



RIVERSIDE COUNTY PLANNING DEPARTMENT

John Hildebrand
Planning Director

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.*)

FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

Site Plan/Land Use Plan (Exhibit "A") Required Items
<p>1. Identify the type of Change of Zone application proposed:</p> <p style="padding-left: 40px;">Standard Change of Zone (Mapped Change)</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">Planning Review Only Change of Zone - Type 2. Used to establish or modify a SP Zoning Ordinance Text within a Specific Plan.</p> <p style="padding-left: 40px;">Planning Review Only Change of Zone - Type 3. Used when a Change of Zone was Conditioned for in a Prior Approved Application.</p> <p>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").</p> <p>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.</p>
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.
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.

FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

If the project site is located within the [Santa Ana River Watershed](#), or the [Santa Margarita River Watershed \(Other Development Project Checklist\)](#), 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 County Geographical Information Systems (GIS) Staff 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 below.

FORMAT A: If the location of the subject property is in a Zoning District, please type/insert the Zoning District name between the lines "CHANGE OF OFFICIAL ZONING PLAN" and "DISTRICT".

FORMAT B: If the location of the subject property is in a Zoning Area, please place the Zoning Area name just above the section, township, and range description (upper portion of the format).

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. **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.

4. **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 property as well as cross streets that are relevant to the project. Use thinner line types for streets. Identify all street names and denote centerlines with the symbol \perp . Please see samples provided.

FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

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 RCIT GIS staff via email to Adam Grim at AGrim@rivco.org for review and acceptance prior to the Planning Dept. scheduling the project for public hearing. In addition, if legal description is complex, please attach closure calculations in a separate file.

When the map is submitted, GIS staff will check the format, run closures using the map legal descriptions provided, and will make sure that the boundaries agree with what the Planning Commission has approved. 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 GIS, County Counsel will assign the map and ordinance number. GIS 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.

For further information on drawing a Change of Zone Final Map, contact the RCIT GIS Department by phone at (951) 203-4801.

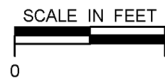
FILING INSTRUCTIONS FOR CHANGE OF ZONE APPLICATION

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: 12/14/2023

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

LEGEND



MAP NO.
CHANGE OF OFFICIAL ZONING PLAN

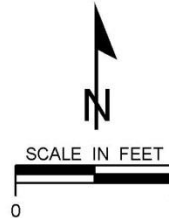
DISTRICT
CHANGE OF ZONE CASE NO.
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO.
(DATE)

ASSESORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

FORMAT A

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

LEGEND

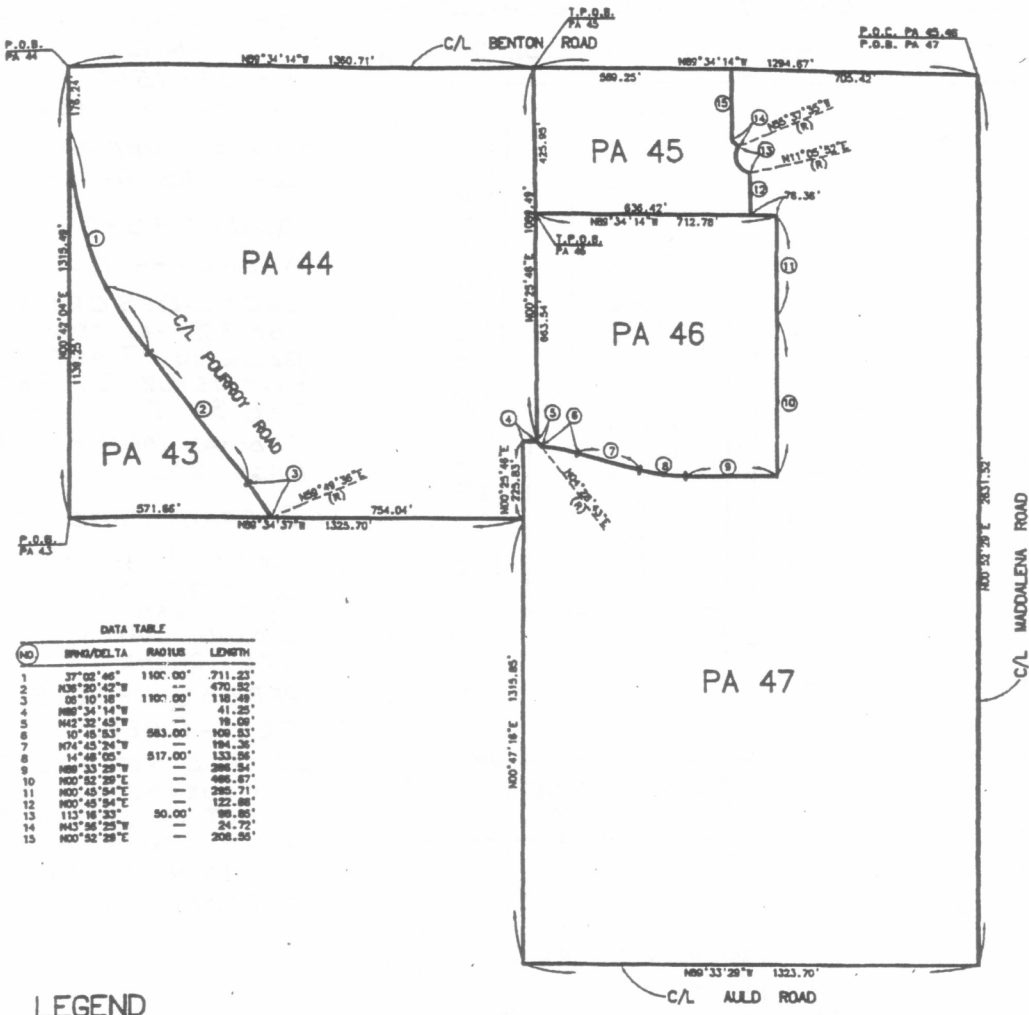


MAP NO.
CHANGE OF OFFICIAL ZONING PLAN
AMENDING
MAP NO. 2, ORDINANCE NO. 348
CHANGE OF ZONE CASE NO.
ADOPTED BY ORDINANCE NO.
(DATE)

ASSESSORS PARCEL NO. RIVERSIDE COUNTY BOARD OF SUPERVISORS

FORMAT B

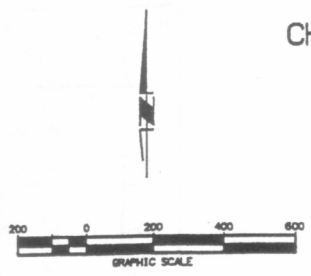
RANCHO CALIFORNIA
SEC. 4, T.7S., R.2W. S.B.M.



DATA TABLE

NO	Bearing/Delta	RADIUS	LENGTH
1	37°02'46"	1100.00'	711.23'
2	N06°20'42"W	---	470.52'
3	06°10'18"	1100.00'	119.49'
4	N89°34'14"W	---	41.25'
5	N43°30'43"W	---	19.00'
6	10°48'53"	983.00'	109.53'
7	N74°45'24"W	---	194.26'
8	14°48'05"	517.00'	133.06'
9	N89°33'29"W	---	296.54'
10	N00°52'29"E	---	486.67'
11	N00°45'54"E	---	295.71'
12	N00°45'54"E	---	122.88'
13	113°16'33"	50.00'	89.85'
14	N43°26'23"W	---	24.72'
15	N00°52'29"E	---	208.55'

LEGEND
SP ZONE SPECIFIC PLAN (SP 286 #1)



