



**FILING FEE: \$3,707.50**

**CITY OF RIALTO PLANNING DIVISION**  
**APPLICATION FOR A CHANGE OF ZONE**

**LEGAL OWNER INFORMATION:** I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I further waive the right of a decision of the project by the city within the prescribed time limits as set forth in State Law and the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by Section 18.06.030 of the Rialto Municipal Code are filed with the Planning Division.

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_  
Email: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address of Property (if none, general location): \_\_\_\_\_

**ASSESSORS PARCEL NUMBER(S):** \_\_\_\_\_  
Application will not be accepted without valid tax assessors parcel number(s)

**COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY:** Attach a copy of the most recent Grant Deed(s). If your request is not for the entire property described on the Grant Deed, provide a metes and bounds description. Also attach a plat map of the property.

**APPLICANT:** (if other than legal owner)      **REPRESENTATIVE:** (if other than applicant)

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

**PRESENT ZONING:** \_\_\_\_\_ **REQUESTED ZONING:** \_\_\_\_\_

**JUSTIFICATION FOR REZONING:** Please attach additional sheet(s), as necessary. If this application is for an Interim Zone Change, please submit ten (10) detailed copies of a development plan and elevations. \_\_\_\_\_

<b>FOR CITY USE ONLY:</b> PROJECT NO. _____ HEARING DATE: _____ E.A.R.# _____ DFG FEE: _____ FILING FEE: _____ DATE RECEIVED: _____ APPLICATION DEEMED COMPLETE _____
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**GENERAL INFORMATION:** The following general information is intended to provide an overview of the review procedure to process a proposed amendment to Title 18 of the Municipal Code. A zone change application may involve a change to an existing district, addition or deletion of use to a specific zone or modification to development standards. If the proposed zone change is inconsistent with the City General Plan, an amendment to the General Plan will need to be filed and approved prior to City Council consideration of the change of zone. The pre-zoning of properties located within the city's sphere of influence in conjunction with a proposed annexation is not legally in effect until the property is annexed to the city.

In all cases, the applicant(s) should consult with staff prior to the filing of the proposed zone change in order to obtain an overall understanding of the entitlement process and timeframe for review. Consistent with State and local laws, the Planning Division will process applications as expeditiously as possible, simultaneously processing, where feasible, multiple applications. Please note that staff is available to provide guidance through all steps of the review process.

**FILING FEES:** The filing fee to process a zone change is used to recover costs to prepare planning reports for Planning Commission and City Council review and publication costs for public hearings. The processing of a zone change is a discretionary project and is subject to Environmental Assessment Review and applicable filing fees.

**CITY PLANNING PROCESS:** In conjunction with the completion of the environmental assessment process, the proposed zone change application will be scheduled for a public hearing before the City Planning Commission. The Commission will review the submitted application, staff recommendation and accept public testimony. Upon close of the public hearing, the Commission will forward a recommendation of approval, approval with modifications or denial to the City Council. Based on the complexity of the application, more than one meeting of the Commission may be necessary. The City Council will conduct an additional public hearing and upon the close of this hearing render a final decision on the application. According to State Law, a zone change must be adopted by ordinance, therefore mandating a minimum of two hearings before the City Council. If the City Council approves the zone change, the change will be legally in effect 30 days after date of the second hearing.



## **Development Services Department Planning Division**

### **MEMORANDUM**

DECEMBER 15, 2000

TO: APPLICANTS, ENGINEERS AND ARCHITECTS

FROM: PLANNING DIVISION, DEVELOPMENT SERVICES DEPARTMENT

RE: MAP FOLDING REQUIREMENTS AND SCALE FOR SUBMITTALS

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This is to advise you that all plans for submittal to the City of Rialto Planning Division must be of a standard size 12" x 26", or 24" x 36" and folded to a dimension not larger than 8 1/2" x 13" at the time of application submittal.

Additionally, the scale of the map may not exceed 1 inch to 60 feet. **Plans not in conformance with the above requirements can not be accepted for review.**

If you have any questions, or need more information, please contact this office at (909) 820-2535.



# *City of Rialto*

## *California*

Dear Applicant:

The State Zoning Law requires the City to notify all persons named on the latest equalized assessment roll as owning property within three-hundred (300) feet of property which is the subject of a proposed Subdivision, Parcel Map, Zone Change, General Plan Amendment, Building Moving Permit, Major Conditional Development Permit, Specific Plan Review or Amendment, Pre-zoning of Annexations, Public Hearing Variance, or an Adult Use Permit. As a part of the application, the City requires the applicant to indicate the names and mailing addresses (typed) of the surrounding property owners on the attached label forms.

To provide a means of verification, the applicant is also required to submit a property ownership map indicating those properties within a three-hundred (300) foot radius of the proposed site boundaries with the Assessor's Parcel Number identified on each property. A copy of the Assessor's Map Book Page(s) may be used for this purpose. A sample property ownership map is attached to serve as a guide in the preparation of the required map.

