



John Hildebrand
Planning Director

RIVERSIDE COUNTY

PLANNING DEPARTMENT

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 ensure that the application can be processed in the most expeditious manner possible.

FILING INSTRUCTIONS CHECKLIST

A CHANGE OF ZONE FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. ☐ A completed General Application Form.
2. ☐ A completed and signed Applicant-Property Owner Signature Form.
3. ☐ A completed Change of Zone Supplemental Information Form.
4. ☐ A scaled Site Plan/Land Use Plan (Exhibit "A") delineating the subject property, including the required items identified below.
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.
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.
7. ☐ Initial payment of deposit-based fees for the Change of Zone.
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.*)
9. ☐ For Change of Zone applications establishing a new boundary, legal description or metes and bounds and a **closure report** from a professional surveyor is necessary. A closure report submitted for your complete legal description including new interior boundaries will be reviewed by the survey department. Typical projects requiring this includes creation of new parcels including mergers and splits, Specific Plans including planning areas, Agricultural Preserves, etc.

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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 later, 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, landowner(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 as provided in title report and grant deed with legal description that clearly delineates complete area for change of zone.
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. This can be found using within the Parcel Report within MapMyCounty.
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

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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.

If the project site is located within the [Santa Ana River Watershed](#), or the [Santa Margarita River Watershed](#), or the [Whitewater River Watershed](#), a completed Project-Specific Water Quality Management Plan (WQMP) Checklist Form for the applicable Watershed will be required; and if the Checklist Form concludes a WQMP is required, then a Preliminary Project-Specific Water Quality Management Plan will be necessary as well.

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:

CHANGE OF ZONE FINAL MAP REQUIREMENTS

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 the the planner for review and approval (see Item No. 10 below). If the Map is deemed unacceptable, it must be revised and resubmitted until such time it is considered acceptable. The Change of Zone Final Map must be created following the instructions below and include all the elements/information listed:

1. **MAP SIZE:** The required map size is 18" x 26". All text must be legible when map is reduced to 8.5" x 11" size.
2. **MAP FORMAT:** The map format to be used is determined by the case location, as the County is divided into zoning districts and zoning areas. Find formats and samples within this document. Please use the format that applies to your case. See examples within this packet.

To satisfy the legal requirements of adopting the change of zone, the map preparer should consider using font type and sizes like the ones used in both Format A and B, whenever possible. No freehand drawn maps will be accepted.

3. **CLOSURE REPORTS;** For boundaries established within this Change of Zone, it is necessary to file a Closure Report to the County. Once this is submitted and responded to, the Closure Report should accompany the Supplement Requirements. Submittal requirements can be identified by the Survey department through the Planner. At a minimum, Grant Deed with legal description (or metes and bounds), survey closure report, and CAD files are often required for verification of required boundaries established by this project or associated projects.

A. BOUNDARY OUTLINE AND LEGAL DESCRIPTIONS: The Change of Zone Final Map must be drawn clearly depicting the proposed zoning boundaries using a solid bold line and displaying the complete legal description. **Boundaries must be taken to adjacent centerline of street(s).** Exceptions are possible if the situation merits, for example, adjacent highways/freeways. **All metes and bounds as well as radial bearings are required** unless a recorded map description is available, which can be used instead. Recorded map descriptions are not allowed when the boundary is only a portion of such recording. When needed, use a data reference table. Use additional formatted pages, if necessary, for drawing of property and/or data reference table.

B. BOUNDARY TIE POINT: Point of beginning of boundary descriptions should be tied to the nearest established cross street intersection, or closest section point within a township and range. Show all streets adjacent to the property as well as cross streets that are relevant to the project.

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Use thinner line types for streets. Identify all street names and denote centerlines with the symbol \oplus . Please see samples provided.

5. **SECTION, TOWNSHIP AND RANGE:** Provide section(s), township(s), and range(s) where property is located, at the upper center of map. See samples. Also, provide section numbers at all section centers, or corners near the property (if applicable). Use light gray color font if possible.
6. **PROPOSED ZONING LABEL:** Label the proposed zoning classification(s) in bold letters in center of zoning boundary or boundaries if multiple ones. Do not use italic fonts. Please use arrows when there's not enough space for the labels available within the boundaries. See samples.
7. **MAP SCALE AND NORTH ARROW:** Show map scale in feet at the lower right of the map. See samples. Orientation of map should stay vertical unless there's a special need to depict the map differently, in which case the north arrow should indicate the correct orientation of the property.
8. **INFORMATION NEEDED ON THE MAP:** Type the change of zone number where indicated at the lower center of the map, and assessor parcel number(s) (APNs) at the lower left corner. See samples. Type the proposed zoning classification inside the rectangle box(es), shown in format, and the zoning classification description(s) next to box(es). Follow samples. Use extra space for multiple zoning classifications when needed. The rectangle boxes must be of the same line weight as the zoning boundary that it represents.

Note: The County will assign a map number, ordinance number, and date; leave those areas blank until instructed otherwise. The applicant/engineer will be contacted and given that information to include in the map prior to final adoption.

9. **SP ZONE WITH PLANNING AREAS:** If the proposed zoning is "SP Zone" establishing Planning Areas (P.A.), a legal description is required for each P.A, as well as for the exterior boundary of the entire change of zone property. All distances and bearings as well as all radial bearings for non-tangent curves need to be shown on the map for both exterior boundary and the boundaries of each P.A.

If the map scale does not allow enough space to clearly show all the information, then the property may be shown enlarged on additional pages or shown in detailed areas on the same page. Data reference tables may be used at any time. Label each Planning Area with the corresponding number (e.g., P.A. 23).

10. **SUBMITTING THE FINAL MAP:** A PDF image of the Change of Zone Final Map must be sent to the Planning Dept. for review and acceptance prior to scheduling the project for public hearing. In addition, if legal description is complex, please attach closure report in a separate file (separate workflow).

When the map is submitted, staff will check the format and information provided. This review can take anywhere between one to four weeks, depending on the complexity of the legal description and whether there are corrections needed. The more accurate and clear a map is, the faster the review process can be completed. **It's important that all maps and emails sent are labeled/named with the Change of Zone case number.**

11. **ADOPTION NUMBERS:** Once the change of zone final map is approved by Planning, County Counsel will assign the map and ordinance number. Planning will provide the numbers to the project applicant or engineer to be added to the final map. After this, a final PDF should be submitted, which must contain the newest information.

