

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

CHB – 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 <http://www.riversideca.gov/historic/>).
 - Title 20 outlines when an Administrative or Board Case is required.
- 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 by the Friday preceding the scheduled hearing (if applicable).
- Please make sure your application is complete per the following checklist.

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 Cultural Heritage Board, the Land Use Committee, or the 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 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) copy of the completed application form (attached)**
- 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 of the County of Riverside Records Office.)
- One (1) copy of a detailed description of your proposal**
- One (1) set of Color Photographs**
 - Photographs of all sides of the building(s) and surroundings including full elevations (the whole building face); including neighborhood context and front elevations (even if no work occurs on the front face)

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One (1) Color and Material sample and specifications board

Attach samples to a file size illustration board. Large samples will not be accepted.

Three (3) sets of plans, drawn to scale, including:

A. Elevation Drawings

1. All sides of building that are part of the project;
2. Elevations of the project as visible from the public-right-of-way;
3. New construction or large additions should include one set of colored elevations.

B. Plot Plan Drawings

1. All site improvements and major landscape features, including buildings, fences, patios, walkways, driveways, and major trees/shrubs, indicating if they are existing, proposed, or slated for removal;
2. Riverside County Assessor's parcel number(s) of the property included within the map;
3. Lines and approximate dimensions of all lots assigned to each lot; the total number of lots, the approximate area of each lot and the total area of the map (if applicable);
4. Locations, widths, and purposes of all existing and proposed easement for utilities, drainage, and other public purposes, shown by dashed lines (if applicable).

C. All Drawings

1. All drawings should clearly indicate existing and proposed, as well as dimensions, of all proposed work;
2. All drawings should clearly indicate existing and proposed materials used.
3. If proposed project has details, materials or dimensions that match existing, indicate as such.

One (1) 8.5" x 11" reduced copy of each drawing sheet

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED

Sign Plans (only if signage is proposed)

A. Sign elevation blueprints (one set colored);

1. Color and material specifications (attach samples to a file size illustration board – large samples will not be accepted);
2. Illumination type, intensity, dimension, and design;

B. Building elevation blueprints (one set colored) showing proposed signs and existing signs to remain;

C. Plot plan blueprints indicating sign locations.

Landscape and Irrigation Plans (only if landscape is proposed)

A. Landscape blueprints, which would include the following:

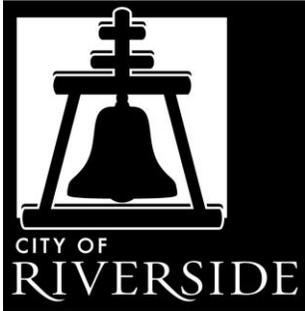
1. Existing landscape specifying those to remain or be removed;
2. Proposed shrubs, trees, and ground cover with each species differentiated on the plan by a distinct plant symbol, letter, or number;

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3. A plant list keyed to the landscape plan, indicating the botanic and common Name;
 4. Container sizes of each proposed plant;
 5. 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.
- B. Irrigation blueprints, which would include the following:
1. Irrigation pipe locations, diameters, materials, and thickness;
 2. Sprinkler head locations, including a key indicating company brand, type, and Model;
 3. Specifications for automatic controllers, valves, valve boxes, anti-siphon devices;
 4. Specifications for swing join riser protection;
 5. Water budget calculations (does not apply to single-family homes and other small projects).

3900 Main Street – Third Floor, Riverside, CA 92522
Phone: (951) 826-5371 / Fax: (951) 826-5981
www.riversideca.gov/planning

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GENERAL APPLICATION FORM

Refer to development case-type checklist for specific submittal requirements. Failure to fully complete this application and provide information necessary for completeness will result in the rejection of the application.

PART 1 – PROJECT INFORMATION (MUST BE COMPLETED BY APPLICANT)

Project Description (State in detail what you want to do, attach separate sheets if necessary):

Site Address: _____

Assessor's Parcel Number(s): _____

Size of Subject Property (if known): _____

- **Attach a copy of the most recent Grant Deed.**
- If your request is not for the entire property described on the deed, attach a metes and bounds description.
- Attach a copy of the Assessor's Plot Map showing the subject site.

PART 2 – APPLICANT INFORMATION

Firm/Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: (____) _____ Facsimile: (____) _____

E-Mail Address: _____

GENERAL APPLICATION FORM

PART 3 – PROPERTY OWNER(S) CERTIFICATION (If more than one owner, attach list)

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 time lines 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.

Signature: _____ Date: _____

Property Owner of Record (PRINT NAME): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: (_____) _____ Facsimile: (_____) _____

E-Mail Address: _____

PART 4 – PROJECT ENGINEER/PLANNER/ARCHITECT (IF OTHER THAN APPLICANT)

Firm/Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: (_____) _____ Facsimile: (_____) _____

E-Mail Address: _____

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.

GENERAL APPLICATION FORM

PART 5 – 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's Signature

Date

Applicant's Signature

Date