



CERTIFICATE OF APPROPRIATENESS

The Cultural Heritage Certificate of Appropriateness process applies to historic and potentially significant historic properties and is intended to assure that the historic integrity of these properties is maintained whenever exterior improvements are made. Municipal Code Title 20 provides the authority and standards of this process.

- All projects should demonstrate compliance with Title 20 and the Historic District Design Guidelines (copies of both documents are available upon request or online at <https://riversideca.gov/cedd/planning/historic-preservation/modifying-historic-properties-and-mills-act-program>).
- Title 20 outlines when an Administrative or Board Case is required, see Chapter 20.25.
- Please make sure someone with authority regarding property ownership and ability to make decisions is present at the Cultural Heritage Board Meeting (if applicable).
- We will mail our report regarding your application twelve days preceding the scheduled hearing (if applicable).
- Please make sure your application is complete per the following checklist.

PROCEDURES

Administrative Review: City staff reviews an application to ensure that all of the required information is provided and evaluates the project including a preliminary review of the project's impact to the associated cultural resources. At the end of this 30-day review period, staff provides written comments identifying deficiencies that need to be address or deeming the project "complete" to move onto the next phase of review. If the application is complete, your application will be reviewed for historic compatibility and compliance with Title 20 of the Riverside Municipal and the Citywide Historic Preservation Design Guidelines. Within 30 days staff will provide a written determination for the project.

Cultural Heritage Board Review: This review mirrors that of the Administrative Review, but the final determination on the project will be by the Cultural Heritage Board rather than staff. Once the application deemed is "complete," staff schedules the application for a Public Meeting before the Cultural Heritage. This process usually takes 6-8 weeks. The Cultural Heritage Board meets on the third Wednesday of the month. All legal noticing is prepared as required by state law and the meeting is scheduled. There are very minor or no plan changes during this phase. Staff prepares the staff report and a copy of the staff report is sent to you twelve days prior to the public meeting.

FILING FEES

See current Fee Schedule (filing fees are generally non-refundable). Additional fees may be required to be submitted PRIOR to scheduling a project for hearing. Check with the Planning Division for current fees.

SUBMITTAL REQUIREMENTS

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, Cultural Heritage Board, 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.**

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 approximately 8.5" x 14".

- One (1) digital copy all Plans and Submittal items listed below.
- One (1) copy of the completed Application Form (attached)
- One (1) copy of a detailed description of your proposal (attach additional sheet as necessary)
- 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 one reduced (11" x 17") sets of Project Plans (to be in color), to include the following:
 - Exterior Building Elevations
 - Floor Plan
 - Plot (Site) Plan
 - Preliminary Grading Plan when grading is required
 - Materials sample sheet displaying samples of all proposed exterior paint colors, finishes and materials.
- One (1) set of color photographs, including: the main structure, accessory structures, and project location on the site.

SIGN PLANS (ONLY IF SIGNAGE IS PROPOSED)

- Sign elevation blueprints (one set colored);
- Color and material specifications (attach samples to a file size illustration board – large samples will not be accepted);
- Illumination type, intensity, dimension, and design;
- Building elevation blueprints (one set colored) showing proposed signs and existing signs to remain;
- Plot plan blueprints indicating sign locations.

LANDSCAPE AND IRRIGATION PLANS (ONLY IF LANDSCAPE IS PROPOSED)

- Existing landscape specifying those to remain or be removed;
- Proposed shrubs, trees, and ground cover with each species differentiated on the plan by a distinct plant symbol, letter, or number;
- A plant list keyed to the landscape plan, indicating the botanic and common Name;
- Container sizes of each proposed plant;
- Proposed street trees and public parkway ground covers. For specific tree species and spacing, please contact the Parks, Recreation, and Community Services Department at (951) 826-2000.
- Irrigation blueprints, which would include the following:
 - Irrigation pipe locations, diameters, materials, and thickness;
 - Sprinkler head locations, including a key indicating company brand, type, and Model;
 - Specifications for automatic controllers, valves, valve boxes, anti-siphon devices;
 - Specifications for swing join riser protection;
 - Water budget calculations (does not apply to single-family homes and other small projects).

ADDITIONAL REQUIREMENTS

During the course of its initial review of the application, the Planning Division may determine that additional technical studies are required, such as biological, traffic, noise, parking, cultural or archeological resources, etc. The Planning Division may require the submittal of supplemental materials as necessary.

- If your project is not exempt from the California Environmental Quality Act (CEQA) pursuant to any Statutory or Categorical Exemption (Articles 18 and 19 of the CEQA Guidelines), an Environmental Initial Study will be required. An Initial Study must be prepared, submitted for review and approved by the Planning Division before your project can be deemed complete. An additional fee for the Initial Study Review will apply (see the current Fee Schedule).
- Technical Studies
 - Biological Resources Report
 - Cultural Resources Report
 - Traffic Impact Analysis
 - Noise Impact Analysis
 - Air Quality Analysis
 - Green House Gas Emissions Analysis
 - A Traffic Lane and Striping Plan
 - Soils Report
 - Health Risk Assessment
- FAA Part 77 - Please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout for more information.

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

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). 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.

Site Address: _____

Cross Streets: _____

Assessor’s Parcel Number(s): _____

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.

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: _____

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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.

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

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

Property Owner of Record (PRINT NAME): _____

Mailing 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.

** Please note: for certain projects, a Preliminary Title Report may be required in lieu of a Grant Deed.*

Title Report indicating that I am the property owner.