



Community Development Department

Planning Division

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Moreno Valley, CA 92552-0805



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CHANGE OF ZONE

The Zoning Atlas is a map that divides the City into zones or districts within which land use regulations are established by the Development Code. A Change of Zone is a request to change the zoning designation for a particular property. A Change of Zone requires public hearings before the Planning Commission and the City Council. The Change of Zone request must be consistent with the General Plan designation for the property in question or a General Plan Amendment shall be submitted concurrently. A Pre-Application with staff is recommended prior to filing an application for a Change of Zone. Additional Fees may be required for review of special studies.

STEP ONE SUBMITTAL REQUIREMENTS

- Completed and Signed Project Application
- Current Deposit Application Fee \$ _____
- Copy of Written Explanation of the requested change of zone and the reasons for the request
- Copy of Preliminary Title Report, if easements exist
- Completed Environmental Information Form
- Copy a Comprehensive evaluation of the proposal's consistency with the goals, objectives, policies and programs of the General Plan
- CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.
- Set of photographs of the site and surrounding property and an index showing the location and orientation of the photographs. Photos shall be mounted on a copy of a map of the property for display at the public hearing(s). The map shall be folded to not more than 8 ½ x 11".
- (5) Copies of the proposed map showing the property affected, the current designation and land uses for the site and the surrounding property, flood control and street improvements and right-of-way within 100 feet. An 8 ½ x 11" **legible** black and white reduction will be acceptable

STEP TWO SUBMITTAL REQUIREMENTS

PUBLIC HEARING ITEMS

- (1) One assessor's parcel map indicating all parcels within 300' feet of the exterior boundaries of the change of zone (or a radius as stipulated by the Community & Economic Development Director). Indicate the radius line and the change of zone.
- (2) Sets of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of properties within the 300' feet radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) of the subject property owner(s), applicant and representative.
- (1) Certification of Property Owners List – If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification.

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.

PROPERTY OWNERS LIST CERTIFICATION

I, _____ certify that on _____
(Print name) (Date)

the attached property owner(s) list was prepared by _____
(Print name)

Pursuant to the noticing requirements of the City of Moreno Valley Community & Economic Development Department – Planning Division. Said list is a complete compilation of owner(s) of the subject property and all other property owners within a 300' foot radius of the exterior boundaries of the subject property and is based upon the latest equalized assessment rolls.

I declare under penalty of perjury that the information is true and correct to the best of my knowledge; I understand that incorrect or incomplete information may be grounds for rejection or denial of the application.

(Signature)

(Date)