



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.hemetca.gov

ZONE ORDINANCE AMENDMENT SUBMITTAL REQUIREMENTS

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

THE ZONE ORDINANCE AMENDMENT APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
- 2. Processing fees:
 - a. Deposit 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. Notice of Determination recordation fee.
 - d. Public hearing notice fees.
 - e. Airport Influence Area Review fee (if applicable).
 - f. Technical Study Review fees (if applicable).
- 3. Completed Depositor Application form.
- 4. A letter signed and dated by the applicant that addresses each of the following:
 - a. Reason for the requested zone ordinance amendment.
 - b. Hemet Municipal Code Section proposed to be amended.
 - c. Proposed text change.
 - d. Compliance of the proposed zone ordinance amendment with the goals, policies, and land use designations of the General Plan.
 - e. Demonstration of how the proposed zone ordinance amendment will protect the public health, safety, and welfare.
- 5. One (1) electronic copy on a flash drive of all submission materials in PDF format including any technical studies or required environmental documentation.
- 6. If the proposed amendment affects a specific land use area, a 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 ordinance amendment 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.