



# COUNTY OF RIVERSIDE

## DEPARTMENT OF ENVIRONMENTAL HEALTH

(888)722-4234 • RIVCOEH.ORG

### SUBMITTAL GUIDELINES FOR THE LAND USE APPLICATION

#### Overview

1. For new Onsite Wastewater Treatment System (OWTS), the following minimum requirements shall be submitted:
  - Completed application, \*OWTS Report, Scaled Plot Plan, Review Fees, OWTS Certification for existing systems (if applicable) \* Floor plans of structures.  
*\*Not required in some areas of desert region – Contact (760) 863-7570*
2. For replacement OWTS, the following minimum requirements shall be submitted:
  - Completed application, OWTS Certification, Scaled Plot Plan, Review Fees
3. A copy of the application can be downloaded at [www.rivcoeh.org](http://www.rivcoeh.org)
4. All information received is subject to review and may require additional items after submittal to the Department.

#### Electronic Submittal

1. All information can be sent electronically via email:
  - Western Riverside County Projects – [DEHOWTS@rivco.org](mailto:DEHOWTS@rivco.org)
  - Desert Region Projects - [landusedesert@rivco.org](mailto:landusedesert@rivco.org)
2. Assessment for review fees will be returned to the applicant via email.

#### Paper Submittal

1. Please submit the completed application package in person to our office. For locations, please call (888) 722-4234, or visit our website at [www.rivcoeh.org](http://www.rivcoeh.org).

#### Payments

1. Payment for review fees will be assessed at time of official acceptance of submittal.
2. For checks, please make payable to Riverside County.
3. Credit card payments will be subject to additional vendor fee.
  - Credit card payments can be made by phone:
    - i. Western Riverside County Projects – (951) 955-8980
    - ii. Desert Region Projects – (760) 863-7570

#### Additional Notes

1. The report and plans should reflect the standards established in the most current version of [Ordinance 650](#) and the [Local Agency Management Plan \(LAMP\)](#).
2. Effluent filters (NSF Standard 46) and access risers are required. If the septic tank needs an access riser, the port opening of riser must be within 4 inches below final grade.
3. Contour lines are necessary if gradient in the area of proposed drain field exceeds 5%. If grading is proposed, all required information must be on Precise Grading Plan.
4. Proof of current potable water service will be required for municipal water service.
5. If the water for domestic purposes is from an individual well, additional requirements shall apply per Riverside County [Ordinance 682](#). Please contact our office for further information.
6. Regional Water Quality Control Board clearance may be required in certain circumstances to comply with adopted Basin Plans.
7. Minimum Size Lot Requirements (MSLR) apply:
  - a. Conventional OWTS require 0.5-acre gross for each dwelling.
  - b. Advanced Treatment System (ATS) require 0.25-acre gross for each dwelling in which all dwellings (existing and proposed) must connect to an ATS.
8. Plan check review will not start until payment has been received.

**\*Note: This document is intended to provide guidance for general submissions, but each project may have different requirements. Please contact the office directly for additional details.**

**For our office locations call us at (888) 722-4234 or visit our website at [www.rivcoeh.org](http://www.rivcoeh.org)**