

5200 Springfield Street, Suite 100  
Riverside, OH 45431

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

## Driveway Certificate of Zoning Compliance Application

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

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

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Applicant Address \_\_\_\_\_

Owner Address \_\_\_\_\_

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

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

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

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

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

Email \_\_\_\_\_

Email \_\_\_\_\_

Check if same as applicant information

### 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 insure 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.

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

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

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

- One (1) copy of the plan (drawn to scale) on 8 1/2" x 11" or other appropriate size to legibly convey the information.  
Plan must include the following items:
  - Property lines
  - Address
  - Driveway Location with dimensions
  - Material (asphalt, concrete, brick or pavers)
  - Existing Structures
- Application fee (cash or check made payable to the City of Riverside)  
Residential \$40 Non-Residential \$75
- Work without a Permit Penalty: **Double Total Permit Fee**

### OFFICIAL USE ONLY

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

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

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

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

Date \_\_\_\_\_

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

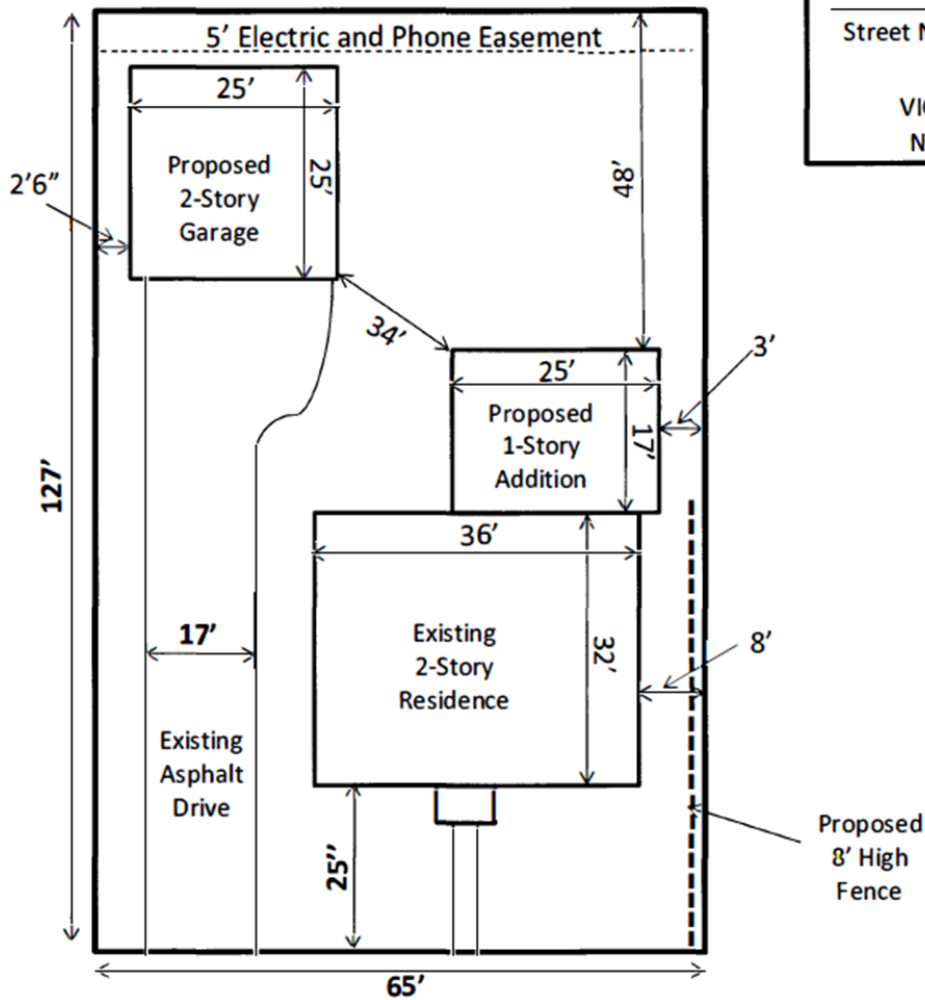
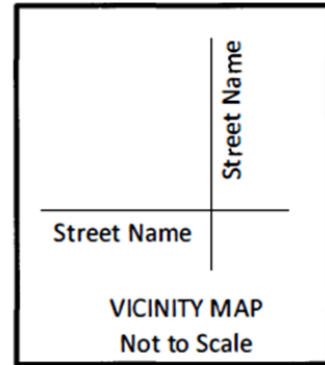
# Sample Site Plan



**FULL SITE ADDRESS**

Scale: e.g. 1' = 10'

**R-3 Residential District**



## Zoning Administrator Use Only

Work in the Right-of-Way? (Curb, Sidewalk, and/or Apron)     Yes    No

Service Dept. Review Required?

Yes  No Date Completed \_\_\_\_\_