



**Community & Economic Development
Department
Planning Division**
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
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GENERAL PLAN AMENDMENT

SUBMITTAL REQUIREMENTS

The General Plan is a legally mandated document consisting of maps and accompanying text which forms the long-term plan for the physical development of the City. All zoning regulations and land uses shall be consistent with the General Plan. The number of amendments that can be approved each year is restricted by State law. A General Plan Amendment requires public hearings before the Planning Commission and the City Council.

A pre-application meeting with staff is recommended prior to filing an application for a General Plan Amendment. Additional fees may be required for review of special studies.

SUBMITTAL REQUIREMENTS

- ___ 1 Completed and signed application form.
- ___ 1 Copy of the fee receipt.
- ___ 1 Copies of Preliminary Title Report (shall include recorded easements) .
- ___ 1 Set of photographs of the site and surrounding property and an index showing the locations 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 1/2" x 11".
- ___ 1 Copy of a written explanation of the requested amendment and the reasons for the request.
- ___ 1 Copy of a comprehensive evaluation of the proposal's consistency with the goals, objectives, policies and programs of the General Plan.
- ___ 1 Copy of a comprehensive list of the goals, objectives, policies, programs and text changes necessary to maintain an internally consistent General Plan.
- ___ 10 Copies of the proposed map(s) (for a map amendment), drawn to scale showing the property affected, the current designation and land uses for the site and the surrounding property, flood control and street improvements and rights-of-way within 100 feet. Examples of maps contained in the General plan include the land use map, the circulation plan, and the trails master plan.

SUBMITTAL REQUIREMENTS - Continued

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 Two sets of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within the 300 foot radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) and two sets of gummed labels and paper copy of the names and addresses 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 below.

PROPERTY OWNERS LIST CERTIFICATION

I, _____ certify that on _____ the attached property owners
(Print Name) (Date)
list was prepared by _____ pursuant to the noticing requirements of the City of
(Print Name)

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 _____ 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)