



Community Development Department Planning Division

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Moreno Valley, CA 92552-0805



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GENERAL PLAN AMENDMENT

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 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

- Completed and Signed Project Application
- Current Deposit Application Fee \$ _____
- Copy of Preliminary Title Report, if easements exist
- Copy of Written Explanation of the requested amendment and the reasons for the request
- Copy a Comprehensive list of the goals, objectives, policies, programs and text changes necessary to maintain an internally consistent General Plan
- Copy a Comprehensive evaluation of the proposal's consistency with the goals, objectives, policies and programs of the General Plan
- 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".
- CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.
- (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 11" x 17" **legible** black and white reduction will be acceptable

PUBLIC HEARING ITEMS

- (1) One assessor's parcel map indicating all parcels within 300' feet of the exterior boundaries of the general plan amendment (or a radius as stipulated by the Community & Economic Development Director). Indicate the radius line and the general plan amendment 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)