FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Change of Zone application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

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

<table>
<thead>
<tr>
<th>Zone Change Type</th>
<th>Standard</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A completed and signed application form.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. A legal description for each property involved as recorded in the Office of the County Recorder. A grant deed of each property involved will suffice.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. A complete and accurate Site Plan exhibit (See Primary Exhibit Checklist below).</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. A map with the subject property identified.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. An electronic copy (Microsoft Word format) of the entire existing Specific Plan zoning ordinance text, with the proposed zoning ordinance text changes shown in redline/strikeout for comparison.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. A completed and signed Land Use and Permit Application Processing Agreement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>9. A completed and signed Indemnification Agreement Property Owner’s Information package.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>11. 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.)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Initial payment of deposit-based fee for the Change of Zone application type.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

CHANGE OF ZONE PRIMARY EXHIBIT

The following checklist identifies the minimum information required on the primary exhibit. IF ANY INFORMATION IS NOT APPLICABLE TO THIS SPECIFIC PROJECT, AN EXPLANATION NOTE MUST
BE PLACED ON THE EXHIBIT, EXPLAINING WHY THE INFORMATION IS NOT NECESSARY OR APPLICABLE. 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.

1. Name, address, telephone number, and email of applicant, the land owner(s), and the exhibit preparer.
2. Assessor’s Parcel Numbers and, if available, address of the property.
3. Scale (number of feet per inch) Use Engineer’s Scale for all maps/exhibits.
4. North arrow.
5. Date Exhibit Prepared.
6. Title of Exhibit (i.e. “Change of Zone”).
7. Complete legal description of property.
8. Overall dimensions and total net and gross acreage of property.
9. 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.)
10. Location of adjoining property and lot lines.
11. Existing and proposed zoning classification and land use designation of the subject property and the properties immediately surrounding subject property.
12. 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.
13. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
14. 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 Item No. 14 below). 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, (see Item No. 8 below) with all proposed zonings and their boundaries clearly delineated (use solid bold line 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 the time of reviewing the Final Zoning Map. 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 RCIT GIS Department by phone at (951) 955-3288, or by mail at 4080 Lemon Street, 14th Floor, Riverside, CA 92502.

13. Two 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, TLMA/GIS) on the 14th 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 staff 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 full size paper copies (18” x 26”) of the Change of Zone Final Map.

B. Two reduced paper copies (8½” x 11”) of the Change of Zone Final Map.

C. One 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.) No DWG or DXF formats will be accepted. **Media should be clearly labeled with the Change of Zone number.**

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link [http://rctlma.org/Departments/Administrative-Services/Ombudsman](http://rctlma.org/Departments/Administrative-Services/Ombudsman) for more information.
MAP NO.
CHANGE OF OFFICIAL ZONING PLAN

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

RIVERSIDE COUNTY BOARD OF SUPERVISORS

FORMAT A
SEC. 3, T. S., R. W. S. B. B. & M.

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

RIVERSIDE COUNTY BOARD OF SUPERVISORS

ASSESSORS PARCEL NO.

LEGEND

SCALE IN FEET

0
SAMPLE FOR SPECIFIC PLAN ZONING
MAP NO. 40.034
CHANGE OF OFFICIAL ZONING PLAN
THOUSAND PALMS
DISTRICT
CHANGE OF ZONE CASE NO. 6.482
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3947
JULY 11, 2000
RIVERSIDE COUNTY BOARD OF SUPERVISORS

A.P.N.: 850-080-003

SAMPLE FOR MULTIPLE ZONES
SAMPLE FOR MULTIPLE ZONES TIED TO SECTION POINTS
SAMPLE USING RECORDED MAP DESCRIPTION
SAMPLE FOR MULTIPLE ZONES WITH ADDITIONAL SHEET FOR DATA TABLE (PG 1 OF 2)
<table>
<thead>
<tr>
<th>M</th>
<th>Date</th>
<th>Bearing</th>
<th>Rest.</th>
<th>Length</th>
<th>Tangent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
<tr>
<td>2</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
<tr>
<td>3</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
<tr>
<td>4</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
<tr>
<td>5</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
<tr>
<td>6</td>
<td>02/10/24</td>
<td>120°22'47&quot;</td>
<td>300.30'</td>
<td>83.38'</td>
<td>71.85'</td>
</tr>
</tbody>
</table>

**Legend**

- **R-A**: Residential Agricultural
- **R-A-1**: Residential Agricultural (1 acre min. lot area)
- **R-5**: Open Area Combining Zone Residential Developments

**Map No. 59.047**

**Change of Official Zoning Plan**

**Woodcrest District**

**Change of Zone Case No. 6344**

**Amending Ordinance No. 348**

**Adopted by Ordinance No. 348.3893**

**November 16, 1999**

**Riverside County Board of Supervisors**

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**Sample for multiple zones with additional sheet for data table (PG 2 of 2)**
SAMPLE FOR EXHIBIT TIED TO NEAREST CROSS STREET
SAMPLE OF EXHIBIT TIED TO NEAREST STREET INTERSECTION AND BREAK LINE