

## Accessory Structure or Use Application

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

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**Check if same as applicant information**

*\*Please completely fill out the contact information for the owner if different than the applicant.*

### Type of Structure Requested (Check One)

- |                                   |                                       |                                       |
|-----------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Carport      | <input type="checkbox"/> Porch        |
| <input type="checkbox"/> Deck     | <input type="checkbox"/> Patio        | <input type="checkbox"/> Shed         |
| <input type="checkbox"/> Walkway  | <input type="checkbox"/> Pool/Hot Tub | <input type="checkbox"/> Ramp         |
| <input type="checkbox"/> Garage   | <input type="checkbox"/> Patio Cover  | <input type="checkbox"/> Other: _____ |

### Accessory Structure Dimensional Information:

Footprint Square Footage of Principal Structure: \_\_\_\_\_

Square Footage of Proposed Structure: \_\_\_\_\_

Number of Existing Accessory Structures: \_\_\_\_\_

Square Footage of Existing Accessory Structures: \_\_\_\_\_

Height of Proposed Accessory Structure: \_\_\_\_\_

### **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.

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

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

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Checklist:**

**Site plan and drawings** (including the following elements) *See site plan example on Page 3.*

- 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)

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

- Application Fee:       \$40
- Work without a Permit Penalty:       Double Total Permit Fee

**Resources:**

Montgomery County Auditor Property Search:

<https://www.mcreatestate.org/search/commonsearch.aspx?mode=address>

Montgomery County GIS Map:

<https://gis.mcoho.org/VPCore/VP.html?config=aud>

# Sample Site Plan



**FULL SITE ADDRESS**  
Scale: e.g. 1' = 10'  
**R-3 Residential District**

