



# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

## APPLICATION CHECKLIST

THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE AN APPLICATION CAN BE ACCEPTED FOR PROCESSING:

- Completed application form, including
  - Owner's Signature,
  - Property Address and/or Assessor's Parcel Number,
  - Copy of Grant Deed,
  - Detailed Description of Request;
- Required Fees (see Fee Schedule);
- All Required Plans Drawn to Scale (plot plans, building elevations, floor plans as required);
- Required Number of Full-Size Plans (folded to 8½" x 14");
- Variance Justification Forms (if required);
- Adjacent Property Owner Signatures (for residential variances);
- Reduced Graphics
- Grading Plan and Grading Exception Forms (if required);
- Environmental Information Form (if required);
- Hazardous Site Review and Hazardous Materials Questionnaire;
- Preliminary Water Quality Management Plan (WQMP) (if required).

APPLICATIONS CONTAINING THE ABOVE LISTED MATERIAL WILL BE CONDITIONALLY ACCEPTED AS COMPLETE. HOWEVER, SHOULD ADDITIONAL INFORMATION BE REQUIRED ONCE THE APPLICATION HAS BEEN ACCEPTED, THE CASE PLANNER WILL NOTIFY THE APPLICANT IN A FOLLOW-UP LETTER.

APPLICATIONS CANNOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS SUBMITTED, AND THE PROCESSING SCHEDULE WILL BE BASED ON THE DATE ALL REQUIRED MATERIALS ARE SUBMITTED.

PROJECT DESCRIPTION/ADDRESS \_\_\_\_\_



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

3900 MAIN STREET – THIRD FLOOR, RIVERSIDE, CA 92522

PHONE: (951) 826-5371 / FAX: (951) 826-5981

[www.riversideca.gov/planning](http://www.riversideca.gov/planning)

**GENERAL APPLICATION FORM**

Refer to development case-type checklist for specific submittal requirements. Failure to fully complete this application and provide information necessary for completeness will result in the rejection of the application.

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

Project Description (State in detail what you want to do, attach separate sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

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

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

Size of Subject Property (if known): \_\_\_\_\_

- **Attach a copy of the most recent Grant Deed.**
- If your request is not for the entire property described on the deed, attach a metes and bounds description.
- Attach a copy of the Assessor's Plot Map showing the subject site.

**PART 2 – APPLICANT INFORMATION**

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

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

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

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

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

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

# GENERAL APPLICATION FORM

## PART 3 – PROPERTY OWNER(S) CERTIFICATION (If more than one owner, attach list)

*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 – PROJECT ENGINEER/PLANNER/ARCHITECT (IF OTHER THAN APPLICANT)

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 5 – INDEMNIFICATION AGREEMENT (PROPERTY OWNER & APPLICANT)

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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## PART 6 – HAZARDOUS SITE REVIEW CERTIFICATION

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 Department 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.

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

# GENERAL APPLICATION FORM

## PART 7 – HAZARDOUS MATERIALS DISCLOSURE

		Yes	No
1	Do you generate, store or use hazardous materials at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
2	Will the applicant or future occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the list of acutely hazardous materials? (See APPENDIX D, LIST OF ACUTELY HAZARDOUS MATERIALS)	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you generate, treat, or store hazardous waste at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
4	Will the applicant or future occupant be installing an underground storage tank at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will the applicant or future occupant be installing an aboveground storage tank greater than 660 gallons or with a cumulative storage capacity of greater than 1320 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will your facility or the proposed building or modified facility be within 1000 feet of the outer boundary of a school, hospital, or long-term health care facility?	<input type="checkbox"/>	<input type="checkbox"/>
7	Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District? (See APPENDIX A, PERMITTING CHECKLIST, for guidelines)	<input type="checkbox"/>	<input type="checkbox"/>

I have read the Hazardous Materials Disclosure Requirements and the SCAQMD Permitting Checklist. I understand the requirements under California Health and Safety Code Section 25505, 25533, 25534, 42303, and understand the requirements of the City of Riverside Fire Department regarding hazardous materials.