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For further information on drawing a Change of Zone Final Map, contact the Planning Department by phone at.

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>.

Y:\Planning Master Forms\Application Forms\Filing_Instructions_CZ_Application.docx
Created: 07/06/2015 Revised: 08/05/2024

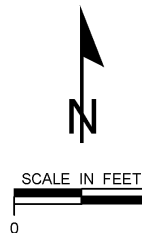


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SEC. , T. S., R. . S. B. B. & M.

LEGEND



MAP NO.
CHANGE OF OFFICIAL ZONING PLAN

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

ASSESORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

FORMAT A



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SEC. 26, 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)

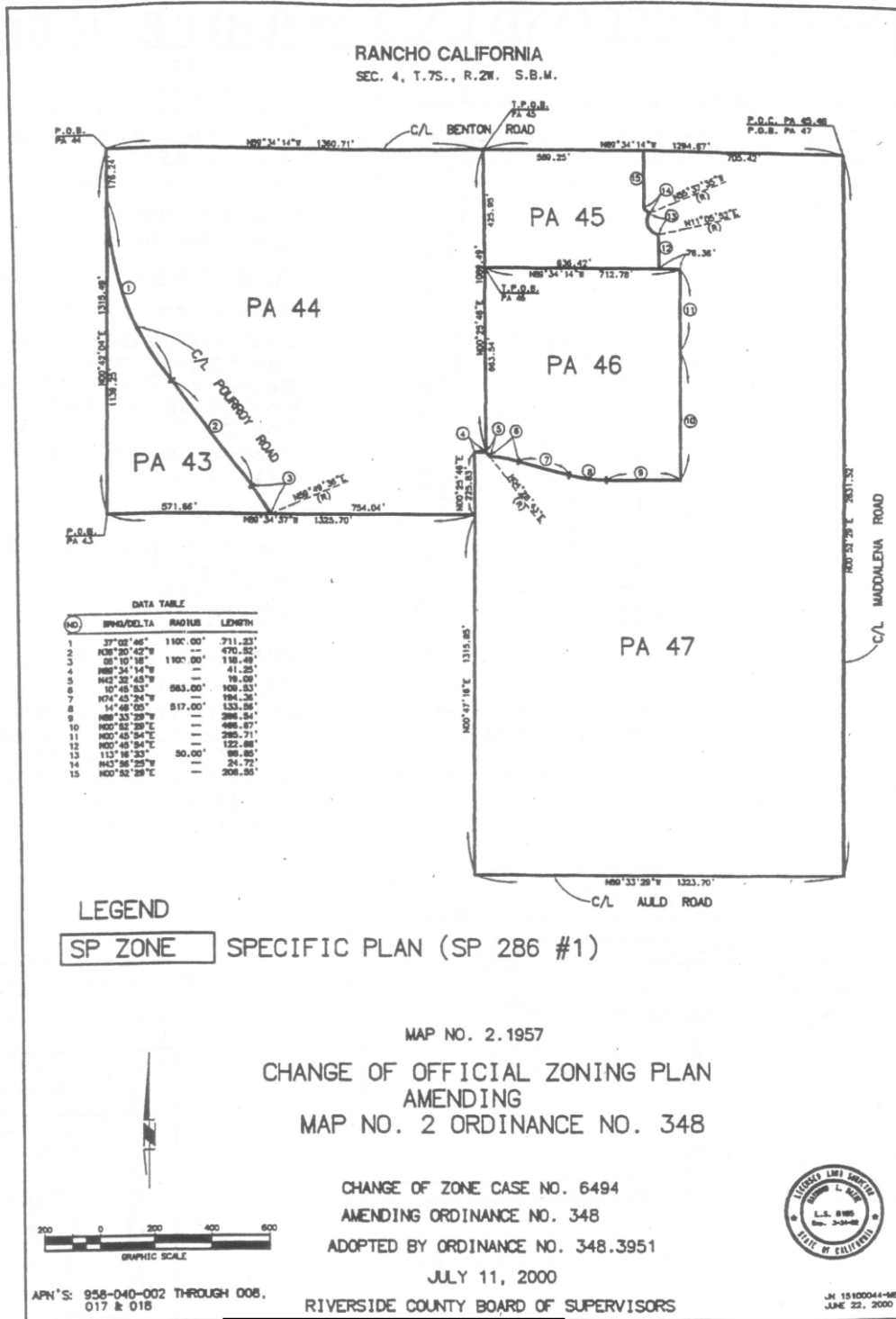
ASSESSORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

