



COMMUNITY DEVELOPMENT DEPARTMENT

DESIGN REVIEW INFORMATION SHEET

The Design Review process is required by the Zoning Code for new buildings, structures, signs, exterior alterations, enlargements of existing buildings, or new landscaping and irrigation. It is the purpose of the Design Review procedures to protect and preserve the value of properties and to encourage excellence in the development of properties, compatible with the General Plan, and character of the City with regard to the public and private interests involved.

Note: While infill developments consisting of single-family residences shall not be subject to the Design Review application requirements, any plans submitted for Plan Check Review will be reviewed to ensure compatibility with the existing neighborhood, Citywide Design Guidelines, and the Design Review standards/guidelines applicable to single-family residences.

APPLICATION PROCESSING

Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.710 – Design Review.

PLANNING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*). Fees vary for Maps related to number of total lots.

Additional fees may be required to be submitted PRIOR to scheduling a project for hearing which may include: Department of Fish and Game Filing Fees, County of Riverside Document Recording Fees, Airport Land Use Commission Review fees and Riverside County Local Agency Formation Commission (LAFCO). Check with Planning Division for current fees.

REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, 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.

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Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Submittal of the following items shall be required for the application to be deemed complete:

- One (1) digital copy all Plans and Submittal items below on a CD or DVD**
- One (1) copy of the completed General Application Form**
- One (1) copy of the most recent Grant Deed**

A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company.)

- One (1) copy of Variance Justification Form** for each variance being requested.

- One (1) copy of a detailed description of your proposal**

- Three (3) Blueprints of Exterior Building Elevations (one set must be in color), including:**

- a. All sides of all buildings (including carports and accessory buildings).
- b. Specifications identifying all exterior building materials and colors.
- c. A sample board 8 ½" x 14" or smaller, with all colors and materials displayed (larger sample boards will not be accepted).
- d. A perspective drawing and/or photographically reproduced rendering.

- Three (3) Blueprints of the Plot Plan (one plot plan must be in color) showing all proposed site improvements, including:**

- a. A directional arrow indicating North.
- b. Building footprints showing floor plan and access points.
- c. Parking lot layout and circulation showing dimensions of parking spaces and driving isles.
- d. Materials, colors and locations of all fences and walls.
- e. Ground mounted utility and mechanical equipment. Specify the location, design and color of all water meters, utility boxes and domestic water backflow preventers. The visibility of such facilities should be minimized through means including but not limited to relocation, berming, landscaping, and/or installation of a screen wall.
- f. Locations of all existing trees and major shrubs, indicating ultimate disposition.
- g. Dimensioned setbacks.
- h. Dimensioned property lines.

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- i. Notes listing existing and proposed onsite uses.
 - j. Easement locations (if any).
 - k. Turning radii of trucks expected to use the project (including trash and fire trucks).
 - l. Location of trash enclosures.
 - m. Loading and service areas.
 - n. Gate locations (if any).
 - o. Ultimate street right-of-way property lines (if these are different from existing).
 - p. Adjacent streets and street names.
 - q. Sidewalks.
 - r. Line of sight.
- Photo simulations for wireless facilities (cell sites).**
- Parking Analysis**
- One (1) copy of all graphics reduced to 8 ½" x 11".**
- Three (3) copies of the grading plan when grading is required**
Environmental Review of Grading will be required if your project involves grading and any of the following:
- a. The property to be graded has an average natural slope of 10% or greater; and/or
 - b. The property is in the RC - Residential Conservation Zone; and/or
 - c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or
 - d. The property is located in an identified floodway.
- One (1) copy Building Code Analysis.** For the addition of buildings or structures to an existing developed property where buildings and structures already exist a building code analysis should include the following information:
- Size of proposed and existing buildings, including total square footage of all stories
 - Type of construction of all buildings
 - Allowable area and any area increases taken due to location on the property for existing and proposed buildings
 - Any rated walls and openings in walls closer than 20-feet to the property lines for existing and proposed buildings
- Two (2) copies of the Water Quality Management Plan (WQMP) checklist and Preliminary Best Management Practices document (BMP).** **Please Note: An Application will not be accepted as complete until the WQMP/BMP is approved by the Public Works Department and Planning Division.*
- One (1) copy of a Traffic Lane and Striping Plan** for adjacent streets approved by the Public Works Department. Contact the Public Works – Traffic Engineering Division for more information.

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Five (5) copies of a Conceptual Landscape Plan.

Additional Materials

The Planning Division may, during the course of its initial review of the application, 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.

NOTE: ADDITIONAL PLANS WILL BE REQUIRED PRIOR TO SCHEDULING THE APPLICATION FOR PUBLIC HEARING. YOUR CASE PLANNER WILL CONTACT YOU WHEN THESE PLANS WILL BE NEEDED.

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.
- With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- 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. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- An Air Quality Study for an industrial project is required when the proposed project has the potential to exceed established thresholds as noted by URBEMIS and EMFAC computer models provided by the South Coast Air Quality Management District (SCAQMD). If these models indicate the project will exceed thresholds due to existing or proposed site conditions, intensity of development, location of nearest sensitive receptor, or any other exceptional circumstance warranting the need for additional review the preparation of an air quality study will be required.
- A Health Risk Assessment is required at the time of submittal when the truck traffic areas of an industrial project are located within 1,000 feet of sensitive

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receptors, in accordance with SCAQMD guidelines and/or practices. Sensitive receptors are considered:

- Residential Communities
 - Schools
 - Parks
 - Playgrounds
 - Day Care Centers
 - Nursing Homes
 - Hospitals
 - And other public places where residents are most likely to spend time.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.
- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

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