



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Charissa Leach
Assistant CEO - TLMA Director

Transportation Department

Planning Department

Building & Safety Department

Code Enforcement Department

REQUEST FOR REVIEW OF DEPOSIT-BASED FEE ACCOUNT

Permit or Application Number: _____

Name of Applicant: _____

Applicant's Address: _____

Phone Number: _____

E-Mail: _____

Reason for review request (attach additional sheets if necessary): _____

PERMIT APPEALS PROCESS

Within 10 calendar days of receipt of the full accounting of the application, plan review/building or grading permit costs or request for additional deposits, the applicant may request a review of the matter by the Transportation and Land Management Agency (TLMA) Director, or the appropriate department head, or his/her designee, who will along with the responsible staff representative, review the cost of processing the application or performing the plan review/building permit services. The TLMA Director or other department head may, in his/her sole discretion, determine that the costs were or were not appropriate and may then reduce the costs charged. The TLMA Director or department head will, in writing, notify the appealing person of his/her decision. If the applicant is not satisfied with the decision of the TLMA Director's designee or department head, the applicant may request that the matter be reviewed by the TLMA Director.

Any responsible party aggrieved by the decision of the TLMA Director or other department head or his/her designee, may within (10) calendar days after the date of mailing of the TLMA Director's or other department head's decision, file a written appeal of the decision with the Administrative Review Board.

Any responsible party aggrieved by the decision of the Administrative Review Board's decision, may within ten (10) calendar days after the date of mailing of the Administrative Review Board's decision, file a written appeal of the decision with the Board of Supervisors.

For Department Use Only

Date Request Received: