



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.

MEETING FORMAT PREFERENCE

Staff will try to accommodate your preference throughout the life of your entitlements (DRC, Planning Commission and/or City Council). Your preference can be modified at your request.

- In-Person meetings at City Hall
- Virtual MS Teams Meeting

SUBMITTAL REQUIREMENTS

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

- Conceptual Site 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. Please provide 2 copies.
- Project Description**
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.
- Digital Photographs**
Photographs help provide context and a better understanding of the constraints associated with the project site. While photos are not required, they are recommended.
- Parking Tabulation**
Based upon maximum square footages and land uses proposed (this information can be placed on the site plan).
- List of Concerns**
A list of issues and/or questions the applicant would like City staff to potentially evaluate and address (this is an optional requirement).
- Additional Information**
An additional information or materials the applicant would like to include in their submittal package.
- Fee**
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.
- Digital Copy of Plans**
Digital copy of all plans and submittal items listed above.

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Submit to: City of Riverside
Community & Economic Development Department
Planning Division
3900 Main Street, 3rd floor
Riverside, CA 92522
Phone: (951) 826-5371

APPLICANT INFORMATION (THE INDIVIDUAL OR ENTITY FINANCIALLY RESPONSIBLE FOR THE PROJECT):

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

What is your relation to the Project?

Property Owner Authorized Agent Other: _____

PROJECT INFORMATION

Project Name: _____

Project Address: _____ Assessor's Parcel Number(s): _____

Project Description: _____

It is the City of Riverside's goal to expedite your proposal through the Conceptual Development Review process by ensuring that all City Departments have thoroughly reviewed your proposal prior to the Development Review Committee meeting. The more comprehensive your submittal, the more comprehensive the comments from City Departments. A Conceptual Development Review schedule is available at the Planning Division counter or at the Planning Division home page access from www.RiversideCA.gov/Planning.

By signing below, you are indicating that you have read and understand your obligations regarding the Conceptual Development Review application process and acknowledge that this application does not in any way constitute a vested right, and, that any new ordinance or resolution adopted prior to any required discretionary action or building permit may be applicable to the proposed project.

Applicant Signature

Date