



ZONE CHANGE INFORMATION SHEET

DESCRIPTION:

A Zone Change is procedure which changes the zoning district of a property from one zone to another. For example, Residential District to a Commercial District. **By State law, all zone changes must be consistent with the City's General Plan.**

PROCESS:

1. **Pre-Application meeting (s):** A meeting with the Planning Department is strongly encouraged PRIOR to submitting an application. Such a meeting will help provide you with information in terms of requirements, standards, and fees and will help you in preparing your application.
2. **Development Review Committee (DRC):** The DRC is an advisory committee composed of City Staff and other agencies which review projects for compliance with existing codes and standards. The DRC does not have formal decision making authority. Prior to the public hearing, a DRC meeting is scheduled with the project applicant and/or their representatives. At the DRC meeting, you will be advised of the conditions of approval and the City staff's recommendation on your project. There is an opportunity at this stage of the process to discuss areas of concern or differences and resolve them prior to Planning Commission and City Council Action.
3. **Planning Commission:** A public hearing before the Planning Commission is conducted. At the hearing, City staff will present a report on your application. The conditions of approval and recommendation to the Planning Commission will be those discussed with you previously at the DRC meeting. Members of the public will be invited to make comments on your project. Decisions of the Planning Commission are final unless appealed to the City Council.
4. **City Council:** A public hearing before the City Council is required to adopt a zone change request. The hearing is conducted in much the same manner as the Planning Commission hearing described above. Zone Changes are adopted by Ordinance.

**CITY OF MURRIETA
ZONE CHANGE
SUBMITTAL REQUIREMENTS**

- 1. APPLICATION FORM WITH OWNER AND APPLICANT'S SIGNATURE.
- 2. ENVIRONMENTAL APPLICATION FORM.
- 3. PRELIMINARY TITLE REPORT (must be prepared within past 6 months).
- 4. APPLICATION FEES (See Annual Fee Schedule. In Addition, \$85.00 for General Plan fee and Record Retention Fee).
- 5. PROPERTY OWNER'S MAP AND TWO (2) SETS OF GUMMED LABELS.
- 6. 15 COPIES OF LAND USE MAP: The map should meet the following criteria:
 - a. Scale: 1" = 200', 300' or 400'
 - b. Show subject property and all properties within a 1000 foot radius of the exterior boundaries of the subject property.
 - c. North arrow.
 - d. Show existing zoning district and General Plan designation for each property.
- 7. ONE (1) PHOTOGRAPHIC SLIDE OF THE MAP REQUIRED IN #6 ABOVE.
- 8. OTHER INFORMATION THAT MAY INCLUDE BIOLOGICAL SURVEYS, DELINEATION STUDY, CULTURAL RESOURCE ASSESSMENT OR OTHER ITEMS.