



DEVELOPMENT APPLICATION INFORMATION

Welcome to the City of Riverside Development Review process. It is our goal to assist you in you in processing your application as quickly and efficiently as possible. Many of our application requests can be processed at an administrative level, such as variances and minor conditional use permits, while other, such as conditional use permits, site plan reviews or legislative actions require public hearings before the Planning Commission and/or City Council.

The City of Riverside project entitlement process consists of two phases, the Application Phase and the Public Hearing Phase as outlined below. The filing deadlines for each phase are available on-line or at the Planning Counter. Planners are also available to help you at the Planning Counter, via e-mail at CEDDInfo@riversideca.gov or by calling (951) 826-5371.

PROCEDURES

APPLICATION PHASE

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 on the environment to establish the proper environmental documentation for the project. At the end of this 21-day review period, the applicant will be invited to meet with the Development Review Committee to review comments or issues raised by the various departments. The following week, 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, you will be provided with a tentative date to return to the Development Review Committee for final action or a tentative hearing date for the Planning Commission or City Council. Some applications may require subsequent Application Phase periods to review changes to the revised application.

PUBLIC HEARING PHASE (IF APPLICABLE)

Once the application phase is complete, staff schedules the application for a hearing before the Planning Commission or City Council. This process usually takes 7 weeks. At this time, staff also conducts the final environmental review in compliance with the California Environmental Quality Act. For more complex environmental review cases, the documentation is done prior to entering the Public Hearing Phase. All legal noticing is prepared as required by state law and the hearing 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 the week prior to the public hearing.

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, 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.

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.

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.*
- Two (2) 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.

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.
- For Rezone, General Plan or Specific Plan Amendment as well as Heliport/Helistops, review and approval by the Riverside County Airport Land Use Commission is required. Please refer to the “Riverside County Airport Land Use Compatibility Plan Project Review” handout for more information.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. Please refer to the “Military Notification Process for Local Planning Proposals and Development Permit Applications” handout for more information.