



# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

## APPLICATION CHECKLIST (STAFF USE ONLY)

### ADMINISTRATIVE CASES

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Design Review – _____<br><input type="checkbox"/> Design Review – Landscape and Irrigation<br><input type="checkbox"/> Design Review – Sign Review<br><input type="checkbox"/> Design Review – Single-Family Residential<br><input type="checkbox"/> Environmental Initial Study<br><input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Day Care<br><input type="checkbox"/> Interpretation of the Zoning Code (Text)<br><input type="checkbox"/> Lot Consolidations | <input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Minor Conditional Use Permit<br><input type="checkbox"/> Parcel Map<br><input type="checkbox"/> Summary Vacation<br><input type="checkbox"/> Time Extension<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Lot Merger/Unmerger<br><input type="checkbox"/> Parcel Map Waivers<br><input type="checkbox"/> Recycling Center Permit |
|---|--|

### BOARD CASES – CITY PLANNING COMMISSION/CULTURAL HERITAGE BOARD

- |  |  |
|--|--|
| <input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Conditional Use Permit<br><input type="checkbox"/> Condominium Conversion<br><input type="checkbox"/> Condominium Map<br><input type="checkbox"/> Design Review<br><input type="checkbox"/> Environmental Initial Study<br><input type="checkbox"/> General Plan Text/Map Amendment<br><input type="checkbox"/> Planned Residential Development<br><input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Site Plan Review Permit<br><input type="checkbox"/> Specific Plan and Amendments<br><input type="checkbox"/> Street Name Change<br><input type="checkbox"/> Street Vacations<br><input type="checkbox"/> Tract Map<br><input type="checkbox"/> Traffic Pattern Modification<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Vesting Map<br><input type="checkbox"/> Zoning Code Text/Map Amendment |
|--|--|

### NECESSARY FOR COMPLETENESS - ALL BOXES MUST BE CHECKED

<input type="checkbox"/> Completed and Signed Application <input type="checkbox"/> Environmental Information Form (CEQA) <input type="checkbox"/> Payment of Required Fees <input type="checkbox"/> Required Sets of Plans (Clear, Legible, and Drawn to Scale) <input type="checkbox"/> Title Report	<b>Y N</b> <input type="checkbox"/> Adjacent Property Owner Signatures (if applicable) <input type="checkbox"/> ALUC Review (if applicable) <input type="checkbox"/> Environmental Information Form <input type="checkbox"/> FAA Part 77 Review (if applicable) <input type="checkbox"/> Grading Plan/Exception Form (if applicable) <input type="checkbox"/> Lane and Striping Study (if applicable) <input type="checkbox"/> Military Notification – SB 1462 (if applicable) <input type="checkbox"/> Tribal Consultation – SB 18 (GPA/SPA only) <input type="checkbox"/> Variance Justification Form (if applicable) <input type="checkbox"/> WQMP (if applicable)
<input type="checkbox"/> PROJECT MANAGEMENT <input type="checkbox"/> STRATEGIC INITIATIVES <input type="checkbox"/> NEIGHBORHOODS AND HISTORIC  WARD _____ FILING DEADLINE _____ HEARING DATE _____ FILING FEE _____	CASE NUMBER _____ COUNTER PLANNER'S INITIALS _____ SUBMITTAL DATE _____

Staff Use Only

Submittal Date: \_\_\_\_\_ Counter Initials: \_\_\_\_\_ Case Numbers: \_\_\_\_\_



City of Arts & Innovation

## COMMUNITY DEVELOPMENT DEPARTMENT Planning Division

# GENERAL APPLICATION FORM

Refer to development case-type checklist for specific submittal requirements. Completing this application in full is important in order to communicate the information necessary for determining completeness consistent with the Permit Streamlining Act and to ensure efficient processing (i.e., without delay). Thank you for your investment in the City of Riverside.