FORMAT B



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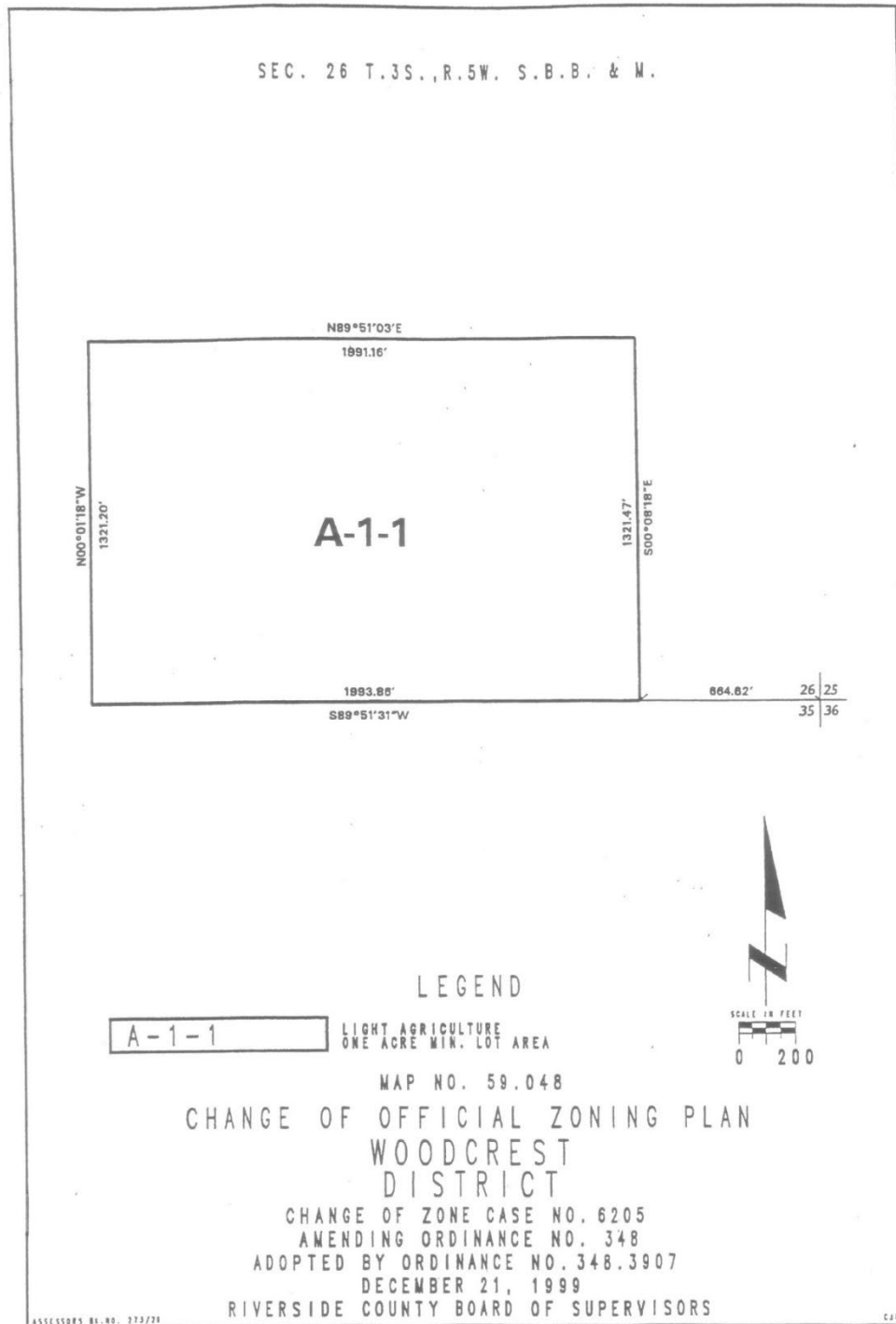


SAMPLE FOR SPECIFIC PLAN ZONING



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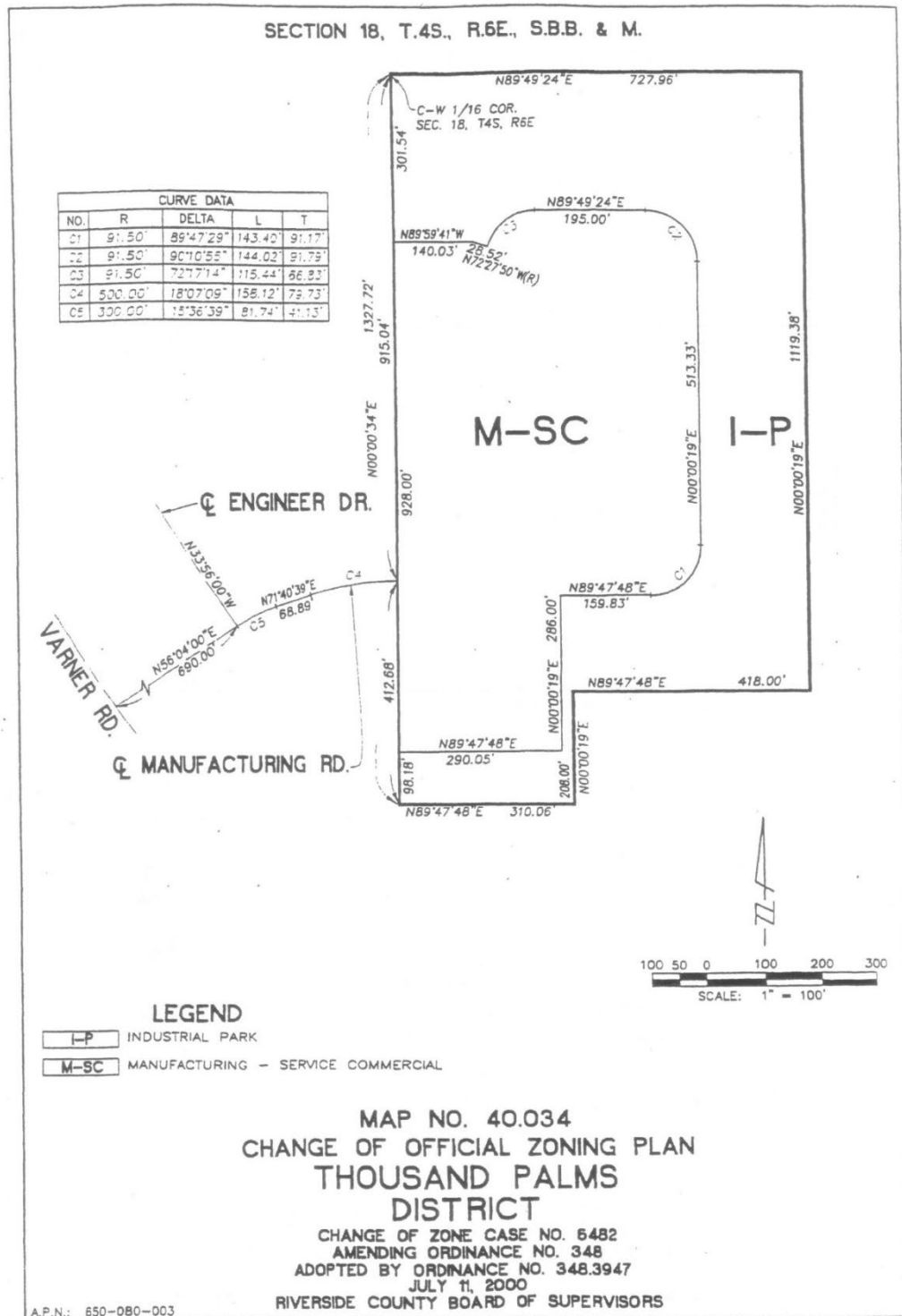


