



RIVERSIDE COUNTY PLANNING DEPARTMENT

John Hildebrand
Planning Director

FILING INSTRUCTIONS FOR A GENERAL PLAN AMENDMENT APPLICATION

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

FILING INSTRUCTIONS CHECKLIST

A GENERAL PLAN AMENDMENT 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 General Plan Amendment 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 fee for the General Plan Amendment application.

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Site Plan/Land Use Plan (Exhibit "A") Required Items
1. Identify the type of General Plan Amendment application proposed: General GPA (without a Specific Plan) General GPA (with a Specific Plan) Circulation Section GPA Provide a Title on the Exhibit that indicates the type of General Plan Amendment, using one of the appropriate terms above.
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 General Plan Area Plan name, and the Existing and Proposed General Plan Land Use Designation(s) and Zoning Classification(s) of the subject property and the adjacent properties.
13. Provide a note indicating whether or not water and/or sewer service is available on the project site. If the project site lies within a water or sewer service provider's boundaries, and lines are not adjacent to the project site, indicate the distance to the nearest water and/or sewer lines.
14. Provide a note indicating whether the project site is located within a Recreation and Park District, or County Service Area authorized to collect fees for park and recreational services.
15. 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.

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.

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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>.

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