### PART 1 – PROJECT INFORMATION (MUST BE COMPLETED BY APPLICANT)

Project Description (State in detail what you want to do, refer to Page 9 for example):

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Site Address: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

### TYPE OF PLANNING REVIEW AND APPROVALS REQUESTED (Verify with Planning Staff)

(Mark clearly the type of approval(s) requested):

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate of Appropriateness         | <input type="checkbox"/> Planned Residential Development     |
| <input type="checkbox"/> Certificate of Compliance              | <input type="checkbox"/> Public Convenience or Necessity     |
| <input type="checkbox"/> Conditional Use Permit                 | <input type="checkbox"/> Rezoning                            |
| <input type="checkbox"/> Condominium Conversion                 | <input type="checkbox"/> Site Plan Review                    |
| <input type="checkbox"/> Design Review _____                    | <input type="checkbox"/> Specific Plan Amendment _ New _ AMD |
| <input type="checkbox"/> Development Agreement                  | <input type="checkbox"/> Summary Vacation                    |
| <input type="checkbox"/> Environmental Review ____ with Grading | <input type="checkbox"/> Tentative Map (Parcel/Tract)        |
| <input type="checkbox"/> General Plan Amendment (Text/Map)      | <input type="checkbox"/> Traffic Pattern Modification        |
| <input type="checkbox"/> Landscape and Irrigation               | <input type="checkbox"/> Vacation                            |
| <input type="checkbox"/> Lot Line Adjustment/Consolidation      | <input type="checkbox"/> Variance                            |
| <input type="checkbox"/> Minor Conditional Use Permit           | <input type="checkbox"/> Zoning Code Text Amendment          |
| <input type="checkbox"/> Non-Conforming Status                  | <input type="checkbox"/> Other: _____                        |

# GENERAL APPLICATION FORM

## PART 2 – CONTACT INFORMATION CLEARLY WRITE OR TYPE ALL INFORMATION

### APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### PROJECT ENGINEER/PLANNER/ARCHITECT (SECONDARY CONTACT)

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### OTHER (ADDITIONAL CONTACT)

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

***If any other person should be notified regarding this processing of this request, attach the name, address, and telephone number on an additional sheet and check this box.***

# GENERAL APPLICATION FORM

## PART 3 – PROPERTY OWNER(S) CERTIFICATION

Required for all Site Specific Development Proposals (attach additional sheets if required)

*I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application. I further acknowledge and understand on behalf of myself and my representatives and agents that if the project is subject to an Environmental Impact Report, ALUC Review and approval, Military Consultation or Tribal Consultation, the time lines prescribed in the Riverside Municipal Code are stayed until such time as said review and/or consultation is complete. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner of Record (PRINT NAME): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## PART 4 – INDEMNIFICATION AGREEMENT (PROPERTY OWNER & APPLICANT)

Required for All Projects

Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve any tentative map (tract or parcel) development, land use permit, license, master plans, precise plans, preliminary plans, design review, variances, use permits, general and specific plan amendments, zoning amendments, and approvals and certifications under CEQA. This indemnification shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# GENERAL APPLICATION FORM

## PART 5 –HAZARDOUS SITE REVIEW CERTIFICATION

Required for All Site Specific Development Proposals

Subsection 65962.5(e) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement by the applicant that the Hazardous Waste and Substances Sites List has been consulted to determine whether or not the proposed development site is on the list. The sites list is prepared and annually updated by the Governor's Office of Planning and Research. A copy of the current list for the City of Riverside may be viewed or obtained at the Riverside Community Development Department, Planning Division, 3900 Main Street, Riverside, California, 92522.

