



# City of Hemet

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.cityofhemet.org](http://www.cityofhemet.org)

Application No.:	_____
Date Received:	_____
Received By:	_____
Planner Assigned:	_____
Concurrent Projects:	_____

## PLANNING APPLICATION

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Administrative Adjustment | <input type="checkbox"/> Administrative Use Permit      | <input type="checkbox"/> Annexation                        |
| <input type="checkbox"/> Appeal                    | <input type="checkbox"/> Conditional Use Permit         | <input type="checkbox"/> Development Agreement / Amendment |
| <input type="checkbox"/> Downtown Project Review   | <input type="checkbox"/> Extension of Time (for: _____) | <input type="checkbox"/> General Plan Amendment            |
| <input type="checkbox"/> Planned Unit Development  | <input type="checkbox"/> Pre-Application Review         | <input type="checkbox"/> Sign Program / Amendment          |
| <input type="checkbox"/> Site Development Review   | <input type="checkbox"/> Specific Plan                  | <input type="checkbox"/> Specific Plan Amendment           |
| <input type="checkbox"/> Tentative Parcel Map      | <input type="checkbox"/> Tentative Tract Map            | <input type="checkbox"/> Variance                          |
| <input type="checkbox"/> Zone Change - Map         | <input type="checkbox"/> Zoning Ordinance Amendment     | <input type="checkbox"/> Other _____                       |

### Project Description

General Description of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_

Has this project received Pre-Application Review Comments?  Yes  No PR No. \_\_\_\_\_  
Other Related Cases: \_\_\_\_\_

### Property Information

Project Address or Location: \_\_\_\_\_  
Assessor Parcel Number(s): \_\_\_\_\_  
Total Site Acreage: \_\_\_\_\_  
Current Land Use: \_\_\_\_\_ Proposed Lane Use: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Current General Plan: \_\_\_\_\_ Proposed General Plan: \_\_\_\_\_

### Contact Information

#### Applicant Information –The applicant is the designated contact to receive materials from the City.

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Interest in Property:  Own  Rent Other: \_\_\_\_\_

**Owner Information (Consent Affidavit required if Applicant is not the Property Owner)**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect Information**

Architect Name: \_\_\_\_\_

Architect Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer Information**

Engineer Name: \_\_\_\_\_

Engineer Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Notifications**

1. Appointments are recommended for submittals. Call the Case Planner or 951-765-2375 for scheduling.
2. Applications will be initiated within 24 hours of submittal. Applications submitted after noon on Thursday will be initiated the next City Hall business day.
3. Acceptance of the application at the counter **does not** represent a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
4. If projects include a legislative item required to be heard by the City Council, all other concurrent applications for the project will also be heard by the City Council.

**Authorizations**

Print Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attachments**

1. Property Owner Consent Affidavit (Not required for Pre-Application Review applications).



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## ZONE CHANGE SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Zone Change application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### THE ZONE CHANGE APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

#### A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
  - a. Property Owner Consent Affidavit and/or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
  - a. Application processing fee pursuant to the latest adopted fee schedule.
  - b. CEQA fees
    - (1) Initial Study or Categorical Exemption fee (paid with submittal).
    - (2) Additional environmental fees (if applicable).
  - c. Fish & Game fees (paid when application is scheduled for public hearing).
  - d. Notice of Determination recordation fee (paid when application is scheduled for public hearing).
  - e. Public hearing notice fees (paid when application is scheduled for public hearing)
  - f. Airport Influence Area Review fee (if applicable).
  - g. Technical Study Review fees (if applicable).
- 3. Completed environmental assessment form.
- 4. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 5. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.
- 6. Proof of ownership (i.e., grant deed).
- 7. A letter signed and dated by the applicant that addresses each of the following:
  - a. Compliance of the proposed zone change with the land use designation, goals and policies of the General Plan.
  - b. Suitability of the site for the proposed zone change in terms location, shape, size, and design.
  - c. Compatibility of the proposed zone change with adjacent zoning and the established land uses and/or the planned development patterns in the vicinity in terms of density, development standards, and character.
  - d. Proposed development plans.
- 8. Ten (10) 8.5" x 11" copies of a parcel map that includes the following information:
  - a. Project property boundaries with dimensions.
  - b. Existing zoning of the project site and the adjacent properties.
  - c. Proposed zoning of the project site and the adjacent properties.
  - d. Vicinity map.

- 9. Photo documentation
  - a. Color photos of the project site.
  - b. Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.
- 10. One (1) electronic copy on CD/DVD of all submission materials including in PDF format including the map sheets, photo documentation, title report, legal description, and other items, as applicable.
- 11. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
  - a. One (1) 8½" x 11" radius map that shows the boundaries of the subject property, the 500 foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
  - b. A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
  - c. Three (3) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
    - i. Labels shall be 1" x 2.5", self-adhesive, on 8 ½ " x 11" sheets.
    - ii. Each mailing label shall include the assessor parcel number.
    - iii. The data shall be from the latest County Assessor's information.
  - d. A notarized public notice mailing affidavit signed by the applicant or preparer.