SAMPLE FOR EXHIBIT TIED TO SECTION POINTS



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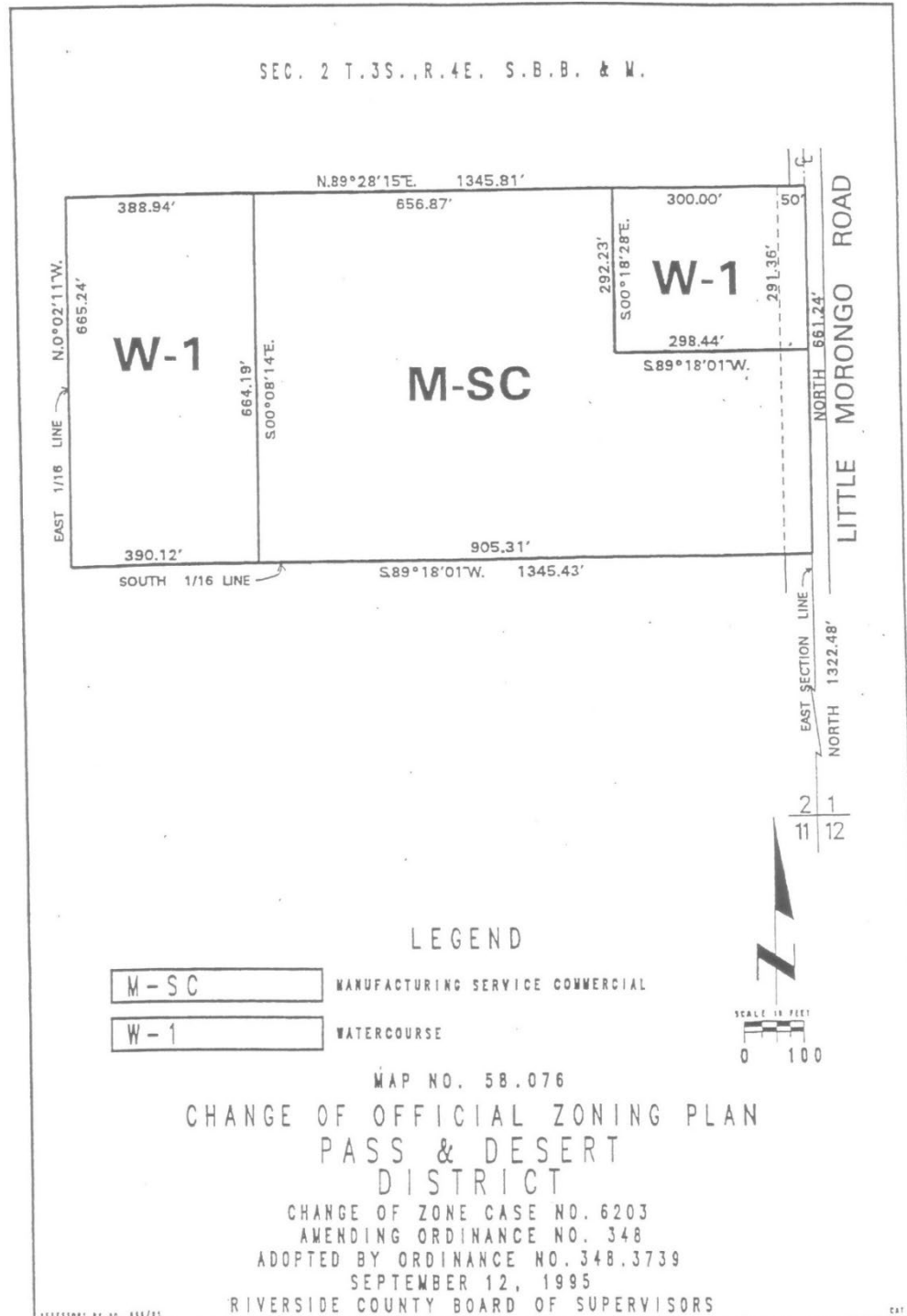


SAMPLE FOR MULTIPLE ZONES



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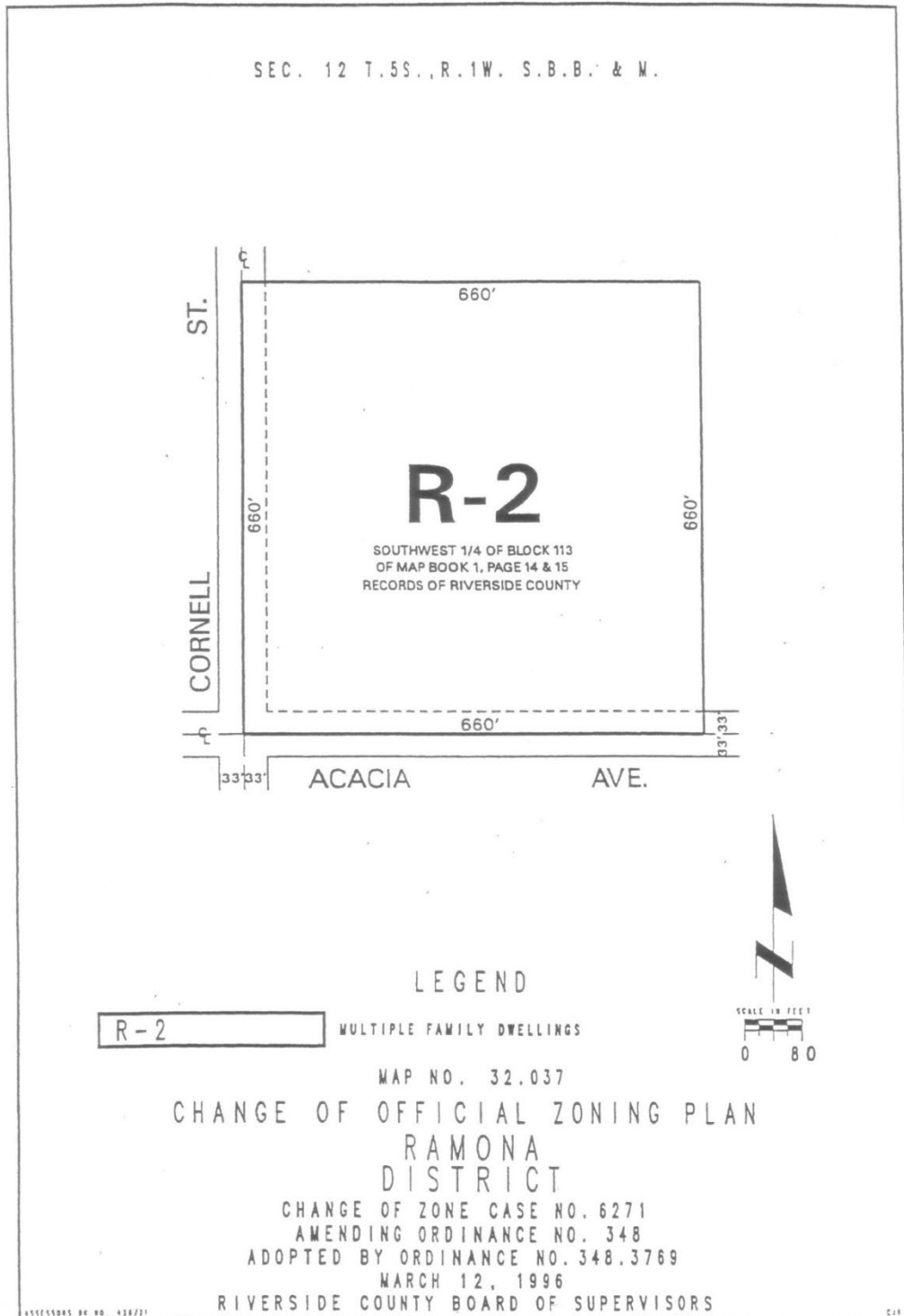


