



CITY OF MURRIETA

Planning Department

1 Town Square
Murrieta, CA 92562

Application for Development Code/General Plan/ Zone Amendment

Check one as appropriate:

- GENERAL PLAN TEXT AMENDMENT GP MAP AMENDMENT ZONE MAP CHANGE
 DEVELOPMENT CODE AMENDMENT

For Planning Department Office Use Only

Case Number: _____ Date Submitted: _____ Received by: _____

PROJECT INFORMATION

PROJECT TITLE AND DESCRIPTION

Proposed General Plan elements to be amended (if applicable): _____

Related cases filed in conjunction with this request (Is this part of a larger project?): _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning & GP Designation: _____

Property Address/Location: _____

Proposed Zoning (if applicable): _____

Is Parcel in an MSHCP "Criteria Cell": Yes No

APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS
(SELECT ONLY **ONE**): Applicant/Developer Project Manager Property Owner

APPLICANT/DEVELOPER

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

Zip

Daytime Phone No: () _____ Fax No.: () _____

PROJECT MANAGER (Representative for Developer)

Contact Name: _____ **E-Mail:** _____

Company Name: _____ **E-Mail:** _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

PROPERTY OWNER

Name: _____ **E-Mail:** _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

ACKNOWLEDGMENT OF DEPOSIT BASED PROCESSING OF APPLICATIONS

The signature below acknowledges that the City operates on the basis of full cost recovery for the processing of Planning projects. Deposits made at the time of application may not be sufficient for the processing of the application and additional deposits may be required to cover the cost of reviewing the project. If at any time deposits are insufficient to cover the processing of the application, processing will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

OWNER CERTIFICATION

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER
_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

FILING INSTRUCTIONS FOR GENERAL PLAN/ZONE/DEVELOPMENT CODE AMENDMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a General Plan/Zone/Development Code Amendment application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE GENERAL PLAN/ZONE/DEVELOPMENT CODE AMENDMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

INITIAL SUBMITTAL:

1. One complete and signed application form.
2. One complete and signed Depositor Application (if a depositor ID has not been previously established). To download this form, go to <http://www.murrieta.org/cityhall/finance/forms.asp>.
3. The appropriate deposit fee for the application type or types. To view the Fee Schedule, go to <http://www.murrieta.org/cityhall/cd/planning/apps.asp>.
4. This is a deposit based application and is billed on a time worked basis. Additional funds may/will be requested to cover costs of public hearings, staff reports, etc.
5. Written justification and rationale outlining your amendment request. This justification must answer the following questions. Please provide a thorough explanation of your responses.
 - a. Will the amendment be consistent with the rest of the General Plan?
 - b. Would the proposed amendment have a substantial adverse effect on traffic circulation and on the planned capacity of the street system?
 - c. Would the proposed amendment have a substantial adverse impact on the general welfare of persons residing in the community?
 - d. Is the amendment compatible with the existing and proposed development within the district and its surroundings?

For General Plan/Zoning Map Changes Only:

1. Complete the "Environmental Setting" section of this application.
2. Other information that may include biological surveys, delineations study, cultural resource assessment or other items.
3. Other information including technical studies/reports such as biological surveys and delineations studies and/or a cultural resource assessment will be required as determined by the completed "Environmental Setting" section of this application.
4. One 8 ½" x 11" photocopy of a U.S. Geological Survey Quadrangle Map at a 2400 to 1 scale delineating the site's boundaries (Note: each photocopy must not have been enlarged or reduced, have a North arrow, scale, quadrangle name, and Section/Township/Range location of the site.) The site must be clearly identified on the map.

For easy access to U.S.G.S. maps, go to: <http://www.usgs.gov/> or <http://www.terraserver.com/?tid=151>.
5. Two (2) copies of the Preliminary Title Report (must be prepared within the last 6 months).
6. One copy of the current legal description for each property involved as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
7. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.

8. Ten (10) full size (24" x 36") copies of a site plan. The exhibit must include the information described in the "General Plan/Zone/Development Code Amendment Matrix" section of this application. All exhibits must be folded no larger than 8 ½" x 11".
9. One (1) copy of reduced (11" x 17") of the following site plan. All exhibits must be folded no larger than 8 ½" x 11".
10. Complete the "Hazardous Waste Disclosure Statement" section of this application.
11. Three (3) copies of a traffic assessment report signed by a registered Traffic Engineer report shall be submitted to the City. The report shall follow the criteria outlined by the City's Engineering Department. All traffic assessment reports must include the following:
 - a. Title Page
 - b. Table of contents
 - c. List of Tables
 - d. List of Illustrations
 - e. Introduction
 - f. Executive Summary
 - g. Study Area Characteristics
 - h. Project Description
 - i. Existing Conditions
 - j. Projected Traffic
 - k. Project Opening Traffic
 - l. Project Build-out Traffic
 - m. Findings and Recommendations
 - n. Appendix
 - o. All text must be provided on a CD (Microsoft Word)
12. One (1) recent (less than one-year old) aerial photograph of the entire project site with the boundary of the site delineated.
13. A minimum of three (3) ground-level panoramic photographs (color prints) clearly showing the whole project site. Include a location map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
14. Ten (10) copies of a Change of General Plan or Zoning Map on an 18'x24" sheet folded no larger than 8½"x 11". The exhibit must include the information described in the "General Plan/Zone/Development Code Amendment Matrix" section of this application.

