



GENERAL APPLICATION FORM

Completing this application in full is important to communicate the information necessary for determining completeness consistent with the Permit Streamlining Act and to ensure efficient processing (i.e., without delay). All applications are considered submitted on the “submittal deadline” listed on the Planning Case Review Schedule (See counter staff for a copy). Thank you for your investment in the City of Riverside.

PROJECT INFORMATION

Site Address: _____

Cross Streets: _____

Assessor’s Parcel Number(s): _____

Has this project been previously reviewed through a Conceptual Development Review (CDR)?

YES Case Number: _____ NO

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

PROJECT DESCRIPTION

Your project description should include the maximum amount of detail regarding the scope of your proposal, including but not limited to: intended use(s); site size; building square footage(s); parking provided; total landscape area; hours of operation; anticipated number of employees, patrons or residents; number of dwelling or commercial units; etc. Attach additional sheets as necessary. Refer to Page 7 for examples:

CONTACT INFORMATION

APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name: _____

Contact Name: _____

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

Daytime Phone: _____ Mobile: _____

Email: _____

PROJECT ENGINEER/PLANNER/ARCHITECT (SECONDARY CONTACT)

Firm/Company Name: _____

Contact Name: _____

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

Daytime Phone: _____ Mobile: _____

Email: _____

OTHER (ADDITIONAL CONTACT)

Firm/Company Name: _____

Contact Name: _____

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

Daytime Phone: _____ Mobile: _____

Email: _____

- 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.*

PROJECT QUESTIONNAIRE

- 1. Site Size (sq. ft. and acres): _____
- 2. Existing and proposed building square footage: _____
- 3. Existing and proposed building height: _____
- 4. Number of existing or proposed commercial units (for maps, number of lots): _____
Number of existing residential units/lots: _____
Number of proposed residential units/lots: _____
Market Rate Units: _____ Affordable Units: _____
- 5. Number of existing and proposed parking spaces: _____
- 6. Indicate whether and what type of Federal funding will be used: _____
- 7. Describe in general the existing land uses to the:
North: _____
South: _____
East: _____
West: _____
- 8. Number of new Full Time Employees: _____ Part Time: _____
- 9. Number of retained Full Time Employees: _____ Part Time: _____
- 10. Number of Construction Related Jobs: _____
- 11. Target Opening Date: _____
- 12. List the primary land use(s) envisioned for the project, using the [Permitted Use Table \(Table A\) A in Section 19.150](#) of the Zoning Code:

- 13. List any incidental or accessory land uses envisioned for the project, using [the Incidental Uses Table \(Table B\) in Section 19.150](#) of the Zoning Code:

SUBMITTAL REQUIREMENTS

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Development Review Committee, the Planning Commission, or 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. Please initial below to acknowledge that you have provided all required application materials. Incomplete applications will not be accepted.

DRAWING ASSEMBLY: Staple prints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8.5" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to 8.5" x 14".

REQUIRED FOR ALL APPLICATIONS:

- _____ One (1) digital copy all Plans and Submittal items listed below.
- _____ One (1) copy of the completed General Application Form including Applicant and Property Owner signatures.
- _____ One (1) copy of a detailed description of your proposal.
- _____ One (1) copy of Welcome Letter with detailed responses if proposal has previously been reviewed through CDR.

REQUIRED FOR LAND USE ENTITLEMENT APPLICATIONS (Design Review, Conditional Use Permit, Site Plan Review, etc.):

- _____ One (1) copy of the most recent Grant Deed.
Please note: *for certain projects, a Preliminary Title Report may be required in lieu of a Grant Deed.*
- _____ One (1) full-size and two reduced (11" x 17") sets of Project Plans (one set to be in color), to include the following:
 - Plot / Site Plan
 - Floor Plan
 - Exterior Building Elevations
 - Conceptual Landscape Plan
 - Parking Analysis
 - Cross Sections
 - Preliminary Grading Plan when grading is required
- _____ One (1) Materials Sample Board of at least 8 ½" x 14" displaying samples of all proposed exterior paint colors, finishes and materials.
- _____ One (1) set of Photo simulations (wireless facilities – cell sites only).
- _____ Two (2) copies of Water Quality Management Plan and Best Management Practices submitted directly to Public Works (if required).

REQUIRED FOR VARIANCE, SUBDIVISION MODIFICATIONS OR GRADING EXCEPTIONS

- _____ Variance, Modification, or Grading Exception Justification Form.
- _____ One (1) copy of the most recent Title Report.
- _____ Two (2) full-size and two (2) reduced (11" x 17") sets of the subdivision map(s)
- _____ Two (2) full-size and two (2) reduced (11" x 17") sets of the Grading Plan
- _____ Two (2) Conceptual Landscape Plans.

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 Signature

Date

Applicant Signature

Date

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 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

PROPERTY OWNER CERTIFICATION

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 timelines 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.

Property Owner Signature

Date

Contact Name: _____

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

Daytime Phone: _____ Mobile: _____

Email: _____

I have provided **one** of the following items*:

- Notarized Property Owner Certification.
 Grant Deed indicating that I am the property owner.
 Title Report indicating that I am the property owner.

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).

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.