**B. APPLICANT NOTIFICATIONS**

1. A zone change application is a legislative item required to be heard by the City Council following review and recommendation by the Planning Commission. All other concurrent applications for the project will also be heard by the City Council.
2. It is recommended that the applicant and/or representative be present at all hearings.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

**C. ATTACHMENTS**

1. Hemet Municipal Code Section 90-41.

HEMET MUNICIPAL CODE  
CHAPTER 90 (ZONING)

**Sec. 90-41. - Zoning applications.**

- (a) Purpose. The purpose of a zoning application is to allow for consideration of applications for a change in the zoning ordinance or a change in the zone on a property shown on the official zoning map.
  - (1) Zoning ordinance amendments. The zoning regulations set forth in the chapter may be amended in accordance with the procedures of this article.
  - (2) Zone change. The boundaries of the zoning designation on any property set forth on the official zoning map on file with the city clerk, may be amended by changing the zoning designation in accordance with the procedures of this article.
- (b) New applications. An application for an amendment to the zoning ordinance or for a zone change shall be filed with the director or the director's designee by the property owner or an authorized agent on a form(s) prescribed by the director, and shall include information and/or maps which are deemed by the director to be necessary to enable the approving authority to make the required findings. The director or the director's designee shall make available, in writing, a listing of the information and/or maps which are required to be submitted. Concurrent applications may be filed and processed.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.1. - Application fees and refunds.**

- (a) An application fee for a zoning ordinance amendment or zone change shall accompany the application submittal requirements which are filed with the director. The fee(s) shall cover the costs of processing the applications in accordance with a schedule adopted from time to time by city council resolution.
- (b) Application fee refunds shall be authorized by the director for applications that are withdrawn upon written request and proof of payment by the applicant, in accordance with a refund schedule adopted from time to time by city council resolution.
- (c) Portions of application fees paid to another jurisdiction or agency for services to be rendered in connection with the application shall not be refunded until recovered by the city. Nothing contained in this section shall prohibit another jurisdiction or agency from refunding fees directly to the applicant. If fees have been paid out to another jurisdiction or agency, the administrative fee related to coordinating the review of applications by other jurisdictions or agencies is nonrefundable.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.2. - Investigation.**

The director shall investigate and prepare a written report on all applications. Copies of the report shall be provided to the approving authority and the applicant at least three calendar days prior to a hearing on the application.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.3. - Hearing and notice procedure required.**

- (a) Responsible parties. The director in the case of the planning commission, and the city clerk in the case of the city council shall set the time and place of the required public hearings. The hearing body, i.e., the commission, or council may change the time or place of their hearing, or may continue their hearing from time to time.
- (b) Public hearing notice. Notice of public hearings shall be given in accordance with Title 7 of the California Government Code, as amended, except as indicated below:

- (1) For applications that have adjacent parcels which are five acres or larger the notification radius shall be 1,000 feet up to a maximum of 25 lots, whichever is greater.
- (2) For applications that the director deems to have greater effect than the normal 300-foot radius, the director may increase the notification radius to 1,000 feet or other appropriate distance.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.4. - Review of applications and approving authority.**

- (a) Planning commission. The planning commission shall be responsible for review and recommendation of zoning ordinance amendments and zone changes to the city council. In the event that the planning commission denies a zone change the action of the commission shall be final in ten calendar days unless appealed, in accordance with section 90-41.6
- (b) City council. The city council shall be responsible for the final review and approval of zoning ordinance amendments and zone changes.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.5. - Findings required.**

Upon approval of a zoning ordinance amendment or zone change the following findings shall be made by the approving authority:

- (a) Zoning ordinance amendments.
  - (1) That the zoning ordinance amendment is in conformance with the latest adopted general plan for the city; and
  - (2) That the zoning ordinance amendment will protect the public health, safety and welfare.
- (b) Zone change.
  - (1) That the proposed change of zone is in conformance with the latest adopted general plan for the city; and
  - (2) That streets in the area are adequate to handle potential traffic generated by the change of zone; and
  - (3) That the proposed change of zone is compatible with adjacent zoning.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.6. - Appeals.**

Zoning ordinance amendments. Decisions of the planning commission on a zoning ordinance amendment are automatically scheduled for city council action. The decision of the city council is final.

Zone changes. An appeal by an interested party may be made to the city council of a planning commission denial. The appeal shall be filed within ten calendar days of the commission decision by filing a letter of appeal with the director and the required appeal fee established by city council resolution. The appeal shall be scheduled for a de novo public hearing before the city council within 30 calendar days. The council may affirm, modify or reverse the planning commission decision, making any findings required by this chapter and/or state law. The decision of the city council shall be final.

