



DEPARTMENT OF PUBLIC WORKS ♦ ENGINEERING DIVISION  
 3900 MAIN STREET ♦ RIVERSIDE, CALIFORNIA 92522-0311  
 PHONE: 951-826-5341 FAX 951-826-5542

## REQUEST FOR PROCESSING

(PLEASE PRINT)

PROJECT LOCATION: \_\_\_\_\_

CASE NO.: \_\_\_\_\_

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OWNER: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_

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

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

PHONE (\_\_\_\_) \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

DOCUMENTS TO BE:  Mailed to: \_\_\_\_\_

Picked up at Public Works by: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

If City Council action is required, prior to having your case placed on the Council's Agenda for approval, all necessary documents should be executed (and approved by the City Attorney's office if applicable), and returned to the Public Works Department, required cash fees paid and all other conditions of the case satisfied prior to a regularly scheduled Council meeting.

If City Council action is not required, prior to the Public Works Department signing off their portion of the Building Permit Application, all necessary documents should be executed (and approved by the City Attorney's office, if applicable) and returned to the Public Works Department, required cash fees paid and all Public Works conditions of the case satisfied (including completion of grading, and certifications of the grading and the compaction under a Building Permit Application.)

**TO BE FILLED OUT BY PUBLIC WORKS DEPARTMENT:**

- Case Finalization with Bonds Required -- \$1,329.53
- Document Processing and Description Preparation -- \$1329.53
- Document Processing (No Description) -- \$664.05
- Case Finalization - No Bonds, Documents, or Descriptions Required -- \$664.05
- Case Finalization - Bond, Document, and Description Required -- \$1329.53
- Encroachment Permit – Single Family Residence \$199.90 Others: \$798.00
- Determination of Compliance -- \$331.74

Receipt No. \_\_\_\_\_  
 Date: \_\_\_\_\_

Council Action Required    YES    NO  
 Owner/Developer to supply 30-day Waiver Letter    YES    NO    N/A

REQUEST ACCEPTED BY \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Fees required per Resolution, effective 7/1/2023

(Fees include 14% City Surcharge)

Public Works Department, Land Development -- White  
 Public Works Department, Land Records -- Blue  
 Applicant – Green