



5200 Springfield Street, Suite 100
 Riverside, OH 45431
 Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

Development Plan Application

PROJECT ADDRESS: _____ **Zoning District:** _____

Applicant _____
 Applicant Address _____
 City _____ State _____ Zip Code _____
 Person to contact _____
 Phone # _____
 Email _____

Owner _____
 Owner Address _____
 City _____ State _____ Zip Code _____
 Person to contact _____
 Phone # _____
 Email _____

Check if same as applicant information

Check Development Application Type		
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Prelim. Site Plan, Major	<input type="checkbox"/> Minor Plan Modification
<input type="checkbox"/> Major Accessory Use	<input type="checkbox"/> Final Site Plan, Major	<input type="checkbox"/> Major Plan Modification
<input type="checkbox"/> Final PUD Plan	<input type="checkbox"/> Site Plan, Minor	

Applicants will be notified if there are issues with the application, and how to correct it. Approvals expire 1 (one) year from the date of approval. Multiple requests require separate applications and fee.

Read the statements below and sign to acknowledge agreement.

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to ensure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or anyof the City’s consultants listed above are my responsibility to reimburse. The City of Riverside shall submit to the development project owner/representative an invoice for the amount(s) necessary to be reimbursed for the development review performed by an outside consultant Per Section 137.01 of the Unified Development Code. I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above-mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: _____ **Date** _____

Applicant Signature: _____ **Date** _____

OFFICIAL USE ONLY

Permit No. _____
 Intake Staff _____
 Date _____ SWPA: _____

Approved _____ Date _____
 Denied _____ Date _____
 Parcel ID _____

Please submit the completed application along with the following items:

Project application and description

- A copy of the current recorded deed
- Project Description (Overview of the proposed development including key elements)
- Neighborhood Meeting Information (Conditional Use Only)

Development plan (please refer to the site plan requirements in Chapter 1105)

- Two copies of the site plan on appropriate size to legibly convey the site plan requirements
- Vicinity map that shows the distance from the property to the nearest intersecting street
- One elevation drawing for new construction.
- An existing condition plan at a scale indicating existing topography, property boundaries, trees, structures, pavements, utilities, and the location of existing directly adjacent properties and their structures
- Lighting Plan (if applicable)
- Landscape Plan (if applicable)
- Grading Plan & Utility Plans (if applicable)
- Sign Plan (if applicable)
- Traffic Analysis (if applicable)
- Digital Copy of all plan documents using SharePoint or other web-based collaborative sharing platform

Fee (Card, Cash or check made payable to City of Riverside)

- Application fee according to the fee schedule below
 1. Conditional Use
 - a. Residential **250.00**
 - b. Non-Residential **400.00**
 2. Plan Review
 - a. Minor Site Plan **600.00**
 - b. Preliminary Major Site Plan **300.00**
 - c. Final Major Site Plan **600.00**
 - d. Major Accessory Use **125.00**
 3. Modification to final plan
 - a. Major **150.00**
 - b. Minor **75.00**
 4. Development Review Deposit **2,500.00***

***137.01 Development Review Deposit** (b) **Extraordinary deposits.** *The City Manager may require a development review deposit to be collected or increased when in the sole discretion of the City Manager that the standard development review deposit would be inadequate to preserve the cash flow of the City. An extraordinary development review deposit shall be in multiples of the standard development review deposit not to exceed any initial deposit of two thousand five hundred dollars (\$2,500.00).*

Sample Site Plan



FULL SITE ADDRESS

Scale: e.g. 1' = 10'

R-3 Residential District

