



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna  
Director

## APPLICATION FOR CHANGE OF ZONE

CHECK ONE AS APPROPRIATE:

**Standard Change of Zone**

There are three different situations where a Planning Review Only Change of Zone will be accepted:

- Type 1:** Used to legally define the boundaries of one or more Planning Areas within a Specific Plan.
- Type 2:** Used to establish or change a SP zoning ordinance text within a Specific Plan.
- Type 3:** Used when a Change of Zone application was conditioned for in a prior application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

### APPLICATION INFORMATION

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Engineer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-3157

Desert Office · 38686 El Cerrito Road  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*



**APPLICATION FOR CHANGE OF ZONE**

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Thomas Brothers map, edition year, page number, and coordinates: \_\_\_\_\_

Proposal (describe the zone change, indicate the existing and proposed zoning classifications. If within a Specific Plan, indicate the affected Planning Areas):

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Related cases filed in conjunction with this request:

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**APPLICATION FOR CHANGE OF ZONE**

**RIVERSIDE COUNTY PLANNING DEPARTMENT  
CASE SUBMITTAL PACKAGE**

To insure that all applications are processed smoothly, and to minimize time between submittal of the application and completion, the applicant must provide the following information, plans, and fees, together with the completed application.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL REQUIRED INFORMATION IS PRESENT.

	Zone Change Type			
	Standard	1	2	3
1. Completed and signed application.	X	X	X	X
2. Change of Zone Deposit-based fee.	X	X	X	X
3. Twenty (20) copies of complete and accurate site plan exhibit (See Primary Exhibit Checklist below). Exhibits must be folded no larger than 8.5" x 14" in size.	X	X		X
4. One (1) copy of Assessor's Map, with the subject property identified.	X	X		X
5. One (1) copy of property's legal description as recorded in the Office of the County Recorder.	X	X		X
6. Submittal of the current fees for County of Riverside County Counsel review of Specific Plan Zoning Ordinance text (separate check, not to be deposited into Change of Zone deposit set.)			X	
7. Ten (10) paper copies and an electronic copy (Microsoft Word format) of the entire existing Specific Plan zoning ordinance text, with the proposed zoning ordinance text changes shown in red-lined/strikeout for comparison.			X	

**CHANGE OF ZONE PRIMARY EXHIBIT**

The following minimum information is required on the primary exhibit. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, AN EXPLANATORY NOTE MUST BE PLACED ON THE EXHIBIT NEXT TO THE REVISION BLOCK, EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible. NOTE: Additional information may be required during review of the land use proposal, including information not specifically required by this checklist. Exhibits must be folded to a size no larger than 8½ " x 14".

1. Name, address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits.
6. North arrow.
7. Date Exhibit Prepared.

**APPLICATION FOR CHANGE OF ZONE**

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8. Title of Exhibit (i.e. "Change of Zone").
9. Complete legal description of property.
10. Overall dimensions and total net and gross acreage of property.
11. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
12. Thomas Brothers map page and coordinates. (Identify edition year used)
13. Location of adjoining property and lot lines.
14. Existing and proposed zoning and land use of property.
15. Existing use and zoning of property immediately surrounding subject property.
16. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
17. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
18. FEMA mapped floodplains and floodways including zone designations.

**CHANGE OF ZONE FINAL MAP REQUIREMENTS**

SUBSEQUENT REQUIREMENTS FOR TYPE 1, TYPE 3, AND STANDARD CHANGE OF ZONE APPLICATIONS:

**Prior to completion of administrative review of the Change of Zone application**, the applicant must prepare and submit a Change of Zone Final Map to County Geographical Information Systems (GIS) Staff for review and approval (see No. 14). If the Map is deemed unacceptable, it must be revised and resubmitted until such time it is deemed acceptable. The Change of Zone Final Map must include all of the elements/information listed below:

