



5200 Springfield Street, Suite 100
Riverside, OH 45431

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

New Construction Certificate of Zoning Compliance

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

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

Certificate of Zoning Compliance (New Construction projects)		
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Institutional	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Industrial	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use	

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 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 _____

OFFICIAL USE ONLY

Permit No. _____

Approved _____ Date _____

Intake Staff _____

Denied _____ Date _____

Date _____

Parcel ID _____

Structure Dimensional Information:

Total Square Footage of Proposed Structure(s): _____

Height of Structure: _____

Any Existing Structure on Site? _____

Please submit the completed application along with the following items:

Site plan and drawings

- Site Plan (including the following elements. *See site plan example below.*
- 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 (cash or check made payable to the City of Riverside)

- Application Fee:
 - Residential
 - Single-Family **50.00**
 - Multi-Family **50.00 per unit**
 - Non-Residential **150.00**
- Work without a Permit Penalty: Double Total Permit Fee

Sample Site Plan

FULL SITE ADDRESS

Scale: e.g. 1' = 10'

R-3 Residential District

