



**March Joint Powers  
Authority  
Planning Department**  
P.O. Box 7480  
Moreno Valley, CA 92552  
**(951) 656-7000**  
**(951) 653-5558 FAX**

# CHANGE OF ZONE **SUBMITTAL REQUIREMENTS**

The Zoning Atlas is a map that divides the March JPA 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 March Joint Powers Commission. 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 meeting 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**

- \_\_\_ 1 Completed and signed application form.
- \_\_\_ 1 Copy of the fee receipt.
- \_\_\_ 1 Copies of Preliminary Title Report (shall include recorded easements).
- \_\_\_ 1 Completed Environmental Information Form (only applicable information need be provided).
- \_\_\_ 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 written explanation of the requested change of zone 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.
- \_\_\_ 10 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 rights-of-way within 100 feet. An 8 1/2 x 11" **legible** black and white reduction will be acceptable.

Submittal Requirements Continued on Reverse

**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 and 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's 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 JPA of  
(Print Name)

Moreno Valley 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)