



# Community Development Department - Planning Division

3900 Main Street, Riverside, CA 92522 (951) 826-5371 Fax: (951) 826-5981 www.Riversideca.gov

## *Administrative Single Family Residence Review (DR)*

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**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

**TIME:** The initial review will be done within 21 days of submittal of a complete application.

**HEARINGS:** If a hearing is required, the applicant, a representative, or the legal owner should be present.

**APPEAL PROCESS:** If your request is denied, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

- One (1) copy General Application Form
- Three (3) Blueprints of Exterior Building Elevations (one set must be colored), including:
  - a. All sides of all buildings (including carports and accessory buildings).
  - b. Specifications identifying all exterior building materials and colors.
  - c. A sample board 8 ½" x 14" or smaller, with all colors displayed.
  - d. If available, a perspective drawing and/or photographically reproduced rendering.
- Three (3) Blueprints of the Plot Plan (one plot plan must be colored) showing all proposed site improvements, including:

*Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Fold to maximum 8 ½" x 14" size.*

  - a. Building locations, driveways, parking striping, planters, curbing, paved areas.
  - b. Materials, colors and locations of all fences and walls.
  - c. Ground mounted utility and mechanical equipment.
  - d. Locations of all existing trees and major shrubs, indicating ultimate disposition.
- Five (5) blueprints of the Landscape and Irrigation Plans indicating the following:

*Drawing Assembly: Staple irrigation plan to the landscape plan along the left margin and Fold to a maximum dimension of 8 ½" x 14".*

  - a. The locations and species of all existing trees and shrubs specifying those to remain on the site and those to be removed.
  - b. The proposed locations of all new shrubs, trees and groundcovers with each species differentiated on the plan by a distinct plant symbol, letter or number.
  - c. A plant list keyed to the symbols shown on the landscape plan, indicating the full botanic and full common name for each plant species to be used.
  - d. Sizes of each plant type to be used (minimum 5 gallon for shrubs and 15 gallons for trees). Indicate plant spacing for ground covers.
  - e. Specifications for, at a minimum, double staking and tire strip tree ties for all trees.
  - f. Specifications for street trees and parkway groundcovers. (Must be installed at the same time on-site landscaping is installed.
  - g. Contact the Parks Department ((951) 826-2000 for street tree species and spacing requirements.
  - h. All proposed irrigation pipe locations, diameters, materials and thicknesses. (Minimum schedule 40 PVC must be used for main lines, Class 200 for laterals, sleeve laterals under paved areas.)
  - i. All sprinkler head locations with symbols keyed to a list indicating company brand, model and type. (Sprinkler layout should achieve standard double coverage.)
  - j. Location and type of automatic controllers.
  - k. Specifications for valves, vacuum breakers and anti-siphon controls. Valve boxes must be specified where appropriate.
  - l. Specifications for swing joint or other appropriate riser protection