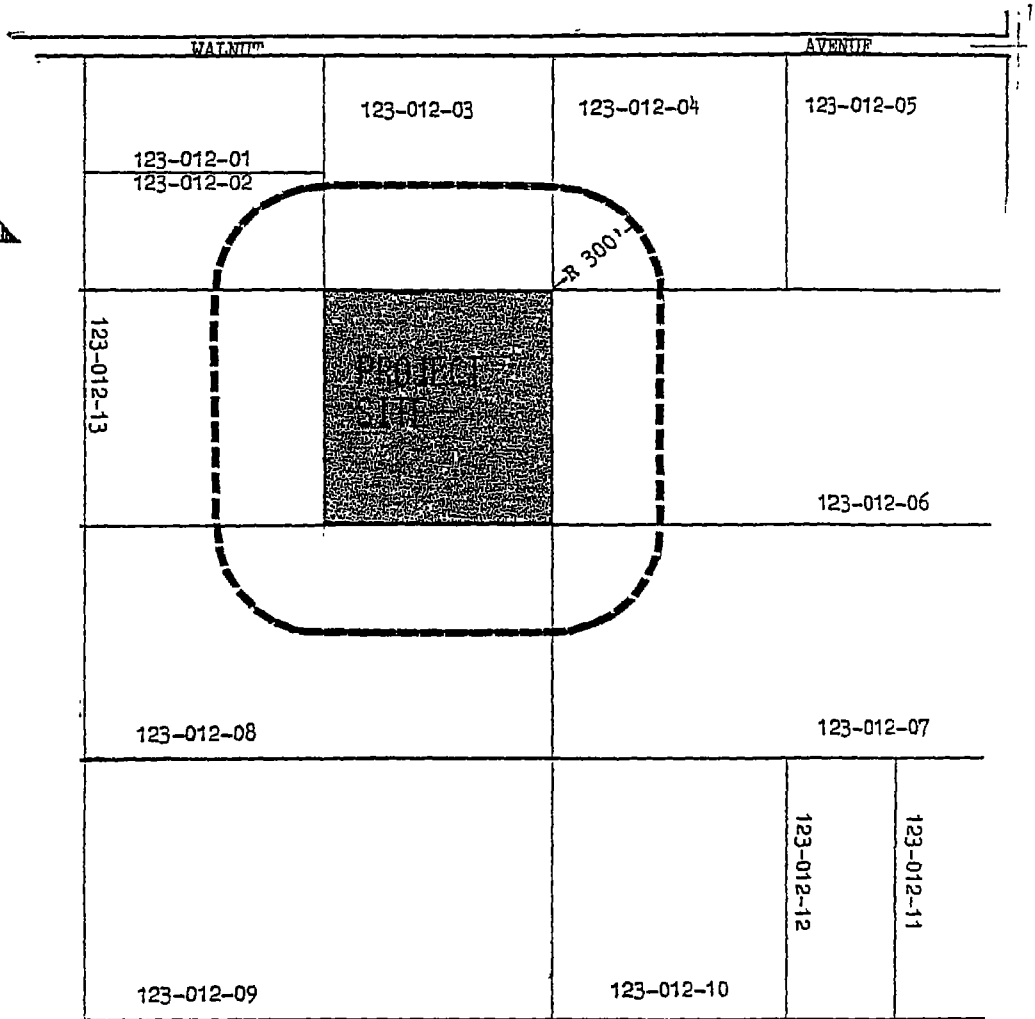
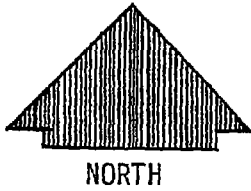
In order to process your proposal, the completed label forms and property ownership map must be submitted with the required application form, filing fee and plans.

The Planning Commission normally meets the second and last Tuesday of each month. In order to process a proposed filing requiring a public hearing, the completed application, property ownership label forms and property ownership map must be submitted to the Planning Division. The application will be processed in accordance with State and local requirements and the public hearing will be scheduled at the earliest available Planning Commission meeting.

If you have any questions or need assistance providing the required information, please do not hesitate to contact the Planning Division Office at (909) 820-2535.

DEVELOPMENT SERVICES DEPARTMENT

↪ SAMPLE OF PROPERTY OWNERSHIP MAP - SHOWING THOSE PROPERTIES WITHIN A THREE-HUNDRED (300) FOOT RADIUS OF THE PROJECT SITE..



John & Jane Smith  
 1234 North Apple Street  
 Anytown, Ca 90000  
 123-012-06

← SAMPLE OF TYPED PROPERTY OWNERS/LABELS!

↪ PLEASE NOTE THAT THE ASSESSOR'S PARCEL NUMBER IS ALSO REQUIRED ON THE TYPED LABELS!