



**Community & Economic Development Department
Planning Division**

14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805

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**SPECIFIC PLAN/
AMENDMENT**

**SUBMITTAL
REQUIREMENTS**

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.

A pre-application meeting with staff is recommended before filing an application for a Specific Plan or Specific Plan Amendment. 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.
- ___ 2 Copies of Preliminary Title Report (shall include recorded easements).
- ___ 1 Completed Environmental Information Form (may not be needed for amendment).
- ___ 1 Mounted set of photos of site and adjoining properties with location and direction of the photos indicated.
- ___ 1 Copy of a written explanation outlining the purpose and scope of the Specific Plan proposal.
- ___ 10 Copies of maps identifying the proposed project area and the proposed land use designations.
- ___ 10 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

- ___ 10 Copies of maps identifying the proposed changes to land use, circulation, or effected diagrams.
- ___ 10 Copies of the proposed text change(s) shown with additions underlined and deletions crossed-out.
- ___ 10 Copies of appropriate Specific Plan sections for applicable City committees and reviewing bodies.
- ___ 1 Copy an explanation of the proposed amendment and a copy of the amendment with the proposed additions underlined and deletions crossed-out.

STEP TWO SUBMITTAL REQUIREMENTS

EXHIBITS

To be determined

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)