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.

<table>
<thead>
<tr>
<th>FILING INSTRUCTIONS CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A CHANGE OF ZONE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:</td>
</tr>
<tr>
<td>Digital copies of the following items in a format acceptable to the Planning Department (e.g. PDF).</td>
</tr>
<tr>
<td>1. ☐ A completed General Application Form (not required if applying using PLUS Online).</td>
</tr>
<tr>
<td>2. ☐ A completed and signed Applicant-Property Owner Signature Form.</td>
</tr>
<tr>
<td>3. ☐ A completed Change of Zone Supplemental Information Form.</td>
</tr>
<tr>
<td>4. ☐ A scaled Site Plan/Land Use Plan (Exhibit “A”) delineating the subject property, including the required items identified below.</td>
</tr>
<tr>
<td>5. ☐ A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.</td>
</tr>
<tr>
<td>6. ☐ 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>
</tr>
<tr>
<td>7. ☐ Initial payment of deposit-based fees for the Change of Zone application type and an initial payment of deposit-based fees for an Initial Study.</td>
</tr>
<tr>
<td>8. ☐ For a Change of Zone application to Establish or Modify a Specific Plan Zoning Ordinance Text, also submit the current fee for the “County Counsel Services – Review of Specific Plan Zoning Ordinance,” as designated on the Planning Dept. Fee Schedule. (Separate check, not to be deposited into Change of Zone deposit set.)</td>
</tr>
</tbody>
</table>

Site Plan/Land Use Plan (Exhibit “A”) Required Items
1. Identify the type of Change of Zone application proposed:

   Standard Change of Zone (Mapped Change)

   Planning Review Only Change of Zone - Type 1. Used to legally define or modify the boundaries of one or more Planning Areas within a Specific Plan.

   Planning Review Only Change of Zone - Type 2. Used to establish or modify a SP Zoning Ordinance Text within a Specific Plan.

   Planning Review Only Change of Zone - Type 3. Used when a Change of Zone was Conditioned for in a Prior Approved Application.

   Provide a Title on the Exhibit that indicates the type of Change of Zone (e.g. “Standard Change of Zone,” “Specific Plan Planning Area Boundary Change of Zone,” “Specific Plan Zoning Ord. Change of Zone,” or “Change of Zone Conditioned by Prior Approved Application”).

   If the latter, also identify the approved Plan’s type and number, its date of approval and hearing body, and the condition of approval number requiring the processing of a Change of Zone application.

2. Name, address, telephone number, and email of applicant, land owner(s), and exhibit preparer.

3. Assessor’s Parcel Numbers and, if available, address of the property.

4. Identify Exhibit’s Scale (number of feet per inch). Use Engineer’s Scale.

5. North arrow.

6. Date Exhibit Prepared.

7. Names of utility purveyors (water, sewer, gas, electricity, telephone, and cable television) and school district(s).

8. Complete legal description of property.

9. Overall dimensions and total net and gross acreage of property.

10. Location and dimensions of existing structures, buildings, easements and/or uses, FEMA mapped floodplains and floodways including zone designations onsite.

11. Vicinity map, showing adjacent property lot lines and location and name of adjacent streets.

12. Identify the underlying Zoning Area or Zoning District name, and the Existing and Proposed Zoning Classification(s) and General Plan Land Use Designation(s) of the subject property and the adjacent properties.

13. If project is within a Specific Plan, indicate the Specific Plan Name and Number, the Planning Area Alphanumeric reference(s) and the Land Use Designation of subject property and all adjacent property.

The Exhibit 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.

Additional Information such as Special Technical Studies may also be required, including, but not limited to:
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; unless the Assistant TLMA Director waives this requirement if it can be shown to the satisfaction of the Director that the property owner(s) have owned the property(ies) consistently for at least the last five years.

A completed Project Specific Water Quality Management Plan (WQMP) Checklist Form for the applicable Watershed (and if the Checklist Form concludes a WQMP is required, a Preliminary Project Specific Water
Quality Management Plan will be necessary as well), if the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed, or the Whitewater River Watershed.

