



## 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 if submitting in person.
- 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**  
Any additional information or materials the applicant would like to include in their submittal package.
- Fee**  
See current Fee Schedule. The filing fee is 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. If submitting through the Public Permit Portal ([riversideca.gov/planning/public-permit-portal](https://riversideca.gov/planning/public-permit-portal)), printed copies are not required.

## CONCEPTUAL DEVELOPMENT REVIEW APPLICATION

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

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

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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

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Project Name: \_\_\_\_\_

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

Project Description: \_\_\_\_\_

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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](http://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