



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

## DETERMINATION OF NON-CONFORMING USE STATUS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

### APPLICATION INFORMATION

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Engineer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

The Planning Department 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.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 38686 El Cerrito Road  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*

**DETERMINATION OF NON-CONFORMING USE STATUS**

**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.

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

<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

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.

**PROJECT INFORMATION**

Proposal (describe the project and reference the applicable Ord. No. 348 section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (nearby or cross streets): North of \_\_\_\_\_, South of \_\_\_\_\_, East of \_\_\_\_\_, West of \_\_\_\_\_.

Thomas Brothers map, edition year, page number, and coordinates: \_\_\_\_\_

**DETERMINATION OF NON-CONFORMING USE STATUS  
PRIMARY EXHIBIT REQUIREMENTS**

The following is the minimum information required on the primary exhibit. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, AN EXPLANATORY NOTE MUST BE PLACED ON THE EXHIBIT EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

NOTE: Additional information may be required during review of the land use proposal, including information not specifically required by this checklist.

1. Name, address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.

**DETERMINATION OF NON-CONFORMING USE STATUS**

3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Number(s) and if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscaping plans.
6. North arrow.
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Plot Plan").
9. Complete legal description of property.
10. Overall dimensions and total net and gross acreage of property.
11. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved.)
12. Thomas Brothers map page and coordinates. (Identify edition year used)
13. Location of adjoining property and lot lines.
14. Existing and proposed zoning and land use of property.
15. Existing use and zoning of property immediately surrounding subject property.
16. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
17. Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
18. Names, locations, rights-of-way widths and improvements of adjacent existing streets.
19. Streets, alleys and rights-of-way providing legal access to the property.
20. Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
21. 2Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking and loading and unloading facilities, identifying handicapped and compact parking spaces.
22. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
23. Location, dimensions, and height of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
24. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
25. Setback dimensions of existing structures and paved areas.
26. Setback dimensions of proposed structures and paved areas.
27. Labeled landscaped areas with dimensions and spacing of proposed planters.
28. Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable.
29. Irrigation and landscaping plans, including size, plant species, and spacing proposed, including planters, and irrigation systems. (Attach to site plan.)

The following minimum information is required to substantiate the nonconforming use:		
1. Current zoning, Ordinance No., and date it was adopted and became effective.		
2. Prior zoning designation.		
3. Written statement of justification for continued use of subject site.		
4. At least three (3) panoramic photographs of the project site.		
5. Supporting documentation showing that the site was used continuously for a commercial/industrial activity. Documentation may include:		
<b>ITEM</b>	<b>CONTACT</b>	<b>PHONE</b>
Bills of Sale	Owner/Prior owners	
Bills of Lading	Owner/Prior owners	

**DETERMINATION OF NON-CONFORMING USE STATUS**

Utility Bills	Owner/Prior owners, Utility Company	Check Phone Book
Property Tax records showing property assessed for commercial or industrial uses.	Riverside County Assessor's Office	(951) 955-6200
State Board of Equalization records showing existence of business at subject site.	State Board of Equalization	(916) 324-2388
State Employment Development Department documentation showing payment of employment taxes at subject site.	State Employment Development Dept.	(916) 654-5981
Fictitious Business Statement	Riverside County Clerk	(951) 955-1996
Articles of Incorporation	State of California, Secretary of State	(916) 657-5448
Cancelled business checks	Owner	---
Receipts for sales or purchases	Owner	---
Rental/lease agreements	Owner	---
Notarized affidavits from interested parties having knowledge of the use	Parties involved	---
Any documents reflecting business name, date of origin, type of business or use, and use continuity.	---	---
Licenses attributed to subject site	Appropriate Licensing bureau	---