



## INFORMATION FOR FILING A COMPLETE APPLICATION FOR AN ARCHITECTURE AND SITE PLAN REVIEW

### **INITIAL SUBMITTAL**

Prior to the City of Riverbank accepting a complete application, the Development Services Department will provide a precursory review of your proposed project. The following items need to be submitted for this review.

- Completed standard application and environmental information form
- 5-sets 24x26 tentative map
- 5-sets elevations/floor plans
- 5-sets lot layout
- 11" x 17"
- Electrical Submittal
- Findings to support compliance with applicable sections of the GP community character element.

**Once the precursory review has been completed, the following requirements are to be followed:**

Each application must contain the following information, unless specifically waived by the Planning Director. Incomplete applications will not be processed or considered by the Planning Commission and/or City Council. To minimize delay and duplication, the Planning Department encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted**. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Riverbank Planning Department at (209) 869-7128 for assistance.

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| <b>1</b> | <p><b>Completed Application Form, including:</b><br/>         Signature of all property owners<br/>         Environmental Questionnaire Form<br/>         Indemnification Form<br/>         Hazardous Waste Form</p>   |
| <b>2</b> | <p><b>Payment of all application fees.</b> Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.</p> |
| <b>3</b> | <p><b>Plans and Exhibits as described below.</b> All plans shall be prepared by the appropriately</p>  |

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|          | <p>licensed and qualified professional architect, engineer, or surveyor, (<i>Business &amp; Professions Code Chapter 3 Division 3</i>). All plans must be drawn to scale and dimensioned appropriately. Five full size sets of each plan (24 x 36) and 10 copies of each set of plans reduced to 11" by 17" and (1) copy of each set of plans reduced to 8 1/2" by 11" are required.</p> <p><b>Applicant shall also be required to submit to the City of Riverbank Community Development Department the proposed said Architecture and Site Plans in an electronic format (i.e. pdf)."</b></p> <p>➤ <b>Tentative Map</b> showing or containing the following:</p> |
|          | <p><b>Site Plan</b> showing all existing and proposed buildings, structures, and other physical features, including: parking areas, drainage system, driveways, streets, curbs, walkways, fences, walls, light standards, signs, large trees, trash enclosures, proposed signage etc. The site plan shall also indicate the use of directly adjoining properties and include any buildings or other structures within 50 feet of the proposed project.</p>  |
|          | <p><b>Building Material Board</b> showing colors and building materials to be used for the construction of the proposed building (exterior siding, window frames, doors, etc.). Building Material Boards shall each be 8.5" x 11". More than one (1) board showing different materials is expected. Each sample shall clearly illustrate the intended material. Material Boards shall be used for final planning inspection of each building.</p>   |
|          | <p><b>Building Elevations</b> showing the front, side and rear views of typical buildings and structures, including all mechanical, duct work, utility boxes, etc. The building elevations shall identify the type of color of the building materials proposed for all buildings or structures.</p>   |
|          | <p><b>Floor Plans</b> showing entryway, windows, walls, gross floor area, seating arrangements (if applicable) and the intended use of each interior area.</p>  |
|          | <p><b>Landscape Plan</b> showing the type, size and location of all proposed plant materials and irrigation system, etc. Landscape Plan must be prepared by a licensed landscape architect or other legally qualified design professional or contractor.</p>  |
|          | <p><b>Legal Description</b> (one) of the properties proposed for the use permit.</p>  |
| <b>4</b> | <p><b>Preliminary Title Report</b>, not less than six months old, for all properties involved in the proposed subdivision.</p>  |
| <b>5</b> | <p><b>Site Photos</b> (one set) of the site and surrounding area, if requested.</p>   |
| <b>6</b> | <p><b>Assessor's Parcel Map</b> (one) identifying the site of the proposed project.</p>   |
| <b>7</b> | <p>➤ <b>Sign Program</b> showing the type, size, and materials to be used for all proposed signs, including proposed sign copy, (if applicable.)</p>  |
| <b>8</b> | <p><b><u>These items may not be required depending on scope of the project.</u></b></p> <p><b>*TO THE APPLICANT:</b> The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site.</p>  |

However, if the number of parcels is fewer than 30, the radius for notice shall be increased until a minimum of 30 parcels or a maximum of 1000-feet is attained. The list shall include the property owners name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.

Preparation, verification and submittal of property owners list shall be the responsibility of the applicant/most commonly obtained by a Title Company and shall include the following.

- 1 to 4-sets of postage-paid self-addressed envelopes **without** a return address
- 1 copy of the mailing labels as shown on the mailing envelopes
- 1 copy of the 300-foot radius map

**To Title Companies:** Please prepare the property owner's list as follows:

**Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED. The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).**

1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll.
2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for.
3. Example mailing labels: (THE LABELS MUST BE IN APN ORDER)

000-00-00  
 John Smith  
 12 Some Street  
 Anywhere, CA 93246

**\*4. At the applicants request the City of Riverbank can print the labels and supply the radius map as long as the applicant provides the labels and the postage-paid self-addressed envelopes **without** a return address.**

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| <b>9</b>  | Declaration of Posting of <b>NOTICE OF DEVELOPMENT PERMIT APPLICATION (attached)</b><br><b><u>Sign must be posted on the project property 10-days prior to the Planning Commission Meeting. (See attached last page of the Standard Application)</u></b> |          |
| <b>10</b> | Fees Due payable to City of Riverbank  | \$ _____ |
|           | Fees Due payable to Stanislaus County Clerk Recorders  | \$ _____ |

**There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code, which can relate to the aesthetics of your project (ie: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Development Services Director. This may create costs to your project which are not clearly identified.**

## NOTICE TO ALL APPLICANTS

The City of Riverbank is required to collect the following filing fees for the Stanislaus County Clerk on behalf of the California Department of Fish and Game.

*A separate check for these items shall be made payable to the Stanislaus County Clerk as applicable for your project. It will be required upon environmental determination by the City of Riverbank Development Services Department.*

**NOTE: Your project will not be scheduled for hearing before the Planning Commission and/or City Council until the applicable fee has been submitted to the Development Services Department.**

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Quality Act (CEQA) but with no effect (DeMinimus) of Fish and Game Resources.

**\$57.00** - County Documentary Handling Fee for Department of Fish and

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Act with **some** effect on Fish and Game Resources.

**\$2,210.00** – plus a **\$57.00** documentary handling fee.

- Any project for which an **Environmental Impact Report** is prepared pursuant to the California Environmental Quality Act (CEQA) with **some** effect on Fish and Game Resources.

**\$3,069.75** – plus a **\$57.00** documentary handling fee.

- Certified Regulatory Program - **\$1,043.75** - plus a **\$57.00** documentary handling fee.