



Property Transaction Request Form

Riverside County Regional Park & Open-Space District

PROJECT TYPE *Check all that apply*

Permanent Easement

Amendment to existing Lease

Temporary Construction Easement

Right of Entry _____

New Ground Lease

Other

REQUESTING PARTY _____

(Legal name of Individual / Company / Organization) _____

Authorized Signer _____

(Documentation of Signing Authority may be required prior to execution of agreements)

Mailing Address _____

Project Manager _____

Phone Number _____

Email Address _____

PROJECT DESCRIPTION (Supporting documents are encouraged. Include any events triggering CEQA, previous real property transactions with RivCoParks, etc.)

PROJECT TIMELINE (Include critical dates and any deadlines associated with Project)

PROPERTY DETAILS (Include Assessor Parcel Number(s), existing easements, and any other pertinent details)





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RIVCO PARKS DEPOSIT & FEE DISCLOSURE

RivCoParks will review the project request and develop an invoice based on the information provided. Transaction Fee and deposit must be paid in full prior to work beginning on your project. Additional deposits may be required if all funds are exhausted before project completion. *Please review and check each box acknowledging RivCoParks' fee structure for real property transactions.*

- Project review, coordination, administration, and processing (dependent on project location and scope). *RivCoParks staff time is billed at \$105 per hour.*
- Preparation and review of legal documents and related exhibits. *County Counsel staff time is billed at \$180 per hour.*
- Environmental compliance and document review for CEQA, NEPA, and county permit requirements. *Potential for County Counsel and/or RivCoParks staff review hours.*
- Real estate transactions have fees set by the Board of Directors.
 - ▶ *Right of Entries are \$1,000 each*
 - ▶ *Easements are \$5,000 each*
 - ▶ *Transaction Fee Waivers may be available for projects which directly benefit RivCoParks or our Partners. Please email Parks-Planning@rivco.org if you believe your project may qualify.*

Certain real estate transactions require Board of Directors approval.

Agenda items billed at \$5,000 each.

- Permanent easements are based on fair market value which shall be established by Grantee and reviewed for approval by RivCoParks.
- Administration and Overhead
 - ▶ 15% A&O added to all direct billed costs
- Initial Deposit
 - ▶ \$2000 - \$10,000 dependent on project scope.
- Itemized project accounting will be provided at completion of project and remaining deposit refunded.
- Any expenses beyond the established deposit amount for this project will be sent to the Requestor along with a supplemental invoice detailing updated costs.

For additional information or help completing this form, contact Jeanne McLeod at jmmcleod@rivco.org or 951-955-3819. Email completed form to Parks-Planning@rivco.org

Requestor Signature

Date

Internal Use Only	
Received By	
Received On	
Deposit Amount	
PK No Assigned	