



# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

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*Planning Director*

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## Instructions for Submitting Biological Documents Through Riverside County's PLUS Online

Starting in 2023 the Environmental Programs Division of Riverside County is asking that biological documents being submitted in support of County Planning cases be submitted through our PLUS Online System at the link below.

[https://rivcoplus.org/EnerGov\\_Prod/SelfService/RiversideCountyCAProd#/home](https://rivcoplus.org/EnerGov_Prod/SelfService/RiversideCountyCAProd#/home)

In order to submit through the PLUS Online System, the **Biological Consultant** will need to register an account with the System if you do not have one already, and follow the steps below.

To Upload the **First Submittal** of a Biological Document:

1. Click 'Apply' on the PLUS Online System website
2. Select the 'Plans' tab at the top
3. In the 'Biological Report Submittal' category, select 'Apply'
4. Follow the onscreen steps
  - a. Locations – Enter the parcel number or address
  - b. Type – Enter a description of the document, including the associated planning case number (i.e. PPT220010, HAN190039, etc.)
  - c. Contacts – Skip, or enter the contact for an associated biologist
  - d. More Info – Skip, this step may be removed in the future
  - e. Attachments – Attach the biological report. **If submitting multiple reports, each report should be submitted through a separate 'Biological Report Submittal' and assigned a unique PDB Number**
  - f. Submit
5. Note the PDB Number for your records

To Upload a **Revised** Biological Document:

If the First Submittal was **on/after Jan 1, 2023**:

1. Log into your PLUS Online Account and navigate to 'My Work'
2. Select the PDB Number associated with the First Submittal
3. Click 'Attachments'
4. Add the revised document as an attachment
5. Click 'Submit'

If the First Submittal was **before Jan 1, 2023**, contact [mponama@rivco.org](mailto:mponama@rivco.org) and [cescutia@rivco.org](mailto:cescutia@rivco.org) for instructions.

If you have any questions or need help with PLUS Online, please contact [PLUSAssist@rivco.org](mailto:PLUSAssist@rivco.org).

Sincerely,  
The Environmental Programs Division of Riverside County

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