CHANGE OF ZONE FINAL MAP REQUIREMENTS

SUBSEQUENT REQUIREMENTS FOR TYPE 1. (Specific Plan P.A. Boundary Change of Zone), TYPE 3. (Conditioned by Prior Approved Application), 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 subject 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 subject 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.

13. Two full size (18” x 26”) paper copies of the Change of Zone Final Map must be provided to RCIT GIS staff (attn. Stella Spadafora) for review and acceptance, 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 can be completed.

14. County Counsel will assign a map and ordinance number. 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.
FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

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 RCIT 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) Permit Assistance Team. Click on the following link for more information: https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team.
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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
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<td></td>
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</table>

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
JULY 11, 2000
RIVERSIDE COUNTY BOARD OF SUPERVISORS

SAMPLE FOR SPECIFIC PLAN ZONING
SEC. 26 T.3S., R.5W. S.B.B. & W.

LEGEND

A-1-1 LIGHT AGRICULTURE ONE ACRE MIN. LOT AREA

MAP NO. 59.048

CHANGE OF OFFICIAL ZONING PLAN
WOODCREST DISTRICT

CHANGE OF ZONE CASE NO. 6205
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3907
DECEMBER 21, 1999
RIVERSIDE COUNTY BOARD OF SUPERVISORS

SAMPLE FOR EXHIBIT TIED TO SECTION POINTS
SAMPLE FOR MULTIPLE ZONES
SAMPLE FOR MULTIPLE ZONES TIED TO SECTION POINTS
SAMPLE USING RECORDED MAP DESCRIPTION
<table>
<thead>
<tr>
<th>No.</th>
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<th>Percent</th>
<th>Length</th>
<th>Target</th>
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</thead>
<tbody>
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<td>S 10° 47' 45&quot;</td>
<td>45.00'</td>
<td>83.00</td>
<td>114.45</td>
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<tr>
<td>2</td>
<td>10/10/45</td>
<td>W 10° 45' 00&quot;</td>
<td>360.00'</td>
<td>308.65</td>
<td>51.35</td>
</tr>
<tr>
<td>3</td>
<td>10/10/45</td>
<td>S 10° 47' 45&quot;</td>
<td>129.60'</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>11/10/45</td>
<td>W 10° 45' 00&quot;</td>
<td>108.74'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11/10/45</td>
<td>S 10° 47' 45&quot;</td>
<td>106.73'</td>
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<td></td>
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<tr>
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<td>W 10° 45' 00&quot;</td>
<td>104.73'</td>
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<td></td>
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<tr>
<td>7</td>
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<td>S 10° 47' 45&quot;</td>
<td>102.73'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>11/10/45</td>
<td>W 10° 45' 00&quot;</td>
<td>100.73'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>11/10/45</td>
<td>S 10° 47' 45&quot;</td>
<td>98.73'</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend**

- **R-A**: Residential Agricultural
- **R-A-1**: One Acre Minimum Lot Area
- **R-5**: Open Area Combining Zone Residential Development

**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)**
SEC. 36 T.2S., R.7W. S.B.B. & W. 
SEC. 1 T.3S., R.7W. S.B.B. & W.

LEGEND

R-A-1  RESIDENTIAL AGRICULTURAL 
       Estate Win. LOT AREA

W-1     WATERCOURSE

MAP NO. 38.034
CHANGE OF OFFICIAL ZONING PLAN
PRADO-MIRA LOMA
DISTRICT
CHANGE OF ZONE CASE NO. 6168
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3659
JANUARY 17, 1995
RIVERSIDE COUNTY BOARD OF SUPERVISORS

SAMPLE 2
SAMPLE FOR EXHIBIT TIED TO NEAREST CROSS STREET
SAMPLE OF EXHIBIT TIED TO NEAREST STREET INTERSECTION AND BREAK LINE
SAMPLE OF SIMPLE MAP