROAD, IF ANY)

W.O.: \_\_\_\_\_

\_\_\_\_ DRAINAGE EASEMENT

\_\_\_\_ ACCESS RESTRICTION

\_\_\_\_ OTHER

APPLICANT: (CHECK ONE)

OWNER \_\_\_\_\_ ENGINEER/SURVEYOR \_\_\_\_\_

OTHER \_\_\_\_\_  
(SPECIFY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE:(    ) \_\_\_\_\_

ASSESSOR'S PARCEL NO.

REASON FOR VACATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACH EXHIBIT SHOWING LOCATION AND LIMITS OF PROPOSED VACATION.

DATED: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME

**PROPERTY OWNER AUTHORIZATION**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF ROAD (IF ANY)

\_\_\_\_\_  
OWNER'S ASSESSOR PARCEL  
NUMBER

COUNTY OF RIVERSIDE  
TRANSPORTATION DEPARTMENT  
P.O. BOX 1090  
RIVERSIDE, CA 92502  
ATTN: RIGHT-OF-WAY SECTION

I/WE HEREBY REQUEST THE VACATION OF (DESCRIBE EASEMENT/DEDICATION TO  
BE VACATED): \_\_\_\_\_

\_\_\_\_\_  
ADJOINING OUR PROPERTY.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME

PLEASE SIGN NAMES AS THEY APPEAR ON THE GRANT DEED AND HAVE  
SIGNATURES ACKNOWLEDGED BY A NOTARY PUBLIC.

COMMENTS: \_\_\_\_\_



**Mark Lancaster**  
Director of Transportation

# COUNTY OF RIVERSIDE

## TRANSPORTATION AND LAND MANAGEMENT AGENCY

*Mojahed Salama, P.E.*  
Deputy for Transportation/Capital Projects  
*Russell Williams*  
Deputy for Transportation/Planning and  
Development

### Transportation Department

**LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT**  
Agreement for Payment of Costs of Application Processing  
Survey Division

**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".

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.

<b>PROPERTY / PROJECT INFORMATION</b>		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.		<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer
<input type="checkbox"/> Property Owner			
<b>ENGINEERING FIRM</b> (NAME AS IT APPEARS ON YOUR LETTERHEAD)			
ADDRESS			
CITY / STATE / ZIP CODE			
PHONE:		CONTACT PERSON: (Last Name, First)	
FAX:		E-MAIL ADDRESS:	

**For electronic submittals, please call 951-955-6700 for instructions.**

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 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 may 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 County of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by 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. 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 depleted.
- 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 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. Applicant and Owner Information**

**1. PROPERTY INFORMATION:**

Assessors Parcel Number(s): \_\_\_\_\_

Property Location or Address:

\_\_\_\_\_

Section, Township, and Range:

\_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:**

Property Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**3. APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if different from property owner)

\_\_\_\_\_

\_\_\_\_\_

**4. 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)#: \_\_\_\_\_

Set #: \_\_\_\_\_ Application Date: \_\_\_\_\_