



# LAND DEVELOPMENT DIVISION

14177 Frederick St. \* P.O. Box 88005 \* Moreno Valley, CA 92552-0805

Main: 951.413.3120 \* [LandDevelopment@moval.org](mailto:LandDevelopment@moval.org)

## RESEARCH REQUEST

The official copy of the plans maintained by the City can be viewed only on the premises as a public record. Requests to make duplicate copies in whole or in part will require **1)** written permission of the licensed professional or their successor, if any, who signed the plan ♦; **AND 2)** written permission of the current property owner or association established to manage the property(ies) ♦; **OR 3)** by court order or by any state agency. [Health & Safety Code Section 19851]

- ♦ The City shall request authorization from the licensed professional or their successor, if any, and wait approx. 30–60 days for a response prior to providing any copies of plans/documents.
- ♦ The requestor shall request authorization from the property owner or the association established to manage the property(ies).

Typical turn-around time is **ten (10) business days**; however, extensive requests may take longer dependent on staff workload. You will be notified via email when the research is complete and provided the invoice of fees due **prior to** releasing the documents. You must arrange with a local blueprint company for any reproduction services.

**RESEARCH FEE \* = \$170 per Hour / \$85.00 (1/2 Hr. minimum fee)**

\* Research fee is for time spent performing the research, regardless of the results.

♦ ♦ REQUESTS FOR ANY GRADING / EROSION CONTROL PLANS SHOULD BE SUBMITTED TO THE CITY CLERK’S OFFICE USING THE [PUBLIC RECORDS REQUEST FORM](#) (**DO NOT** SUBMIT DIRECTLY TO LAND DEVELOPMENT).

REQUESTS FOR RECORDED DOCUMENTS (E.G. MAPS, EASEMENTS, RECORD OF SURVEYS, ETC.) SHOULD BE DIRECTED TO THE COUNTY RECORDER’S OFFICE AT 951-486-7000 OR BY EMAIL AT [ACCRMAIL@ASRCLKREC.COM](mailto:ACCRMAIL@ASRCLKREC.COM) OR VISIT THEIR ONLINE SEARCH (<http://weblink.rctlma.org/WebLink/Welcome.aspx>).

REQUESTS FOR SEWER AND/OR WATER PLANS SHOULD BE DIRECTED TO: 1) **EASTERN MUNICIPAL WATER DISTRICT (EMWD)** AT 951-928-3777 OR USING THEIR PUBLIC MAP PORTAL (<https://mapportal.emwd.org/>); **OR 2)** **BOX SPRINGS MUTUAL WATER COMPANY (BSMWC)** AT 951-653-6419; **OR 3)** **EDGEMONT COMMUNITY SERVICES DISTRICT (ECSD)** AT 951-784-2411.

REQUESTS FOR FLOOD CONTROL PLANS SHOULD BE DIRECTED TO THE **RIVERSIDE COUNTY FLOOD CONTROL DISTRICT (RCFCD)** AT 951-955-1200 OR USING THEIR **WEB MAPPING – FACILITIES & PROPERTIES PORTAL** ([http://rflood.org/FacilitiesAndProperties/FacilitiesAndProperties\\_V11.aspx](http://rflood.org/FacilitiesAndProperties/FacilitiesAndProperties_V11.aspx)).

### ITEMS REQUESTED (circle all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Street Improvement Plans            | <input type="checkbox"/> Geotechnical (Soils) Report          | <input type="checkbox"/> Benchmarks      |
| <input type="checkbox"/> Storm Drain Plans (City maintained) | <input type="checkbox"/> Hydrology / Drainage Report          | <input type="checkbox"/> Centerline Ties |
| <input type="checkbox"/> Signing & Striping Plans            | <input type="checkbox"/> Water Quality Management Plan (WQMP) | <input type="checkbox"/> Corner Records  |
| <input type="checkbox"/> Traffic Signal Plans                |   |  |

Please give a specific location & attach a map / exhibit (i.e. “NS of Sunnymead Blvd. from 200’ east of Heacock St. to 400’ west of Heacock St.” or “intersection of Perris Blvd. & Iris Ave., 400’ each direction”).

---



---



---



---

Requested By: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_ Office #: \_\_\_\_\_

Date Requested: \_\_\_\_\_