For General Plan/Development Code Text Amendments Only:

1. Ten (10) copies of the revised text with redlined proposed text and strikeout of all deleted text.
2. One Compact Disc containing the original and revised text in Microsoft Word format. Indicate changes in strikethrough and underline format.

PRIOR TO SCHEDULING A PUBLIC HEARING:

For General Plan/Zoning Map Changes Only:

1. Project Plans - Twelve (12) copies of the site plan (full size 24" x 36")
2. The exhibits shall also include the information described in the "General Plan/Zoning Map Amendment Matrix." All exhibits must be folded no larger than 8 1/2" x 11."
3. 1 set of ALL plans reduced to 8 1/2" x 11" size.
4. Digital images of the aerial photograph, Site Plan, the U.S.G.S. Map, and the panoramic photographs of the site in a format acceptable to the Planning Department (e.g. TIFF, GIF, JPEG, PDF).
5. In order to facilitate mailing of public hearing notices to affected properties a complete noticing package is required. The required radius is 1000 feet from the exterior boundaries of the property for which the application is filed. The Director may require additional noticing if determined necessary or desirable or to comply with the "expanded notice" requirements of the Development Code. **Please Note:** Property owner noticing requirements may vary based on the location of the proposed project site.
 - a. An assessor's Parcel Map(s) illustrating the required radius as measured from the exterior boundaries of the subject site, include all parcels within the radius and all those that touch the radius line. Preferred scale of the map is 1-200 feet, 300 feet, or 400 feet.
 - b. If more than one (1) Assessor's Parcel Map is required to show all of the affected parcels then an index map must be included. The index map must show the entire area affected on ONE SHEET. The required radius boundary line must be drawn on the map and be clearly visible (Preferably in red line). Index map(s) from the Riverside County Tax Assessor's Office may be used for this purpose.
 - c. Two (2) sets of gummed or adhesive labels with the name, address and assessor's parcel number for every parcel within the required radius. These labels must be based on the latest equalized tax roll from the Riverside County Tax Assessor's Office.
 - d. Include mailing labels for the property owner, applicant, and representative.
 - e. A Signed certification letter from the person(s) preparing the list certifying that the information contained therein is accurate and is from the latest Riverside County Tax Assessor's Rolls.
6. A sample "Public Noticing Certified Property Owner's List Affidavit" is included at the back of this application.

Information to prepare the above may be obtained from the Riverside County Tax Assessor's Office. Also, local Title Companies offer this service.

For General Plan/Development Code Text Changes Only:

- Twelve (12) copies of the revised text with redlined proposed text and strikeout of all deleted text.

All Applications:

- Additional deposit, if necessary. There shall be no outstanding fee balance prior to scheduling a hearing.

GENERAL PLAN/ZONING MAP AMENMENT MATRIX

The following table lists the minimum information required on all exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

Note: Additional information may be required during review of the application, including information not specifically required by this checklist.

ALL PLANS:
1. Name, Address, telephone and fax number of applicant.
2. Name, address, telephone and fax number of land owner.
3. Name, address, telephone and fax number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) of 1" = 20' or 1" = 40'. Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans. A smaller scale may be used for purposes of providing a cover sheet showing the entire project boundaries on one sheet.
6. North Arrow
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Zone Map", "General Plan Map" etc.)
9. A detailed project description.
10. Complete legal description of property.
11. Overall dimensions and total net and gross acreage of property.
12. 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).
13. Exhibit revision block.
14. Location of adjoining property and lot lines.
15. Existing and proposed zoning and land use of property.
16. Existing use and zoning of property immediately surrounding subject property.
17. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
18. Names, addresses and phone numbers of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
19. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
20. Typical street improvement cross-section and City standard #.

Additional copies of this application may be obtained from the Planning Department Web Page at
<http://www.murrieta.org/dev/planning/index.asp>.

ENVIRONMENTAL SETTING

Approximate Gross Acreage/Net Acreage: _____

General location (nearby or cross streets): North of _____, South of _____
_____, East of _____, West of _____.

