



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

Amendment 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

Development Applications		
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Preliminary PUD	<input type="checkbox"/> Text Amendment

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

- Pre-Application meeting with Staff
- A copy of the current recorded deed
- Neighborhood Meeting Information
- Project Description (Overview of the proposed development including key elements)
- A Metes and Bounds Boundary plan on a separate 8.5 x 11" sheet of paper that illustrates the boundary of the legal description, with bearings and distances. Use as many sheets as necessary for legibility. For zoning changes with multiple zoning classifications, label each change as "From" --- "To." (Rezoning & PUD ONLY)
- Development Text (PUD ONLY)
- Copies of Proposed Text Amendment and Zoning Code Research (Text Amendment ONLY)
- Digital Copy of all plan documents using SharePoint or other web-based collaborative sharing platform

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
- Preliminary Lighting Plan (if applicable)
- Preliminary Landscape Plan (if applicable)
- Preliminary Grading Plan & Utility Plans (if applicable)
- Preliminary Sign Plan (if applicable)
- Preliminary Traffic Analysis (if applicable)

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

- Application fee **600.00**

Sample Site Plan



FULL SITE ADDRESS

Scale: e.g. 1' = 10'

R-3 Residential District



