



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [riversideoh.gov](http://riversideoh.gov)

## Development Request Pre-Application

**PROJECT ADDRESS:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

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

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

Check if same as applicant information

Check Project Type		
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Plan Modification
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Major Accessory Use	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Rezoning Request	<input type="checkbox"/> Variance	

### Project Information:

Project Name (if applicable): \_\_\_\_\_  
Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Rezoning/PUD Only: Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_  
Has this property been subject of a previous development proposal?  Yes  No  
If yes, please list the case number: \_\_\_\_\_

### Read the statements below and sign to acknowledge agreement.

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.

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_  
Intake Staff: \_\_\_\_\_  
Date: \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID \_\_\_\_\_  
Date Complete: \_\_\_\_\_ Staff: \_\_\_\_\_

**Checklist:**

- Project Description (Overview of the proposed development including key elements)
- Concept Plan includes the following elements.
  - Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
  - Vicinity map that shows the distance from the property to the nearest intersecting street
  - North arrow
  - Street name(s) abutting the site
  - Property address, parcel ID, and dimensions
  - Electric, telephone, drainage easements with dimensions
  - Existing and proposed structures with dimensions and distance from property lines (include height and square footage)
- Aerial map of property (found at <https://gis.mcoho.org/VPCore/VP.html?config=aud>)
- \$25.00** Application fee (Credit Card, Cash or Check made payable to the City of Riverside)