1. The Change of Zone Final Map shall be drawn clearly depicting the new zoning boundaries with a complete legal description on an 18" x 26" sheet. All writing must be clearly drawn and legible. Because the map will ultimately be published in a newspaper at a significantly reduced size (approximately 2 x 3) in order to satisfy the legal requirements of adopting the change of zone, the map preparer should consider using a font size similar to that used in either Format A or B, whenever possible. No freehand drawn maps will be accepted. Section lines may be used in place of bearings whenever the proposed zoning boundaries exactly follow these lines.
2. If the site or property is located in a Zoning District, follow the format that applies (**FORMAT A**). Type/insert the Zoning District name between "CHANGE OF OFFICIAL ZONING PLAN" and "DISTRICT;" or,
3. If the site or property is located in a Zoning Area, follow the format that applies (**FORMAT B**). Put the Zoning Area name just above section, township, and range description (at the top part of the format).
4. The property in question must be drawn to acceptable scale (see acceptable scales list, #8 below) with all proposed zonings and their boundaries clearly delineated (use solid bold line

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type). **Boundaries must be taken to adjacent centerline of street(s) regardless of ownership boundaries**, exceptions are possible when applicable. **All bearings, distances, and radial bearings** are required, unless a recorded map description exists and can be used instead. Recorded map descriptions cannot be used to describe portions of the property. When needed, use a data reference table. Use additional formatted pages if necessary for drawing of property and/or data reference table.

5. Show all streets adjacent to property and nearest cross streets, state their names, and denote centerlines. Please, see samples provided. **It is very important that distances and bearings be provided to the nearest section point for locational purposes in the County's coordinate system.** If no section points are available, a distance and bearing to nearest cross street intersection will be sufficient.
6. Provide section numbers at all section centers or corners near the property (if applicable). Provide section(s), township(s), and range(s) where property is located at the upper center of map. (See samples.)
7. Label the proposed **zoning classification label(s) in bold letters in center of zoning boundary or boundaries.** Use arrows when not enough space is available. (See samples.)
8. Show map scale in feet at the lower right of the map (see samples). Acceptable scales include: 1 inch = 50, 60, 80, 100, 200, 300, 400, 500, 600, 800, 1,000, 2,000, 3,000, 4,000, 5,000, 6,000, 8,000 feet. In special circumstances 1 inch = 1,500, 2,400 feet may be used. Direction of North arrow should remain as indicated in FORMAT A and B, unless it is absolutely necessary to depict the map with a different orientation.
9. Type the change of zone number (no preceding zero is necessary), at the lower center of the map and assessors' parcel number at the bottom left corner. (See samples.)  
  
**Note:** The County will assign a map number, ordinance number, and date, at a later time. Leave those areas blank until instructed otherwise. The applicant/engineer will be contacted and given the information in order to add it to the map, just prior to final adoption.
10. Type the proposed zoning classification under "Legend" (inside box) and the zoning classification description(s) next to box (see samples). Use extra space for multiple zoning classifications, when needed.
11. If the proposed zoning is "SP Zone" with individual Planning Areas, a typed legal description will be required for each Planning Area, and for the exterior boundary of the entire change of zone. **All distances and bearings, as well as radial bearings for non-tangent curves, need to be shown on the map (exterior boundary and boundaries for each Planning Area).** If the drawing scale does not allow enough space to clearly show all the information then the property may be shown in sections and enlarged in additional pages (detail areas are also acceptable) and data reference tables are also an option. Label each Planning Area with the corresponding number (e.g. "P.A. 23.")
12. For further information and assistance in drawing a Change of Zone Final Map, please contact the TLMA GIS/Information Resources by phone at (951) 955-3288/955-6211, or by mail at 4080 Lemon Street, 14<sup>th</sup> Floor, Riverside, CA 92502.

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13. Two (2) full size (18" x 26") paper copies of the Change of Zone Final Map must be either delivered to the front counter (attn. Stella Spadafora or Christina Lindsay, TLMA/GIS) on the 14<sup>th</sup> floor of the County Administrative Center, 4080 Lemon Street, Riverside CA, 92502, or mailed to the address indicated above, for review and approval, prior to scheduling the project for public hearing. In addition, a separate typed legal description (on 8½" x 11" paper) of the property depicted on the Change of Zone Final Map must also be submitted. Simple maps do not require a separate typed legal description. **It's important that all maps and paper information that is submitted be labeled with the Change of Zone number.**

When the maps are submitted, GIS will check the format, run closures utilizing the map and legal descriptions provided, and make sure that the boundaries agree with what the Planning Commission has approved, in order for the map to be given approval. This check can take anywhere between one to four weeks, depending on each case individually, and whether or not there are corrections needed. The more accurate and clear a map is, the faster the review process will be done.