SAMPLE FOR MULTIPLE ZONES TIED TO SECTION POINTS



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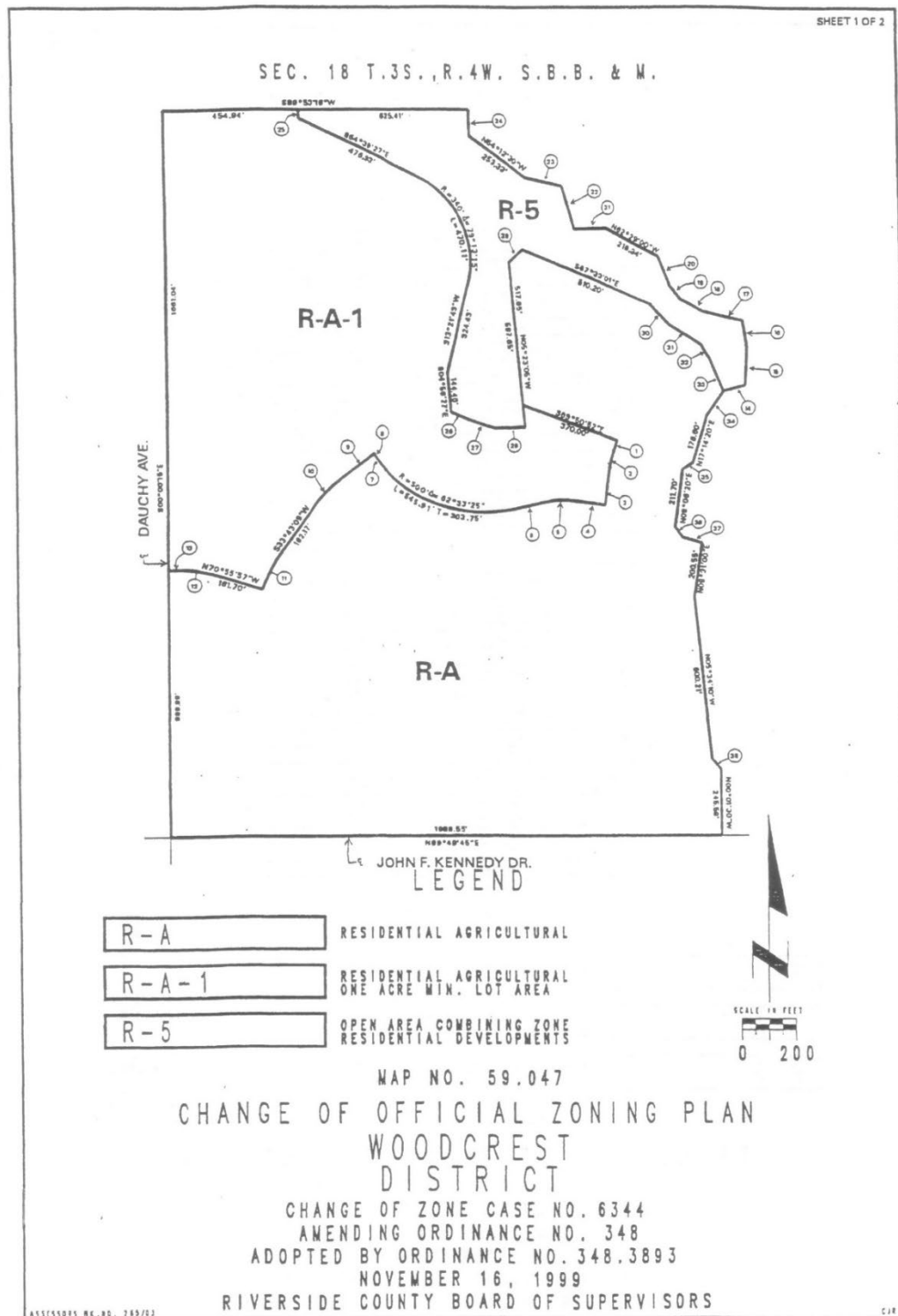
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SAMPLE USING RECORDED MAP DESCRIPTION