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

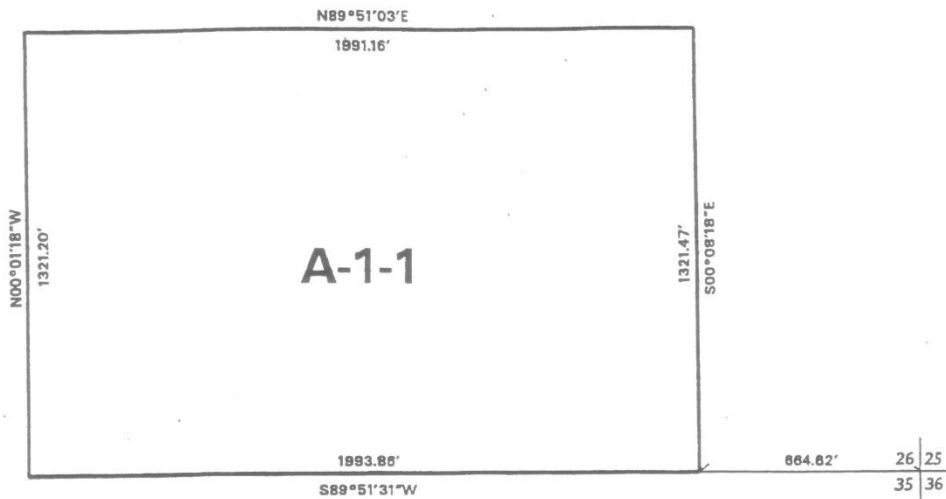
CHANGE OF ZONE CASE NO. 6494
 AMENDING ORDINANCE NO. 348
 ADOPTED BY ORDINANCE NO. 348.3951



APN'S: 958-040-002 THROUGH 008, 017 & 018
 RIVERSIDE COUNTY BOARD OF SUPERVISORS
 JULY 11, 2000
 JN 15100044-96
 JUNE 22, 2000

SAMPLE FOR SPECIFIC PLAN ZONING

SEC. 26 T.3S., R.5W. S.B.B. & M.



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

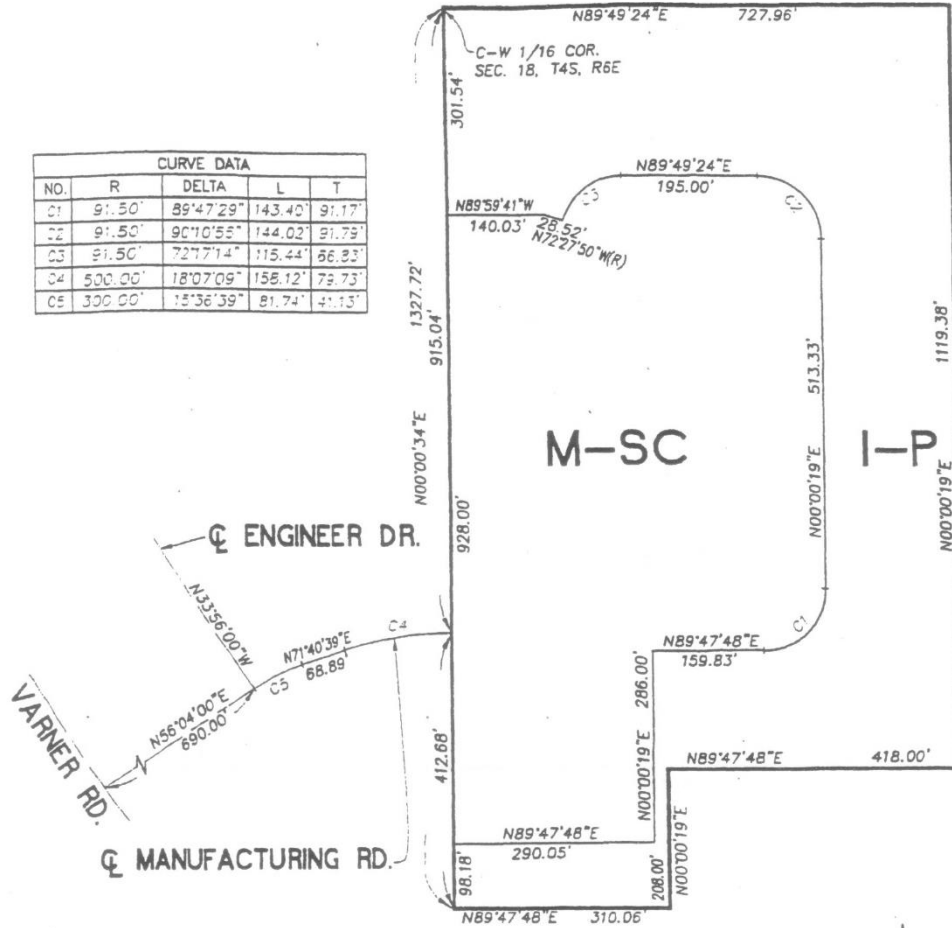
ASSESSORS BL. NO. 773/28

CAR

SAMPLE FOR EXHIBIT TIED TO SECTION POINTS

SECTION 18, T.4S., R.6E., S.B.B. & M.

