



Community Development Department

Planning Division

14177 Frederick Street
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Moreno Valley, CA 92552-0805



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SPECIFIC PLAN / AMENDMENT

The purpose of a Specific Plan is to provide flexibility in design and development standards for larger developments. A Specific Plan application must involve a land area of greater than (15) adjoining acres and shall require the concurrent submittal of a General Plan Amendment and Change of Zone.

A Specific Plan Amendment includes alterations to Specific Plan boundaries and/or text or diagram changes to the Specific Plan. Concurrent submittal of a General Plan Amendment may be required. Specific Plans and Specific Plan Amendments require public hearings before the Planning Commission and City Council. Dependent upon the scope of the project, review by other City Committees may be required.

SUBMITTAL REQUIREMENTS

- Completed and Signed Project Application
- Current Deposit Application Fee \$ _____
- Copy of Preliminary Title Report, if easements exist
- Completed Environmental Information Form (may not be needed for amendment)
- 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".
- Copy a Written Explanation outlining the purpose and scope of the Specific Plan proposal
- (8) Copies of maps identifying the proposed project area and the proposed land use designations and circulation
- (8) Copies of the proposed Specific Plan text (refer to Section 9.13.050 & 9.13.060 for Specific Plan Requirements and Minimum Design Standards)

SPECIFIC PLAN AMENDMENT

- (8) Copies of maps identifying the proposed changes to land use, circulation, or affected diagrams
- (8) Copies of the proposed text change(s) shown with additions underlined and deletions crossed-out
- (5) Copies of appropriate Specific Plan sections for applicable City committees and reviewing bodies
- Copy of an explanation of the proposed amendment and a copy of the amendment with the proposed additions underlined and deletions crossed-out

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.

STEP TWO SUBMITTAL REQUIREMENTS

EXHIBITS

To be determined

PUBLIC HEARING ITEMS

- Plans as determined by staff.
- (1) One assessor's parcel map indicating all parcels within 300' feet of the exterior (or a radius as stipulated by the Community & Economic Development Director); indicate the radius line.
- (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.
- CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.
- (1) Certification of Property Owners List – If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside

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)