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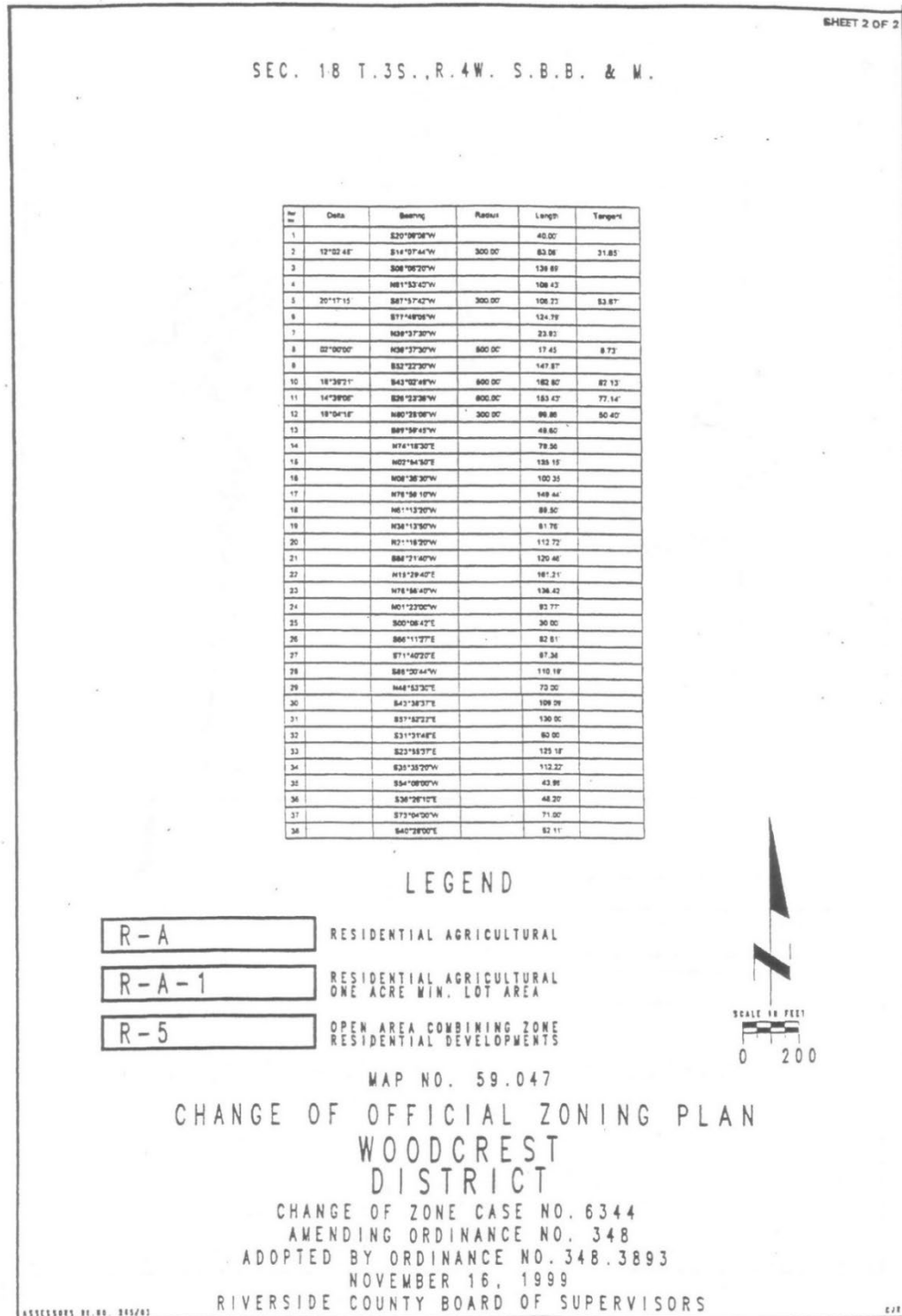


**SAMPLE FOR MULTIPLE ZONES WITH ADDITIONAL
SHEET FOR DATA TABLE (PG 1 OF 2)**



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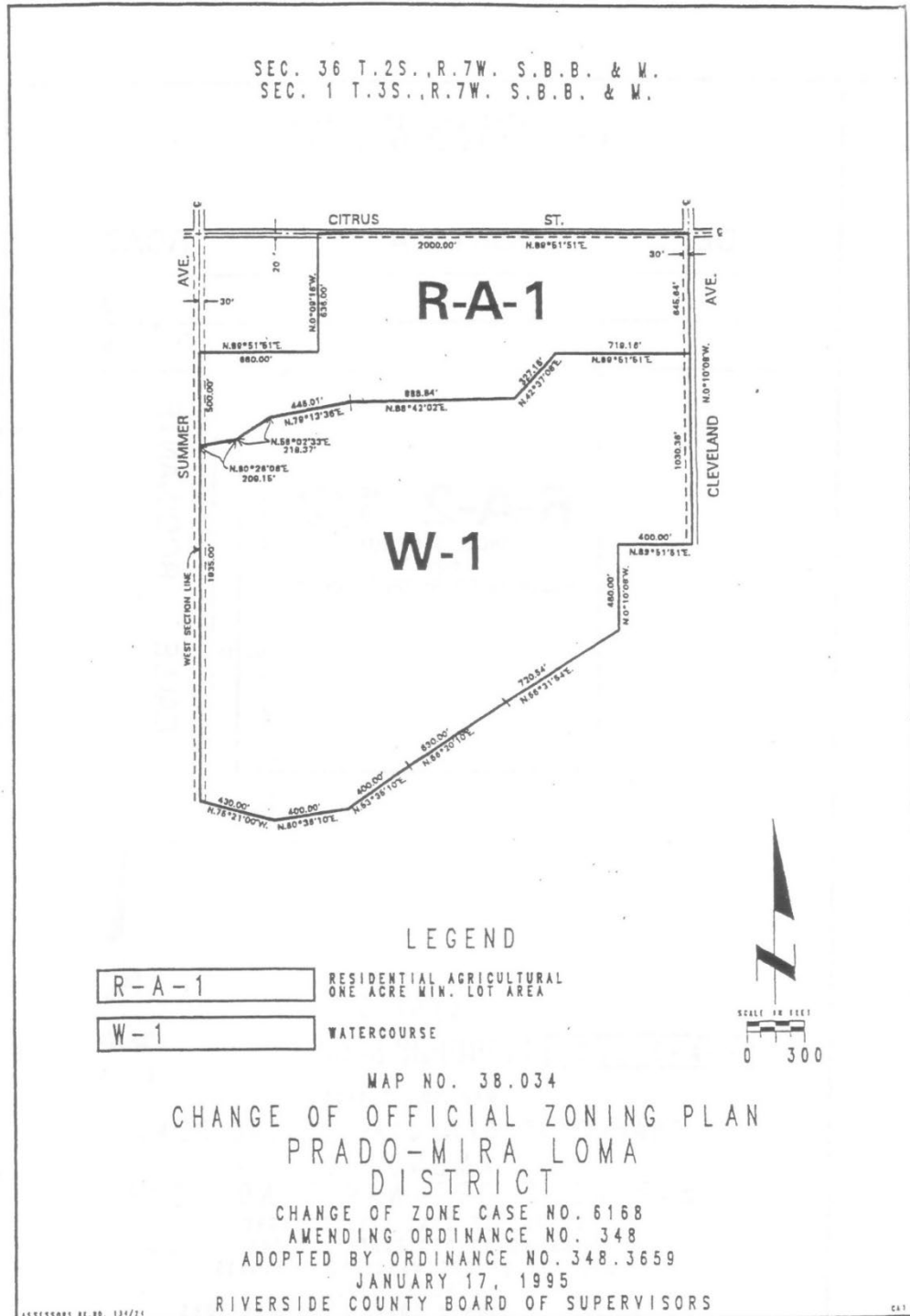


