



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.hemetca.gov

ZONE CHANGE SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Zone Change application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE ZONE CHANGE APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit and/or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
 - a. Application processing fee pursuant to the latest adopted fee schedule.
 - b. CEQA fees
 - a. Initial Study or Categorical Exemption fee (paid with submittal).
 - b. Additional Environmental fees (if applicable).
 - c. Fish & Game fees (if applicable).
 - d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
 - e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
 - f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
 - g. Public hearing notice posting fees (paid when the application is scheduled for public hearing with city supplied posting material).
 - h. Scanning fee pursuant to the latest adopted fee schedule.
 - i. Airport Influence Area Review fee (if applicable).
 - j. Technical Study Review fees (if applicable).
 - l. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
 - m. MSHCP HANS Review by Riverside County Regional Conservation Authority (If applicable).
- *3. Completed environmental assessment form.
- 4. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 5. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.
- 6. Proof of ownership (i.e., grant deed).
- 7. A letter signed and dated by the applicant that addresses each of the following:
 - a. Compliance of the proposed zone change with the land use designation, goals and policies of the General Plan.
 - b. Suitability of the site for the proposed zone change in terms location, shape, size, and design.

- c. Compatibility of the proposed zone change with adjacent zoning and the established land uses and/or the planned development patterns in the vicinity in terms of density, development standards, and character.
 - d. Proposed development plans.
- 8. Two (2) 8.5" x 11" copies of a parcel map that includes the following information:
 - a. Project property boundaries with dimensions.
 - b. Existing zoning of the project site and the adjacent properties.
 - c. Proposed zoning of the project site and the adjacent properties.
 - d. Vicinity map.
- 9. Photo documentation
 - a. Color photos of the project site.
 - b. Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.
- 10. One (1) electronic copy on a flash drive of all submission materials including in PDF format including the map sheets, photo documentation, title report, legal description, and other items, as applicable.
- 11. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
 - a. One (1) 8½" x 11" radius map that shows the boundaries of the subject property, the 500 foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
 - b. A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
 - c. Three (3) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
 - i. Labels shall be 1" x 2.5", self-adhesive, on 8 ½ " x 11" sheets.
 - ii. Each mailing label shall include the assessor parcel number.
 - iii. The data shall be from the latest County Assessor's information.
 - d. A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. A zone change application is a legislative item required to be heard by the City Council following review and recommendation by the Planning Commission. All other concurrent applications for the project will also be heard by the City Council.
2. It is recommended that the applicant and/or representative be present at all hearings.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Hemet Municipal Code Section 90-41.