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

# GENERAL APPLICATION FORM

## PART 8 – ENVIRONMENTAL INFORMATION FORM

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) (if different): \_\_\_\_\_
4. Existing General Plan Land Use Designation(s): \_\_\_\_\_
5. Proposed General Plan Land Use Designation(s) (if different): \_\_\_\_\_  
\_\_\_\_\_
6. Number of floors of construction: \_\_\_\_\_
7. Associated projects: \_\_\_\_\_
8. Anticipated incremental development: \_\_\_\_\_
9. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# GENERAL APPLICATION FORM

11. If industrial, indicate type, estimation of employment per shift, and loading facilities: \_\_\_\_\_

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12. If institutional, indicate the major functions, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from project: \_\_\_\_\_

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13. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required: \_\_\_\_\_

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# GENERAL APPLICATION FORM

*ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS? DISCUSS BELOW ALL TIMES CHECKED 'YES' (ATTACH ADDITIONAL SHEETS IF NECESSARY).*

		Yes	No
14	Change in existing features of any bays tideland, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
15	Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
16	Change in pattern, scale or character of general area or project.	<input type="checkbox"/>	<input type="checkbox"/>
17	Generate a significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
18	Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
19	Change in ocean, bay, lake, stream or ground water quality, or alteration of existing drainage patters.	<input type="checkbox"/>	<input type="checkbox"/>
20	Substantial change in existing noise or vibration levels in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
21	Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
22	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
23	Substantial change in demand for municipal services (po fire, water, Sewage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
24	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
25	Relationships to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

# GENERAL APPLICATION FORM

26. 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 the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

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27. 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. Snapshots or Polaroid photos will be accepted.

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*I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.*

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

# GENERAL APPLICATION FORM

## PART 9 – WATER QUALITY MANAGEMENT FORM

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 2-3)  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
1	New parking lots of 5,000 square feet or more of impervious surface? Parking lot is defined as a site or facility for the temporary storage of motor vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
2	New Residential development (including single family and multi-family dwelling units, condominiums, or apartments) of 10 dwelling units or more?	<input type="checkbox"/>	<input type="checkbox"/>
3	New development near environmentally sensitive areas where 2,500 square feet of impervious area is created?	<input type="checkbox"/>	<input type="checkbox"/>
4	Industrial and commercial development where the land area <sup>1</sup> represented by the proposed map or permit is 100,000 square feet or more, including, but not limited to, non-residential developments such as hospitals, educational institutions, recreational facilities, mini-malls, hotels, office buildings, warehouses, light industrial, and heavy industrial facilities?	<input type="checkbox"/>	<input type="checkbox"/>
5	Automotive repair shops (Standard Industrial Classification [SIC] codes <sup>2</sup> 5013, 7532, 7533, 7534, 7537, 7538, and 7539)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Restaurants (SIC code 5812) where the project site is 5,000 square feet or more?	<input type="checkbox"/>	<input type="checkbox"/>
7	Hillside developments that create 10,000 square feet or more of impervious surface(s) including developments in areas with known erosive soil conditions or where natural slope is 15 % or more?	<input type="checkbox"/>	<input type="checkbox"/>
8	Developments creating 2,500 square feet or more of impervious surface that is adjacent to (within 200 feet) or discharging directly into areas designated in the Basin Plan <sup>3</sup> as waters supporting habitats necessary for the survival and successful maintenance of plant or animal species designated under state or federal law	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Land Area is based on acreage disturbed.

<sup>2</sup> SIC Codes can be found at <http://www.osha.gov/oshstats/sicer.html>

<sup>3</sup> The Basin Plan for the Santa Ana River Basin, which has beneficial uses for Receiving Waters listed in Chapter 3, can be viewed or downloaded from [http://www.swrcb.ca.gov/tmdl/303d\\_lists.html](http://www.swrcb.ca.gov/tmdl/303d_lists.html)

# GENERAL APPLICATION FORM

	DOES THE PROPOSED PROJECT CONSIST OF, OR INCLUDE:	YES	No
	as rare, threatened, or endangered species (denoted in the Basin Plan as the "RARE" beneficial use) or water bodies listed on the CWA Section 303(d) list of Impaired Water bodies? <sup>4</sup> "Discharging directly to" means Urban Runoff from subject Development or Redevelopment site flows directly into aforementioned water bodies. Urban Runoff is considered a direct discharge unless it first flows through a) a municipal separate storm sewer system (MS4) that has been formally accepted by and is under control and operation of a municipal entity; b) a separate conveyance system where there is co-mingling of flows with off-site sources; or c) a tributary or segment of a water body that is not designated with "RARE" beneficial uses nor listed on the 303(d) list before reaching the water body or segment designated as RARE or 303(d) listed.		
9	The addition or creation of 5,000 square feet or more of impervious surface on an existing developed site?	<input type="checkbox"/>	<input type="checkbox"/>

**DETERMINATION:**

- ❖ If ANY question (1-9) 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

PLANNING STAFF VERIFICATION: _____ DATE: _____
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<sup>4</sup> The most recent CWA Section 303(d) list can be found at [http://www.swrcb.ca.gov/tmdl/303d\\_lists.html](http://www.swrcb.ca.gov/tmdl/303d_lists.html)