CURVE DATA				
NO.	R	DELTA	L	T
C1	91.50'	89°47'29"	143.40'	91.17'
C2	91.50'	90°10'55"	144.02'	91.79'
C3	91.50'	72°17'14"	115.44'	66.83'
C4	500.00'	18°07'09"	158.12'	79.73'
C5	300.00'	15°36'39"	81.74'	41.13'



LEGEND

- I-P INDUSTRIAL PARK
- M-SC MANUFACTURING - SERVICE COMMERCIAL

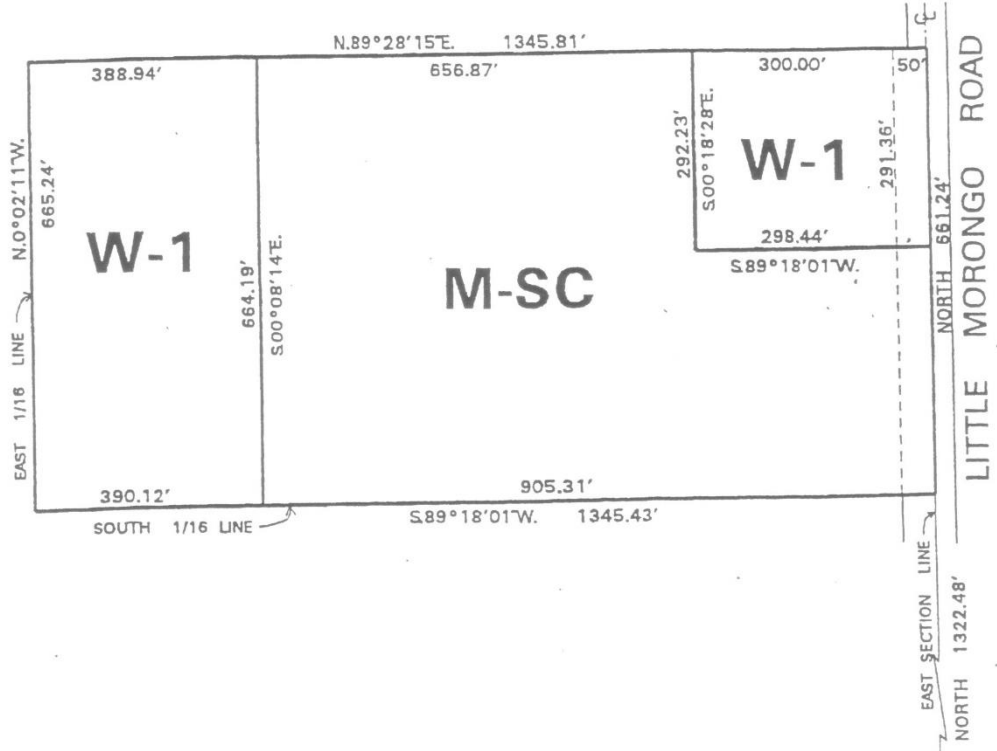
MAP NO. 40.034
CHANGE OF OFFICIAL ZONING PLAN
THOUSAND PALMS
DISTRICT

CHANGE OF ZONE CASE NO. 6482
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3947
JULY 11, 2000
RIVERSIDE COUNTY BOARD OF SUPERVISORS

A.P.N.: 650-080-003

SAMPLE FOR MULTIPLE ZONES

SEC. 2 T.3S., R.4E. S.B.B. & W.