**SAMPLE FOR MULTIPLE ZONES WITH ADDITIONAL
SHEET FOR DATA TABLE (PG 2 OF 2)**



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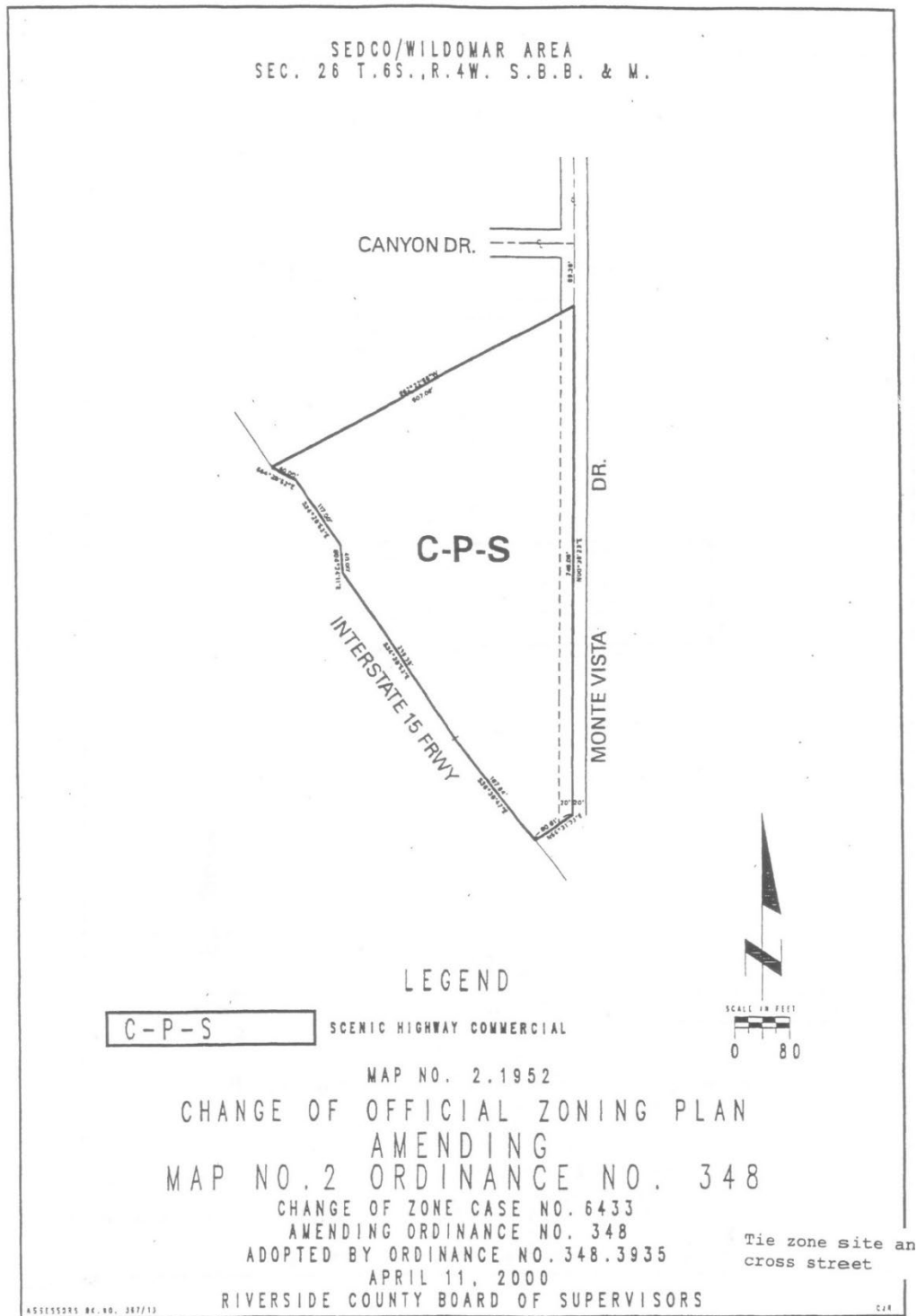


