



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

CHB – CERTIFICATE OF APPROPRIATENESS

The Cultural Heritage Certificate of Appropriateness process applies to historic and potentially significant historic properties and is intended to assure that the historic integrity of these properties is maintained whenever exterior improvements are made. Municipal Code Title 20 provides the authority and standards of this process.

- All projects should demonstrate compliance with Title 20 and the Historic District Design Guidelines (copies of both documents are available upon request or online at www.riversideca.gov/planning/historic.htm).
 - Title 20 outlines when an Administrative or Board Case is required.
- Please make sure someone with authority to make decisions is present at the Cultural Heritage Board Meeting (if applicable).
- We will mail our report regarding your application by the Friday preceding the scheduled hearing (if applicable).
- Please make sure your application is complete per the following checklist.

REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, the Cultural Heritage Board, the Land Use Committee, or the City Council are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Submittal of the following items shall be required for the application to be deemed complete:

One (1) copy of the completed application form

One (1) copy of the most recent Grant Deed

A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company.)

One (1) 8.5" x 11" black and white paper copy of each drawing sheet

One (1) set of Color Photographs

Photographs of all sides of the building(s) and surroundings, including neighborhood context. Include historic photographs if available.

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Color and material samples and specifications

Attach samples to a file size illustration board. Large samples will not be accepted.

Three (3) sets of plans, drawn to scale, including:

A. Elevation Drawings

1. All sides of building that are part of the project;
2. Elevations of the project as visible from the public-right-of-way;
3. New construction or large additions should include one set of colored elevations.

B. Plot Plan Drawings

1. All site improvements and major landscape features, including buildings, fences, patios, walkways, driveways, and major trees/shrubs, indicating if they are existing, proposed, or slated for removal;
2. Riverside County Assessor's parcel number(s) of the property included within the map;
3. Lines and approximate dimensions of all lots assigned to each lot; the total number of lots, the approximate area of each lot and the total area of the map (if applicable);
4. Locations, widths, and purposes of all existing and proposed easement for utilities, drainage, and other public purposes, shown by dashed lines (if applicable).

C. All Drawings

1. All drawings should clearly indicate existing and proposed, as well as dimensions, of all proposed work;
2. All drawings should clearly indicate existing and proposed materials used.
3. If proposed project has details, materials or dimensions that match existing, indicate as such.

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED

Sign Plans (only if signage is proposed)

- A. Sign elevation blueprints (one set colored);
 1. Color and material specifications (attach samples to a file size illustration board – large samples will not be accepted);
 2. Illumination type, intensity, dimension, and design;
- B. Building elevation blueprints (one set colored) showing proposed signs and existing signs to remain;
- C. Plot plan blueprints indicating sign locations.

Landscape and Irrigation Plans (only if landscape is proposed)

- A. Landscape blueprints, which would include the following:
 1. Existing landscape specifying those to remain or be removed;
 2. Proposed shrubs, trees, and ground cover with each species differentiated on the plan by a distinct plant symbol, letter, or number;

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3. A plant list keyed to the landscape plan, indicating the botanic and common Name;
 4. Container sizes of each proposed plant;
 5. Proposed street trees and public parkway ground covers. For specific tree species and spacing, please contact the Parks, Recreation, and Community Services Department at (951) 826-2000.
- B. Irrigation blueprints, which would include the following:
1. Irrigation pipe locations, diameters, materials, and thickness;
 2. Sprinkler head locations, including a key indicating company brand, type, and Model;
 3. Specifications for automatic controllers, valves, valve boxes, anti-siphon devices;
 4. Specifications for swing join riser protection;
 5. Water budget calculations (does not apply to single-family homes and other small projects).

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