LEGEND

- M-SC MANUFACTURING SERVICE COMMERCIAL
- W-1 WATERCOURSE



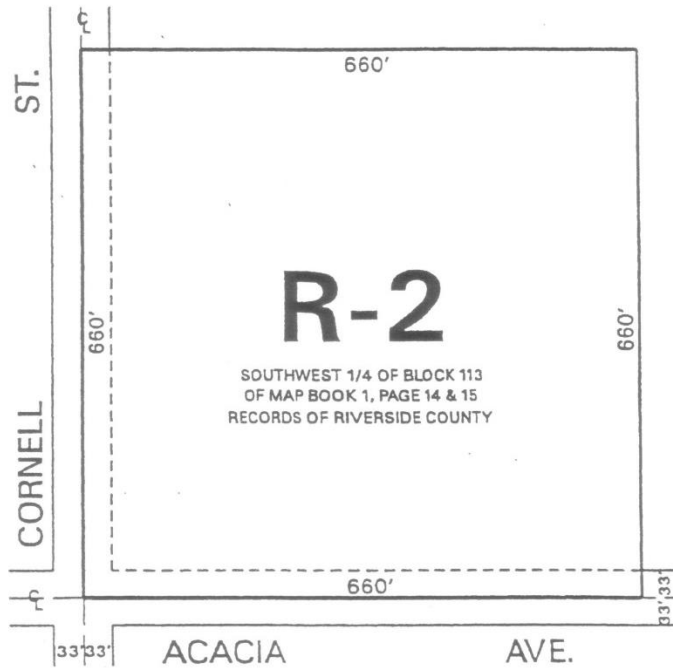
MAP NO. 58.076
CHANGE OF OFFICIAL ZONING PLAN
PASS & DESERT
DISTRICT
CHANGE OF ZONE CASE NO. 6203
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3739
SEPTEMBER 12, 1995
RIVERSIDE COUNTY BOARD OF SUPERVISORS

ASSESSORS: RC. NO. 666/95

201

SAMPLE FOR MULTIPLE ZONES TIED TO SECTION POINTS

SEC. 12 T.5S., R.1W. S.B.B. & M.