**CERTIFICATION** – The Hazardous Waste and Substances Sites List on file with the City of Riverside Planning Division has been consulted and the above identified development project site has been found (check appropriate box below)

to fall within an identified hazardous site.

not to fall within an identified hazardous site.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART 6 – TITLE REPORT CERTIFICATION

Required for All Site Specific Development Proposals

*I hereby certify that the included Title Report, dated within 6 months of submittal, includes each parcel involved in the project and is complete and accurate to the best of my knowledge.*

Title Report Date: \_\_\_\_\_

Title Report Company: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# GENERAL APPLICATION FORM

## PART 7 –GENERAL PROJECT INFORMATION

Required for all Site Specific Development Proposals (excluding GPA, Text Amendment)

1. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

\_\_\_\_\_

2. Existing Zone(s): \_\_\_\_\_

3. Proposed Zone(s) (as applicable): \_\_\_\_\_

4. Existing General Plan Land Use Designation(s): \_\_\_\_\_

5. Proposed General Plan Land Use Designation(s) (as applicable): \_\_\_\_\_

\_\_\_\_\_

6. Site Size (sq. ft. and acres): \_\_\_\_\_

7. Indicate Funding Source(s) (Private, Grant, Public, Federal, etc.): \_\_\_\_\_

\_\_\_\_\_

8. Describe in general the existing uses to the:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

9. Number of new Full Time Employees: \_\_\_\_\_ Part Time: \_\_\_\_\_

10. Number of retained Full Time Employees: \_\_\_\_\_ Part Time: \_\_\_\_\_

11. Number of Construction Related Jobs: \_\_\_\_\_

12. Projected Opening Date: \_\_\_\_\_

13. Identify the permitted or conditionally permitted Land Use based on the Permitted Use Table (Table A) A in Section 19.150 of the Zoning Code:

<http://www.riversideca.gov/municode/pdf/19/article-5/19-150.pdf>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# GENERAL APPLICATION FORM

14. Indicate any incidental uses based on the Incidental Uses Table (Table B) in Section 19.150 of the Zoning Code:

<http://www.riversideca.gov/municode/pdf/19/article-5/19-150.pdf>

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15. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of these structures. Attach photographs of the site.

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16. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Printed and Digital images will be accepted.

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# GENERAL APPLICATION FORM

## PART 8 – WATER QUALITY MANAGEMENT FORM

Required for All Site Specific Development Proposals

Any project application submitted to the City for discretionary approval which surpasses certain development thresholds, must include a Project-Specific Water Quality Management Plan (WQMP). The WQMP provides measures that will be incorporated into developments to control urban run-off of pollutants into storm drain facilities. Project applicants are advised to consult with Planning Division and Public Works Department staff for details on Preliminary Project-Specific WQMP preparation. Further information, including a WQMP template, can be found by clicking on “Riverside County Water Quality Management Plan” at <http://www.riversideca.gov/pworks/engineer.html>. This worksheet is designed to help project applicants and Planning Division Staff to determine if a project requires a Preliminary Project-Specific WQMP. Completion of this worksheet is a required element of any Planning Division application requiring discretionary review.

Is a Preliminary Project-Specific WQMP **required**? (see pages 8-9)  YES  NO

If required, **two copies** of a Preliminary Project-Specific WQMP must be submitted and approved before the project application is deemed complete by the Planning Division.

### RESIDENTIAL DEVELOPMENTS

Number of residential units/dwellings: \_\_\_\_\_

Average Natural Slope: \_\_\_\_\_ % (Planning Division Staff can assist applicants in calculating this figure)

Environmentally Sensitive Area?  Yes  No

Square footage of new impervious area\*: \_\_\_\_\_ sq. ft.

### COMMERCIAL / INDUSTRIAL DEVELOPMENTS

Square footage of new parking lots: \_\_\_\_\_ sq. ft.

Square footage of new impervious area\*: \_\_\_\_\_ sq. ft.

