



5200 Springfield Street, Suite 100  
 Riverside, OH 45431  
 Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Development Application

**PROJECT ADDRESS:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

Applicant \_\_\_\_\_  
 Applicant Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Person to contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

Owner \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Person to contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

Check if same as applicant information

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

| <b>Development Application</b><br><b>(Projects requiring public review and/or City Council hearing)</b> |   |  |
|---|---|--|
| <input type="checkbox"/> Rezoning/Text Amend.   | <input type="checkbox"/> Major Accessory Use      | <input type="checkbox"/> Conditional Use             |
| <input type="checkbox"/> Prelim. Development Plan   | <input type="checkbox"/> Prelim. Subdivision Plat | <input type="checkbox"/> Lot Split/Combo             |
| <input type="checkbox"/> Final Development Plan   | <input type="checkbox"/> Final Subdivision Plat   | <input type="checkbox"/> Vacation of Street/Easement |

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 any of the City's consultants listed above are my responsibility to reimburse.

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.

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

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

### OFFICIAL USE ONLY

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

Approved \_\_\_\_\_

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

Denied \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Please submit the completed application along with the following items:**

**Project application and description**

- A copy of the current recorded deed (A copy of the current recorded deed(s) for all property included in the subdivision)
- 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 ONLY)
- A Letter of Explanation

**Development plan** (please refer to the site plan requirements on page 4)

- Two copies of the site plan on appropriate size to legibly convey the site plan requirements.
- One set of renderings of the building(s) proposed for the site. The rendering must contain views of **ALL** sides of the building(s).
- 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)
- Digital Copy of all plan documents using SharePoint or other web-based collaborative sharing platform

**Minor Subdivisions** (replat/lot combo, lot split or vacation)

- 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 Applications **\$300.00**
  2. Subdivision Applications
    - a. Preliminary plat **300.00**
    - b. Final plat **500.00**
    - c. Replat/Lot Consolidation **100.00**
    - d. Street name signs **Developer Cost**
    - e. Lot split **250.00**
  3. Conditional Use
    - a. Residential **200.00**
    - b. Commercial/Other **400.00**
    - c. Industrial **400.00**
  4. Development Plan Review
    - a. Preliminary plan **600.00**
    - b. Final plan **300.00**
    - c. Modification to final plan **50.00**
    - d. Major Accessory Use **150.00**

**Note:** *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.*

**FULL SITE ADDRESS**

Scale: e.g. 1' = 10'

**R-3 Residential District**