Precisely describe the existing use and condition of the site: _____

Existing zoning of adjacent parcels: _____

Precisely describe existing uses adjacent to the site: _____

MSHCP Number (if applicable): _____

Two (2) copies of an MSHCP consistency analyses and appropriate focused surveys are required if the site is in an MSHCP cell.

Describe the plant cover found on the site, including the number and type of all trees: _____

NOTE: EXPLAIN ANY "YES" RESPONSES IN AN ATTACHMENT.

Is the site on filled land, slopes in excess of 10% or located in a canyon? If yes, a geological and/or soils investigation is to accompany this application. Yes No

Has the site been surveyed for historical, paleontological, or archaeological resources? If yes, a copy of the survey is to accompany this application. Yes No

Does the site contain any unique natural, ecological or scenic resources? Yes No

Do any drainage swales or channels border or cross the site? Yes No

Has a traffic study been prepared? If yes, a copy of the study is to accompany this application. Yes No

Is the site in a flood plain? Yes No
If "Yes", a copy of a drainage plan is to accompany this application.

Have any special studies or reports, such as a traffic study, biological report, archaeological report, geological or geotechnical reports, been prepared for the subject property? Yes No
If yes, indicate the type of report(s) and provide a copy: _____

RESIDENTIAL PROJECTS:

Number and type of dwelling units proposed: _____

Density of the proposed project (# of units per net acreage): _____

Type and size of households expected: _____

Will any multi-story units be located adjacent to a highway or freeway? _____

If yes, a noise study is to accompany this application.

COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL PROJECTS:

Indicate specific type of use proposed: _____

List the gross square footage by each type of use: _____

List the gross square footage and number of floors for each building: _____

Estimate employment by shift: _____

Identify any planned outdoor activities: _____

What percentage of the project site will be covered by: Paving _____% Building _____% Landscaping _____%

ALL PROJECTS

The maximum height of structures _____

Describe the amount and type of off-street parking proposed _____

Describe how drainage will be accommodated _____

Identify any off-site construction (public or private) required to support this project _____

Preliminary grading plans estimate _____ cubic yards of cut and _____ yards of fill.

Will the proposal result in cut or fill slopes steeper than 2:1 or higher than 10 feet? Yes No

Does the project need to import or export dirt? Yes No

Import _____ Export _____ Neither _____

What is the anticipated source/destination of the import/export?

What is the anticipated route of travel for transport of the soil material?

How many anticipated truckloads? _____ Truck loads.

What is the square footage of usable pad area? (area excluding all slopes) _____ sq. ft.

Give time estimated dates for the following:

- A. Rough Grading _____
- B. Final Grading _____
- C. Start Construction _____
- D. Complete Construction _____
- E. Describe any Project Phasing _____

List all other permits or public agency approvals required of this project _____

NOTE: EXPLAIN ANY "YES" RESPONSES IN ATTACHMENTS:

DURING CONSTRUCTION, WILL THE PROJECT:

- A. Emit dust, ash, smoke, fumes or odors? Yes No
- B. Alter existing drainage patterns? Yes No
- C. Create a substantial demand for energy or water? Yes No
- D. Discharge water of poor quality? Yes No
- E. Increase noise levels on site or for adjoining areas? Yes No
- F. Generate abnormally large amounts of solid waste or litter? Yes No
- G. Use, produce, store, or dispose of potentially hazardous materials such as toxic or radioactive substances, flammables or explosives? Yes No
- H. Require unusually high demands for services such as police, fire, sewer, schools, water, public, recreation, etc.? Yes No
- I. Displace any residential occupants? Yes No

Is water service available at the project site?: Yes No

If "No", how far must the water line(s) be extended to provide service? (No. of feet/miles) _____

Is sewer service available at the project site?: Yes No

If "No", how far must the sewer line(s) be extended to provide service? (No. of feet/miles) _____

Is a reclaimed water service available at this site? Yes No

If "No", how far must reclaimed water line(s) be extended to provide service (# of feet) _____

HAZARDOUS WASTE SITE DISCLOSURE STATEMENT

Government Code Section 65962.5 requires the applicant for any development project to consult specified state-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. Under the statute, no application shall be accepted as complete without the signed statement.

To search the hazardous waste list go to www.geotracker.swrcb.ca.gov.

I (we) certify that I (we) have investigated our project with respect to its location on or near an identified hazardous waste site and that my (our) answers are true and correct to the best of my (our) knowledge. My (our) investigation has shown that:

- The project is not located on or near an identified hazardous waste site.
- The project is located on or near an identified hazardous waste site.
Please list the location of the hazardous waste site(s) on an attached sheet.

Owner/Representative (1) _____ Date _____

Owner/Representative (2) _____ Date _____

