



CHANGE OF ZONE SUBMITTAL REQUIREMENTS
(including mineral resource and oil zoning)

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fees of:
 - a. \$4576.00
 - b. Scanning fee \$47
 - c. Public Posting Notice Fee of \$150
 - d. Legal publication Fee for City Council hearing of \$85
 - e. County Clerk processing fee of \$50.00
 - g. Fish & Wildlife (Mitigated) Negative Declaration fee of \$2,354.75 (to be determined at PRC); or
 - h. Fish & Wildlife EIR fee of \$3,271.00 (to be determined at PRC)
- 3. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11".
 - b. Environmental Impact Assessment fee
 - \$6,722.00 – Preparation of a Mitigated Negative Declaration or Negative Declaration
 - \$251.00 – Preparation of a Notice of Exemption
- 4. Twenty (20) 8.5"x11" copies of the Change of Zone map drawn to scale depicting the following:
 - Property boundaries with dimensions
 - Vicinity map
 - Legal description
 - Existing Zoning and proposed Zoning
- 5. Legal description on separate sheet.
- 6. Noticing package which includes:
 - a. Separate lists of property owners' names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500-foot radius.
 - d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).
- 7. A letter signed and dated by the applicant addressing the scope of the project.
- 8. Proof of ownership (i.e.: latest Grant Deed).
- 9. Letter of authorization from the property owner if different than applicant.
- 10. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, legal description, photographs and applicant letter.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Change of zone map

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B. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. ATTACHMENTS

1. Section 17.104.120.

Revised: 4/10/19