

Chapter 19.660 GENERAL APPLICATION PROCESSING PROCEDURES

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19.660.040 Submittal requirements.

A. *Application for a Land Use or Development Permit.*

1. Every application for a land use or development permit shall include a completed application form designated for the particular request.
2. Each application shall include particular maps, plans, and other data about the project development, project site and vicinity deemed necessary by the Community & Economic Development Department Director, or his/her designee, to provide the recommending and final Approving and Appeal Authorities with adequate information on which to base decisions.

B. Administrative adjustment.

1. Any application that may require minor, administrative adjustments from the standards set forth in this Title shall include a written request to the Community & Economic Development Department Director, or designee. Minor, administrative adjustments from the standards set forth in this Title shall include the following:

- a. A maximum increase of 10% in the allowed sign area and height.
- b. A maximum decrease of 20% in the required setbacks, except in no case shall this provision permit a setback of fewer than 5 feet.
- c. A maximum decrease of 20% in the required distance between structures on the same site on multifamily lots.
- d. A maximum decrease of 10% in the required parcel dimensions (area, depth, and width).
- e. A maximum decrease of 5% or 1 space, whichever is greater, in the required parking spaces.
- f. A maximum decrease of 10% in required landscaped dimensions (area, depth, or width).
- g. Any other standards not addressed by these provisions may be permitted up to a 10% adjustment as determined by the Community and Economic Development Department Director.

2. These provisions shall not apply in the Residential Conservation (RC) and Residential Agricultural (RA-5) zones, or in an industrial zone where located within 200 feet of a sensitive receptor as defined by Section 19.130.030.

3. The Community and Economic Development Department Director, or designee, may approve, conditionally approve, or deny the request.

CB. *Signature and fees required.*

1. Applications will not be accepted by the Planning Division without required signed application forms.

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2. Any owner or the owner's authorized representative may sign an application.
 3. The City Manager, or his/her designee, may sign an application for City-initiated projects.
 4. Fees shall be those established by City Council Resolution and published in the Schedule of Fees available from the Planning Division.

DC. All applications requiring discretionary approval may be required to include a project-specific Water Quality Management Plan (WQMP) pursuant to the requirements of the Municipal Separate Storm Sewer System (MS4) Permit.

ED. *Indemnification.*

1. With the submittal of any application, the owner and/or applicant agrees that upon approval of its application the owner and/or applicant shall defend, indemnify, including reimbursement, and hold harmless the City of Riverside, its agents, officers and employees from any claim, action or proceeding against the City of Riverside, its agents, officers or employees, that attacks, set asides, voids, or annuls, any approval by the City concerning:
 - a. Any such approval of the City: and/or
 - b. An action taken to provide environmental clearance under the California Environmental Quality Act (CEQA) by its advisory agencies, appeal boards or City Council.
2. The owner and/or applicant shall execute an indemnification agreement in a form acceptable to the City Attorney.
3. In the event any claim, action or proceeding is brought, the City shall promptly notify the owner and/or applicant of the existence of the proceeding and the City will cooperate fully in the defense of the proceeding. Nothing in this section shall prohibit the City from participating in the defense of any proceeding.
4. In the event that the applicant is required to defend the City in connection with any proceeding described in this section, the City shall retain the right to approve:
 - a. The counsel to so defend the City;
 - b. All significant decisions concerning the manner in which defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.
5. The City shall also have the right not to participate in the defense, except that the City agrees to cooperate with the applicant in the defense of the proceeding. If the City chooses to have counsel of its own defend any proceeding where the applicant has already retained counsel to defend the City in such matters, the fees and expenses of the counsel selected by the City shall be paid by the City.

(Ord. 7552 §28, 2021; Ord. 7331 §102, 2016; Ord. 7235 §13, 2013; Ord. 6966 §1, 2007)

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