LEGEND

R-2 MULTIPLE FAMILY DWELLINGS



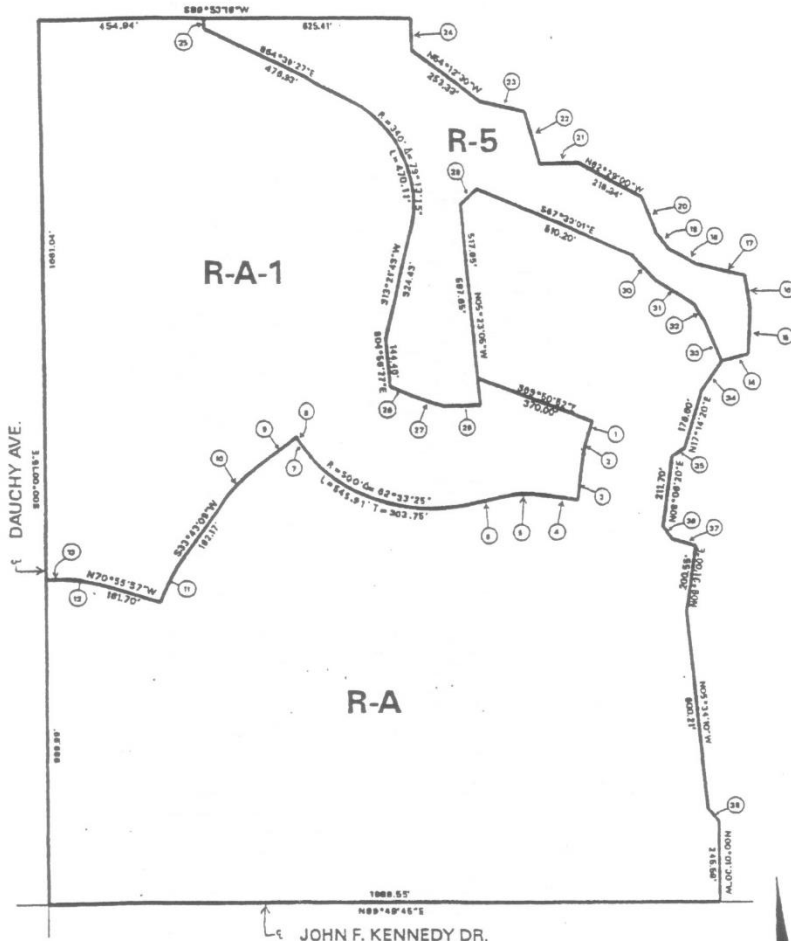
MAP NO. 32.037
CHANGE OF OFFICIAL ZONING PLAN
RAMONA
DISTRICT

CHANGE OF ZONE CASE NO. 6271
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3769
MARCH 12, 1996

RIVERSIDE COUNTY BOARD OF SUPERVISORS

SAMPLE USING RECORDED MAP DESCRIPTION

SEC. 18 T.3S., R.4W. S.B.B. & M.



JOHN F. KENNEDY DR.
LEGEND

R-A	RESIDENTIAL AGRICULTURAL
R-A-1	RESIDENTIAL AGRICULTURAL ONE 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

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

SEC. 18 T.3S., R.4W. S.B.B. & M.

Line No.	Data	Bearing	Radius	Length	Target
1		S20°09'06"W		40.00'	
2	12°02'45"	S14°27'44"W	300.00'	83.06'	31.85'
3		S08°06'20"W		138.89'	
4		N01°53'43"W		108.43'	
5	20°17'15"	S07°57'42"W	300.00'	106.23'	53.87'
6		S77°48'06"W		124.79'	
7		N09°37'30"W		23.93'	
8	02°00'00"	N08°37'30"W	800.00'	17.45'	8.73'
9		S52°22'30"W		147.87'	
10	18°38'21"	S43°02'48"W	800.00'	182.80'	82.13'
11	14°38'08"	S28°23'38"W	800.00'	183.43'	77.14'
12	18°04'18"	N80°28'08"W	300.00'	98.88'	50.40'
13		S09°58'43"W		48.60'	
14		N74°18'30"E		79.36'	
15		N02°54'50"E		135.15'	
16		N08°38'30"W		100.35'	
17		N78°58'10"W		149.44'	
18		N61°13'30"W		88.50'	
19		N38°13'30"W		61.76'	
20		S2°11'18"0"W		112.72'	
21		S88°21'40"W		120.46'	
22		N13°28'40"E		181.21'	
23		N78°56'40"W		136.42'	
24		N01°23'00"W		83.77'	
25		S00°08'47"E		30.00'	
26		S86°11'27"E		82.61'	
27		S71°40'20"E		87.36'	
28		S88°00'44"W		110.19'	
29		N44°53'30"E		73.00'	
30		S43°38'37"E		109.09'	
31		S57°52'27"E		130.00'	
32		S31°31'48"E		80.00'	
33		S23°58'37"E		125.18'	
34		S25°38'20"W		112.22'	
35		S54°08'00"W		43.96'	
36		S38°28'10"E		48.20'	
37		S73°04'00"W		71.00'	
38		S40°28'00"E		82.11'	

LEGEND

- R-A RESIDENTIAL AGRICULTURAL
- R-A-1 RESIDENTIAL AGRICULTURAL ONE ACRE MIN. LOT AREA
- R-5 OPEN AREA COMBINING ZONE RESIDENTIAL DEVELOPMENTS

