



## CONCEPTUAL DEVELOPMENT REVIEW APPLICATION

The following minimum information and materials are needed to submit an application for Conceptual Development Review. However, the more comprehensive and detailed your submittal, the more comprehensive the comments from City Departments. All plans and materials must be folded and be able to fit in a standard 8 ½ x 14 inch folder. Digital copies of all submittal information is also required.

The applicant is to check off and present to Planner upon submittal:

Item No.	Item Description	Check if submitted
1.	<b>Conceptual Site Plan</b> (or Bubble Plan) – Include address, dimensioned property lines, adjacent uses, driveway locations, parkway landscape and sidewalks, building footprints, setbacks, landscape planters, parking lots, outdoor storage, proposed land uses, etc. <b>Please provide 2 copies.</b>	
2.	<b>Project Description</b> – A written description of the project including the existing and proposed land uses, demolitions, new/existing improvements, days of operation, number of employees per shift, anticipated schedule, square footage, etc.	
3.	<b>Digital Photographs</b> – Photographs help provide context and a better understanding of the constraints associated with the project site. While photos are not required, they are recommended.	
4.	<b>Parking Tabulation</b> – Based upon maximum square footages and land uses proposed (this information can be placed on the site plan).	
6.	<b>List of Concerns</b> – A list of issues and/or questions the applicant would like City staff to potentially evaluate and address ( <i>this is an optional requirement</i> ).	
7.	<b>Additional Information</b> – An additional information or materials the applicant would like to include in their submittal package.	
8.	<b>Fee</b> – The filing fee is \$1,712 made payable to the City of Riverside. The fee is non-refundable; however, if the project is submitted for full entitlement, the fee may be applied towards the outstanding balance of the entitlement package.	