(Ord. No. 1562, § 2, 7-29-97)

**Sec. 90-41.7. - New application following a denial.**

An application for a zone change on the same property or substantially the same property following the denial of the same request, shall not be accepted within one calendar year of the date of denial.

(Ord. No. 1562, § 2, 7-29-97)



# City of Hemet

**Property Owner  
Consent  
Affidavit**

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

**\*\*THIS FORM MUST BE NOTARIZED\*\***

**PROJECT NO(s).** \_\_\_\_\_

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) SS DATE:  
CITY OF HEMET )

I/We, \_\_\_\_\_, \_\_\_\_\_, the **OWNER(s)** of the Real Property involved in this application, do hereby consent to the filing of this application. I/We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

**AGENT:** \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_  
(Printed Name of Agent)

**Address of Agent:** \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

**OWNER:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_  
(Signature) (Signature)

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
(Number) (Street) (Number) (Street)  
(City) (State) (Zip) (City) (State) (Zip)

**NOTE:** A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PART OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT YOUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

## FOR OFFICIAL USE ONLY

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_, BY \_\_\_\_\_  
(Printed Name of Owner As Signed Above) (Printed Name of Owner As Signed Above)

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
NOTARY PUBLIC SEAL



# City of Hemet

## Property Owner Mailing List Affidavit

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

(THIS FORM MUST BE NOTARIZED)

PROJECT NO(s). \_\_\_\_\_

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE )  
CITY OF HEMET )

SS

DATE: \_\_\_\_\_

I, \_\_\_\_\_, certify that on \_\_\_\_\_, the attached property owners list was prepared by \_\_\_\_\_ pursuant to application requirements furnished by the City of Hemet Planning Department. Said list is a complete and true compilation of owner(s) of the subject property and all other property owners within 500 feet of the property involved in the application and is based upon the latest equalized assessment rolls. I further certify that the information may be grounds for rejection or denial of the application.

Owner/Authorized Agent \_\_\_\_\_  
(Signature)

Owner/Authorized Agent \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_  
(Printed Name)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

### FOR NOTARY PUBLIC USE ONLY

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_  
(Printed Name of Owner As Signed Above)

BY \_\_\_\_\_  
(Printed Name of Owner As Signed Above)

\_\_\_\_\_  
NOTARY PUBLIC SEAL



# City of Hemet

## Environmental Assessment

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

DATE FILED: \_\_\_\_\_, 20\_\_\_\_

PROJECT NO: \_\_\_\_\_

### General Information

List the applicant's name and address: \_\_\_\_\_  
\_\_\_\_\_

1. List the site address and/or assessor parcel number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Land Development Information

3. Current zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

4. Current General Plan designation: \_\_\_\_\_ Proposed General Plan designation: \_\_\_\_\_

5. Describe any building(s) currently on the site and for what the site is being used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe the area surrounding the property and any unique topographic features on the site (i.e. agricultural lands, drainage areas, slopes, plants, wildlife, etc.). Attach a copy of the RCIP Habitat Assessment Report for each APN # included in project site: \_\_\_\_\_  
\_\_\_\_\_

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7. Describe the type and number of equipment to be used on the site, both during construction and as part of the operation of the proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please fill in the appropriate blanks that apply to your project.

<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
No. of units: _____	Building size (sf): _____	Building size (sf): _____
Sales range: _____	No. of employees: _____	No. of employees: _____
Rental range: _____	Hours of operation: _____	Hours of operation: _____
	Days open: _____	Days open: _____

Please indicate, by checking "yes" or "no" if the following items apply to your project. For each item checked with a "yes" please explain why and how it applies, use additional sheets as necessary. Additional information may be requested at the time of submittal of your application. Please feel free to the Planning Department should you have any questions.

9. Will the project alter the existing feature of any lake shore, creek, river, or stream, or alter the ground to eliminate major topographic features. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Will the project change existing scenic views or vistas from existing residential areas or public lands or roads. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will the project change the pattern, scale, or character of the area around the project. Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain.

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12. Will the project generate significant numbers of school age children. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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13. Will the project generate large amounts of solid waste or litter beyond what would be normally expected. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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14. Will the project generate large amounts of dust, ash, smoke, fumes, or odors in the area. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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15. Is the project expected to retain drainage waters on-site, or alter the existing drainage patterns. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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16. Will the project generate unexpected or unanticipated noise when complete, which would be considered to be above and beyond the existing (ambient) noise in the area. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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17. Will the project use and/or dispose of potentially hazardous materials, such as toxic substances, flammables, or explosives. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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18. Will the project cause an increase, beyond what would normally be expected, in demand for municipal services such as police, fire, water, sewage, etc. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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19. Will the project cause an increase, beyond what would normally be expected in fossil fuel consumption. Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

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**Certification**

**I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial environmental assessment, to the best of my knowledge and belief.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_