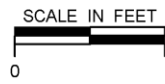
After the Board of Supervisors approves the Change of Zone, the Change of Zone Final Map will be scheduled before the Board for adoption. County Counsel and Clerk of the Board require at least 2 weeks for placing the item in the agenda and completing all necessary paper work.

14. County Counsel will assign a map and ordinance number, as well as the scheduled date that the Change of Zone Final Map will be adopted. This information will be then provided to the applicant/engineer of the change of zone, to be added to the final map. A final package will at that time be required, and must contain the newest information. The final map package will consist of the following:
  - A. Two (2) full size paper copies (18" x 26") of the Change of Zone Final Map.
  - B. Two (2) reduced paper copies (8½" x 11") of the Change of Zone Final Map.
  - C. One (1) digital image of the Change of Zone Final Map in format and media acceptable to the TLMA GIS staff (e.g. format: TIFF, PDF, or JPEG; media: diskette, Compact Disc (CD) or Digital Video Disc (DVD)). No DWG or DXF formats will be accepted. **Media should be clearly labeled with the Change of Zone number.**

The final package needs to be submitted at least one week prior to the adoption date.

SEC. , T. S., R. . S. B. B. & M.

LEGEND



MAP NO.  
CHANGE OF OFFICIAL ZONING PLAN

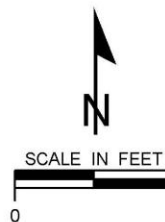
DISTRICT  
CHANGE OF ZONE CASE NO.  
AMENDING ORDINANCE NO. 348  
ADOPTED BY ORDINANCE NO.  
(DATE)

ASSESSORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

**FORMAT A**

SEC. , T. S., R. W. S. B. B. & M.

