



5200 Springfield Street, Suite 100
 Riverside, OH 45431

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

Development 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

Development Applications		
<input type="checkbox"/> Rezoning/Prelim. PUD Plan	<input type="checkbox"/> Minor Plan Modification	<input type="checkbox"/> Major Waiver
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Major Plan Modification	<input type="checkbox"/> Lot Split/Combo/Replat
<input type="checkbox"/> Prelim. Development Plan	<input type="checkbox"/> Prelim. Subdivision Plat	<input type="checkbox"/> Alley/Easement Vacation
<input type="checkbox"/> Final Dev. Plan/ Site Plan	<input type="checkbox"/> Final Subdivision Plat	<input type="checkbox"/> Text Amendment
<input type="checkbox"/> Major Accessory Use	<input type="checkbox"/> Minor Waiver	

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 _____

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)
- 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)
- Waiver Justification Page (Waiver ONLY)
- Development Text (PUD ONLY)
- Copies of Proposed Text Amendment and Zoning Code Research (Text Amendment 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

Minor Subdivisions

- One copy of the Minor Subdivision Plat (Standard Format) or two copies (Large Format). Plat must be created by a Professional Land Surveyor registered in Ohio.

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

- Application fee according to the fee schedule below
 1. Rezoning/Text Amendment Applications **600.00**
 2. Subdivision Applications
 - a. Preliminary plat **300.00**
 - b. Final plat **500.00**
 - c. Replat/Lot Combo/Lot Split **150.00**
 - d. Street/Easement Vacation **125.00**
 3. Conditional Use
 - a. Residential **250.00**
 - b. Non-Residential **400.00**
 4. Waivers
 - a. Residential **250.00**
 - b. Non-Residential **400.000**
 5. Plan Review
 - a. Site Plan **600.00**
 - b. Preliminary Development Plan **300.00**
 - c. Final Development Plan **600.00**
 - d. Major Accessory Use **125.00**
 - e. Modification to final plan
 - i. Major **150.00**
 - ii. Minor **75.00**
 - f. 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