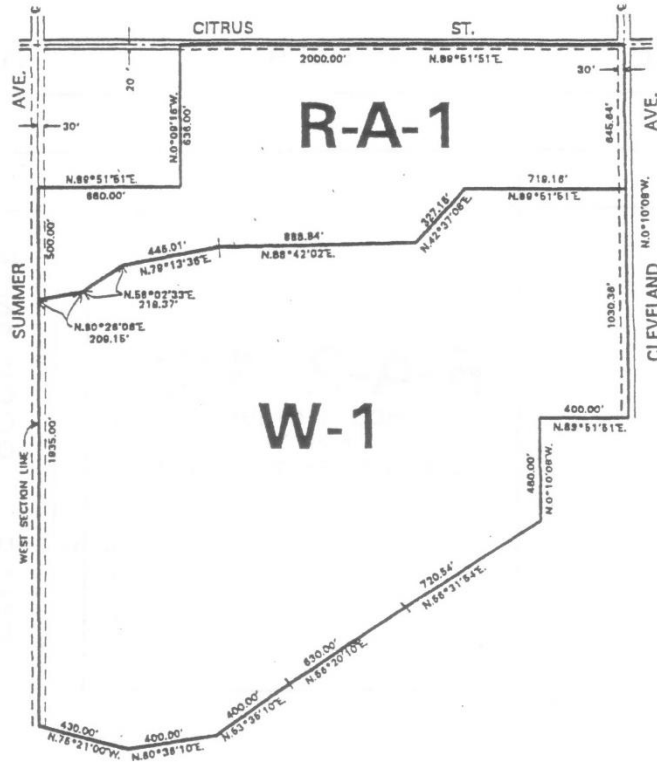


MAP NO. 59.047
 CHANGE OF OFFICIAL ZONING PLAN
 WOODCREST DISTRICT

CHANGE OF ZONE CASE NO. 6344
 AMENDING ORDINANCE NO. 348
 ADOPTED BY ORDINANCE NO. 348.3893
 NOVEMBER 16, 1999
 RIVERSIDE COUNTY BOARD OF SUPERVISORS

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 ONE ACRE MIN. 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

SEDCO/WILDOMAR AREA
SEC. 26 T.6S., R.4W. S.B.B. & M.



LEGEND

C-P-S SCENIC HIGHWAY COMMERCIAL

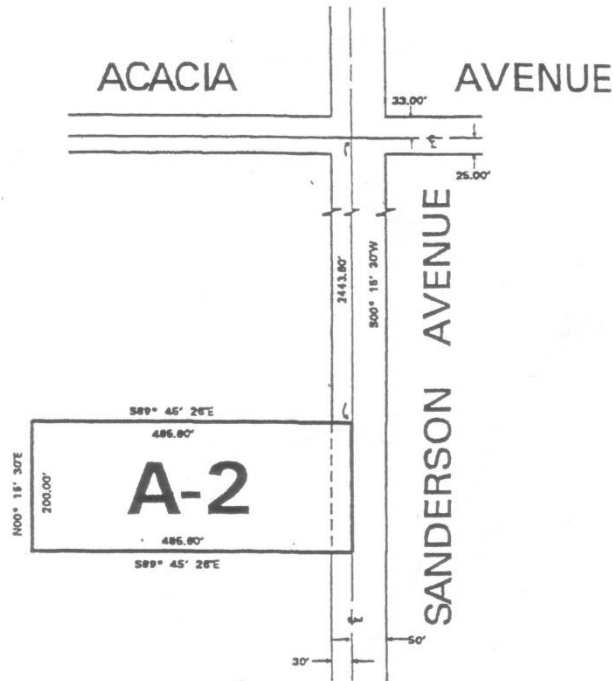


MAP NO. 2.1952
CHANGE OF OFFICIAL ZONING PLAN
AMENDING
MAP NO. 2 ORDINANCE NO. 348
CHANGE OF ZONE CASE NO. 6433
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3935
APRIL 11, 2000
RIVERSIDE COUNTY BOARD OF SUPERVISORS

Tie zone site an
cross street

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

SEC. 17 T.5S., R.1W. S.B.B. & M.



LEGEND

A-2 HEAVY AGRICULTURE



MAP NO. 17.095
CHANGE OF OFFICIAL ZONING PLAN
HEMET-SAN JACINTO
DISTRICT

CHANGE OF ZONE CASE NO. 6215
AMENDING ORDINANCE NO. 348
ADOPTED BY ORDINANCE NO. 348.3705
JUNE 20, 1995

Two roads and b1

RIVERSIDE COUNTY BOARD OF SUPERVISORS

ASSESSORS BC. 00. 432/84

cc

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

SAMPLE OF SIMPLE MAP