LEGEND

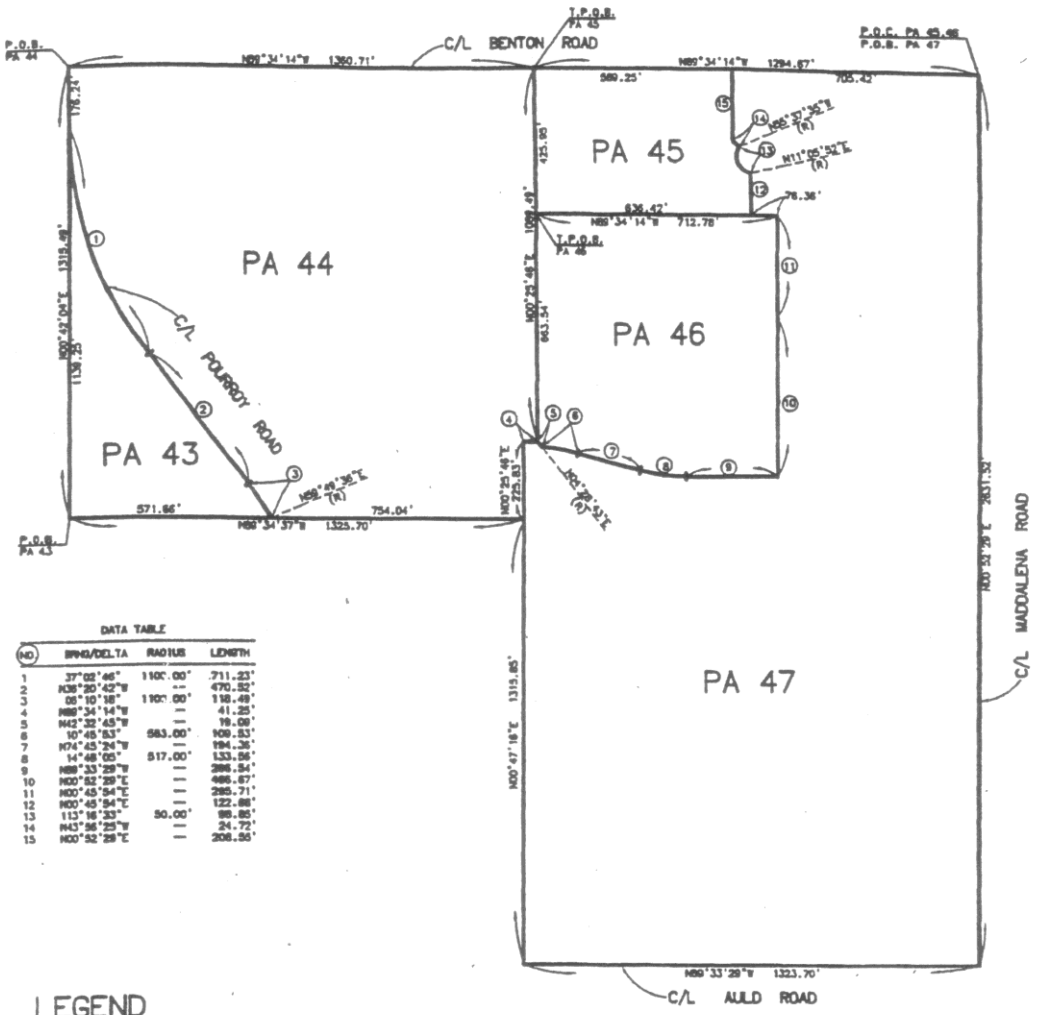


MAP NO.  
CHANGE OF OFFICIAL ZONING PLAN  
AMENDING  
MAP NO. 2, ORDINANCE NO. 348  
CHANGE OF ZONE CASE NO.  
ADOPTED BY ORDINANCE NO.  
(DATE)

ASSESSORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

**FORMAT B**

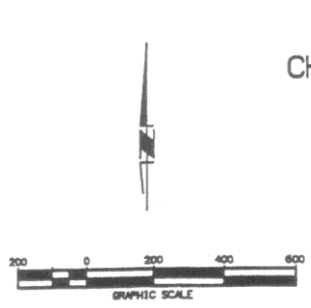
RANCHO CALIFORNIA  
SEC. 4, T. 7S., R. 2W. S.B.M.



DATA TABLE

NO	BVGD/DELTA	RADIUS	LENGTH
1	37°02'46"	1100.00'	711.23'
2	N08°20'42"W	---	470.52'
3	08°10'18"	1100.00'	118.49'
4	N89°34'14"W	---	41.25'
5	N43°30'45"W	---	19.00'
6	10°45'53"	963.00'	109.53'
7	N74°45'24"W	---	194.26'
8	14°48'05"	517.00'	133.56'
9	N89°33'29"W	---	286.54'
10	N00°52'29"E	---	486.67'
11	N00°45'54"E	---	285.71'
12	N00°45'54"E	---	122.88'
13	113°16'33"	50.00'	89.80'
14	N43°36'23"W	---	24.72'
15	N00°52'29"E	---	206.56'

LEGEND  
SP ZONE SPECIFIC PLAN (SP 286 #1)



MAP NO. 2.1957  
 CHANGE OF OFFICIAL ZONING PLAN  
 AMENDING  
 MAP NO. 2 ORDINANCE NO. 348

CHANGE OF ZONE CASE NO. 6494  
 AMENDING ORDINANCE NO. 348  
 ADOPTED BY ORDINANCE NO. 348.3951



APN'S: 956-040-002 THROUGH 008, 017 & 018  
 RIVERSIDE COUNTY BOARD OF SUPERVISORS  
 JULY 11, 2000  
 JN 15100044-88  
 JUNE 22, 2000

**SAMPLE FOR SPECIFIC PLAN ZONING**

MAP DATA: 15100044.DWG \ ERJBT15184CE\956.DWG 06/27/00 8:42 am



















