



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### SPECIFIC PLAN AMENDMENT

The Specific Plan serves as a means to establish more specific land use regulations and design standards for properties requiring special attention and treatment. A Specific Plan serves as a policy and regulatory document, with policy direction and project development concepts consistent with the General Plan. Specific Plans may either supplement or supersede all land use regulations applicable to the subject property, including all previously adopted ordinances, standards, and guidelines.

A Specific Plan and/or amendment may be initiated in any one of the following manners:

- A. Upon minute motions of the City Council.
- B. Upon minute motion of the Planning Commission.
- C. Upon application by a property owner/owners of any parcel subject to the requirements of the Zoning Code.
- D. The Planning Director may initiate an amendment to the Specific Plan.
- E. Pursuant to Section 19.660.015 (A) – Initiation of Applications

All applications shall be reviewed for compliance with the California Environmental Quality Act (CEQA); some applications may ultimately require preparation and processing of an Environmental Impact Report (EIR). That process, if required, may entail substantial additional application fees and consultant costs and would require several months to complete.

#### APPLICATION PROCESSING

Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.820.050 – Specific Plan/Specific Plan Amendments.

#### PLANNING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*).

#### REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. ***Please note that plans shall only be required when the proposed amendment applies to a specific property.***

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right

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corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Use the checklist to ensure your project includes all of the required elements:

- One (1) copy of the completed General Application form**
- One (1) copy Environmental Information Form:** (For use in preparing the Initial Study)  
The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary.

*If the amendment applies to a specific property:*

- One (1) copies of Plat Map of the Subject Property where Traffic Pattern Modification is proposed.**

Assessor's Map showing the subject parcel(s) is acceptable.

- One (1) copy Hazardous Site Review Questionnaire**
- One (1) copy Hazardous Materials Questionnaire**
- Senate Bill 18 – Local and Tribal Intergovernmental Consultation**

When a General Plan is proposed to be amended, California Native American Tribes must be given the opportunity to consult with the applicant and with the City for the purpose of preserving, mitigating impacts to, and identifying cultural places located on project land within the City's jurisdiction. *Please note, compliance with Senate Bill 18 will have the effect of extending the review process by at least ninety (90) days. A project will not be considered complete or be scheduled for hearing until the 90-day consultation period is over and all consultations have been completed.*

### WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- All projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. Rezoning, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops require Riverside County Airport Land Use Commission review. For more information, please refer to the "RCALUC Referrals" handout for additional information.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if

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remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.