



# Community Development Department - Planning Division

3900 Main Street, Riverside, CA 92522 (951) 826-5371 Fax: (951) 826-5981 www.Riversideca.gov

## *Development Agreements (DA)*

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**ITEMS REQUIRED FOR FILING: CHECK REQUIRED ITEM BEING SUBMITTED. YOU MUST SUBMIT EACH REQUIRED ITEM OR YOUR APPLICATION WILL NOT BE ACCEPTED NOR PROCESSED.**

1. Application: 1 copy of the completed application form and 1 copy of a complete written description of the development agreement, including the proposed use or uses, density or intensity of use of the property, the maximum height and size of any proposed buildings, the proposed duration of the agreement, and any proposed covenants, conditions and restrictions or tract restrictions.
2. Environmental Information Form (For use in preparing the Initial Study): 1 copy.
3. Fees: SEE CURRENT FEE SCHEDULE (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)
4. If a conventional single family residential project is proposed, three (3) copies of a tentative map or a map containing substantially equivalent information.
5. If a planned residential development project is proposed, three (3) copies of a plot plan showing location of buildings, number and size of units, driveways, parking areas, private and common open space areas.
6. Three (3) copies of a preliminary grading plan.
7. One (1) additional copy of all graphics shall be on 8-1/2 x 11 inch photographically produced (not Xeroxed) transparency.
8. Application to the Riverside County Airport Land Use Commission (ALUC) is required at the time this application is filed if the project site is within an Airport Influence Area (see attached map). See "ALUC Review Requirements" handout for further information.
9. The Hazardous Site Review and the Hazardous Materials Questionnaire handouts are required with your submittal packet.
10. Plat Map of the subject property. A copy of the Assessor's Map showing the subject parcel(s) is acceptable.
11. Additional Information.
  - a) A map drawn to scale showing the property for which the development agreement is requested and the property lines for the properties within five hundred (500) feet of the exterior boundary lines of the subject property;
  - b) A clean list of the names of all the streets and of all Assessor's parcel numbers of each parcel shown on said map;
  - c) The names and mailing addresses as listed on the latest assessment roll of the owners of the property shown on the map;
  - d) The legal description of the subject property;
  - e) The Assessor's parcel number or numbers and the street addresses of the subject property;
  - f) Any other information as may be required.

### **NOTICE TO APPLICANTS:**

1. Items filed for Planning Commission consideration will be conditionally accepted on the presumption that the application is totally valid. However, should the Planning Department at any time prior to hearing, determine that the submittals are

incomplete or inaccurate, said submittals may be rejected for processing or delayed until necessary amendments or additions to the applications are made.

2. Applicant, representative, or legal owner should be present at all hearings.
3. The official staff reports will not be mailed. Applicants may receive a copy of the report concerning their application at the Planning office prior to the hearing. Call (951) 826-5371.
4. Appeal procedures may be obtained at the Planning office.