



CITY OF EASTVALE Planning Department

Application Submittal Requirements for General Plan Amendments, Change of Zone, Zoning Ordinance Amendments, and Specific Plan or Amendments

A. APPLICABILITY:

This information handout applies to the following application types:

1. General Plan Amendment

A General Plan Amendment is a request to modify the text, the land use map, or any other portion of the Eastvale General Plan. Amendments to the General Plan land use map and/or other exhibits shall be submitted in electronic format (JPG and PDF) at a resolution suitable for printing at large size (24" x 36"). Amendments to General Plan goals or policies (text amendments) shall be submitted in written form showing the proposed text changes and also provided in electronic format (MS Word and PDF).

2. Change of Zone & Zoning Ordinance Amendment

A Change of Zone is a request to modify the zoning designation for one or more parcels of land in the City. A Zoning Code Amendment is a request to modify the text of the City's Zoning Code. Both applications may typically include a proposed development application (i.e., Plot Plan and/or Tract/Parcel Map) for development of the property. A Change of Zone request shall be submitted in electronic format (JPG and PDF) at a resolution suitable for printing at large size (24" x 36"). A Zoning Ordinance Amendment shall be submitted in written form showing the proposed text changes and also provided in electronic format (MS Word and PDF).

B. **MINIMUM SUBMITTAL REQUIREMENTS FOR A GENERAL PLAN AMENDMENT, CHANGE OF ZONE, ZONING ORDINANCE AMENDMENT, SPECIFIC PLAN, OR SPECIFIC PLAN AMENDMENT:**

The following items are the minimum initial submittal requirement for processing a general plan amendment (including changes to the land use map and/or other general plan exhibits), Change of Zone, Zoning Ordinance Amendment, Specific Plan, and Specific Plan Amendment applications:

- One (1) digital copy of all text amendments in Adobe pdf format and Microsoft Word format and all submittal items below on a CD.
- Completed and Signed Application Form with the required deposit submitted to the City of Eastvale Planning Department (Note: Deposits/fees may be required by other

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agencies and/or districts. These must be paid directly **by the applicant** to ensure the timely processing of the application).

- A detailed project description (explaining the amendments and changes) that includes a list of proposed changes to the General Plan, Zoning Code, or Specific Plan (identifies the Chapter(s), section(s), and page(s) to be modified), and a “Letter of Justification” describing the applicant’s reasons and justification for the proposed amendments.
- Four (4) sets of redline and strikeout of the effected General Plan, Zoning Code, or Specific Plan sections.
- Four (4) sets of a clean version (without redline and strikeout) of the proposed changes.
- For a new Specific Plan, provide four (4) sets of the proposed Specific Plan document.
- Four (4) sets of General Plan Amendment or Change of Zone exhibits that illustrate the existing and proposed changes. Exhibits requirements are provided in Section C, below.
- One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- Three (3) sets of mailing materials, as described below in **Section D**, for the purpose of noticing the neighboring owners and tenants of public hearings. Includes one (1) copy of a 600-foot (or 1,000-foot for alcohol sales) radius map (on paper size 8½”x 11”) showing the subject property boundary (including any contiguous properties) and the notification radius area line indicating the radius distance.
- A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided on a CD in Adobe PDF and Microsoft Word format. Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure timely processing.

C. REQUIRED INFORMATION FOR MAPS/EXHIBITS:

1. Name, address, and telephone number of property owner/applicant and exhibit preparer.

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2. Address and legal description of the property.
3. Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits.
4. North arrow and Exhibit revision block.
5. Date of preparation.
6. If project is within a Specific Plan, show the Specific land use designation of the subject property and surrounding properties.
7. Show existing and proposed land use or zoning designations
8. Note whether or not land is subject to liquefaction or other geologic hazard, or is within a seismic Special Studies Zone.
9. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
10. Location of adjoining properties, lot lines, and existing and proposed uses.
11. Calculation table showing the total net and gross acreage of project site.

D. PROPERTY OWNER MAILING LABELS

The Mailing Materials allow the City to notify property owners and commercial tenants within a 600-foot radius of the external boundaries of the project site or subject property. The mailing materials shall include all of the following:

1. **Three (3) sets** of self-addressed stamped envelopes with first-class postage for **property owners within the radius area.**
 - Each envelope must have a mailing address label that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius from the corners of the subject property, including any contiguously owned properties.
 - If the project site is located adjacent to the boundary of a neighboring City and/or the radius area includes properties located within an adjacent City, a stamped envelop with the name and mailing address of the City Planning Department of the neighboring City shall be provided.
 - Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).
2. **Three (3) sets** of self-addressed stamped envelopes with first class postage for **commercial tenants located within the radius area.**

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- Each envelope must have a mailing address label that identifies the commercial tenants' names and mailing addresses, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius from the corners of the subject property.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

3. Three (3) sets of self-addressed stamped envelopes with first-class for project site owners, applicant and team.

- Each envelope must have a mailing address label that identifies the project applicant and property owner(s) of the project site.
- If the applicant would like his/her project such as the project's architect, engineer, etc. to review a notice, please provide the envelopes and labels for each contact.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
Project No. XX-XXXX (project number will be provided at application submittal).

4. One (1) photocopy of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label. This is for City records.

5. A 600-foot radius (or 1,000-foot radius, if required) map identifying all properties within the required radius on an assessor's map page(s).

PUBLIC HEARING NOTICE CERTIFICATION FORM

I, _____, certify that on _____,
Print Name of Preparer Date

the attached property owner's list was prepared by:

_____ for the following project, _____,
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail Address: _____

Case No.: _____