SAMPLE 2



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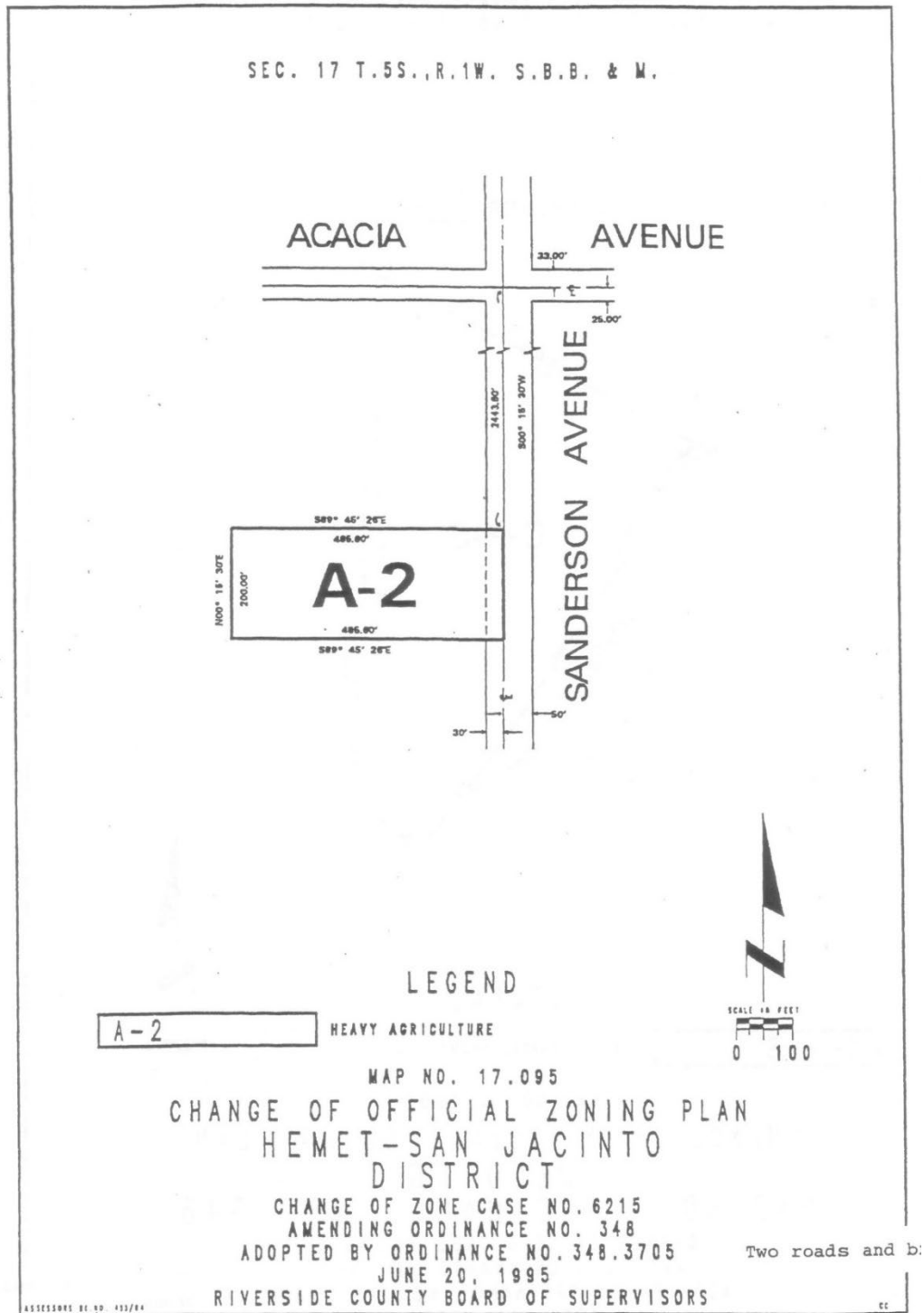


**SAMPLE FOR EXHIBIT TIED TO
NEAREST CROSS STREET**



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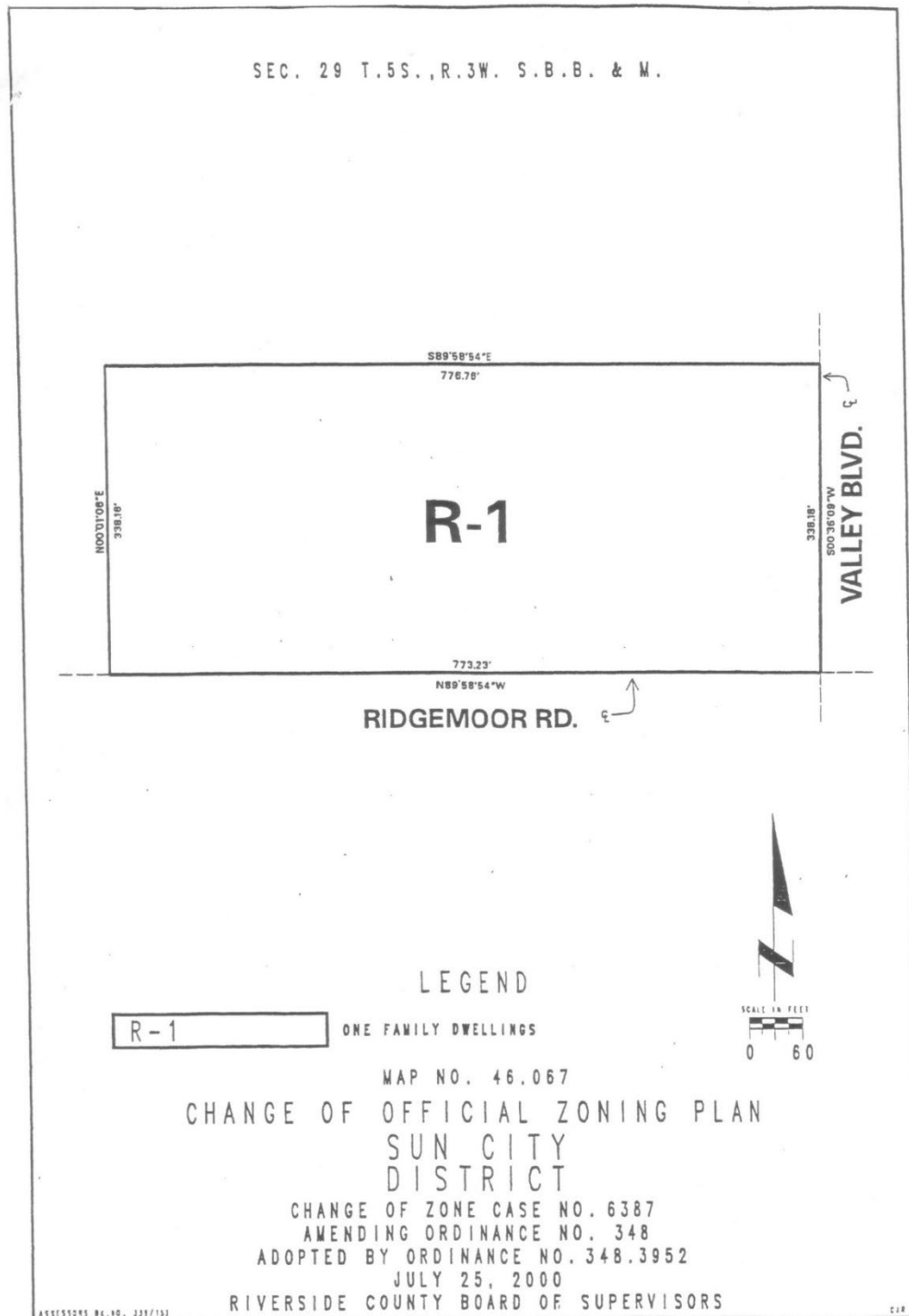


**SAMPLE OF EXHIBIT TIED TO NEAREST
STREET INTERSECTION AND BREAK LINE**



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SAMPLE OF SIMPLE MAP