\*Impervious area includes buildings, structures, paved surfaces and compacted soils

# GENERAL APPLICATION FORM

<b>DOES THE ENTIRE PROJECT REQUIRE ANY DISCRETIONARY APPROVALS (AS DEFINED BY CEQA)?</b> <i>If "NO," STOP – WQMP DOES NOT APPLY. If "YES," CONTINUE.</i>	<b>YES</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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DOES THE PROPOSED PROJECT CONSIST OF, OR INCLUDE:	YES	NO
<b>New Development Projects</b> - New developments that create 10,000 square feet or more of impervious surface (collectively over the entire project site) including commercial and industrial projects and residential housing subdivisions requiring a Final Map (i.e., detached single family home subdivisions, multi-family attached subdivisions, condominiums, apartments, etc.); mixed use and public projects (excluding Permittee road projects). This category includes development projects on public and private land, which fall under the planning and building authority of the Co-Permittees.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automotive Repair Shops</b> Automotive repair shops (with SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restaurants</b> - Restaurants (with SIC code 5812) where the land area of development is 5,000 square feet or more.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hillside Developments</b> - Hillside developments disturbing 5,000 square feet or more which are located on areas with known erosive soil conditions or where the natural slope is twenty-five percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Developments adjacent to, or that discharge directly into Environmentally Sensitive Areas</b> - Developments of 2,500 square feet of impervious surface or more adjacent to (within 200 feet) or discharging directly into ESAs.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Lots</b> - Parking lots of 5,000 square feet or more exposed to stormwater. Parking lot is defined as land area or facility for the temporary parking or storage of motor vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retail Gasoline Outlets (RGOs)</b> - Retail Gasoline Outlets (RGOs) that are 5,000 square feet or more with a projected average daily traffic of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Significant Redevelopment Projects</b> - The addition or replacement of 5,000 square feet of impervious surface on an already developed site. See Section 1.1.2 of the Guidance Document for applicability of the "50% Rule".	<input type="checkbox"/>	<input type="checkbox"/>

**DETERMINATION:**

- ❖ If ANY question answered "**YES**," the project requires a WQMP. Submission of **two copies** of a Preliminary Project-Specific WQMP must be submitted and approved before the project application is deemed complete by the Planning Division.
  
- ❖ If ALL questions answered "**NO**," the project does not require a WQMP

# GENERAL APPLICATION FORM – APPENDIX A

Project Description Examples:

Conditional Use Permit for Alcohol Sales:

A Conditional Use permit to allow \_\_\_\_\_ (on-sale or off-sale) of alcoholic beverages in conjunction with a \_\_\_\_\_ square foot (size of establishment) \_\_\_\_\_ (restaurant, convenience store, grocery store, etc.) which requires a type \_\_\_\_\_ (20, 21, 40, 41, etc.) ABC license. A variance is being requested to allow alcohol sales within \_\_\_\_\_ (100 feet, 600 feet, 1000 feet, etc.) of \_\_\_\_\_ (residential, school, park, etc.).

Conditional Use Permit for Entertainment:

A Conditional Use Permit to allow Entertainment in conjunction with a \_\_\_\_\_ square foot (size of establishment) \_\_\_\_\_ (restaurant, night club, bar, etc.) between the hours of \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ (day of week) through \_\_\_\_\_ (day of week).

Lot Line Adjustment/Consolidation/Merger:

A Lot Line \_\_\_\_\_ (adjustment, consolidation, merger) between \_\_\_\_\_ (number of lots) lots/parcels totaling \_\_\_\_\_ (size of project) acres into \_\_\_\_\_ (number of lots) ranging from \_\_\_\_\_ (smallest parcel) acres to \_\_\_\_\_ (largest parcel) acres.

Design Review:

Design Review of plot plan and elevations for the construction of a \_\_\_\_\_ (size of building) square foot, \_\_\_\_\_ (single tenant, multiple tenant, etc.) \_\_\_\_\_ (type of building: commercial retail, restaurant, industrial wireless telecommunication facility, etc.) building and associated \_\_\_\_\_ (area of landscaping) square feet of landscaping and \_\_\_\_\_ (number of parking spaces) parking spaces.