



**BEAUMONT PLANNING DEPT.**  
550 E. 6th Street  
Beaumont, CA 92223  
(951) 769-8518  
BeaumontCa.gov

## **PRE-ZONE/ZONE CHANGE** **SUBMITTAL REQUIREMENTS**

- \$5,000.00 deposit to the City of Beaumont
- Environmental Review Fee (if applicable) actual consultant cost plus 20% administrative fee
- CEQA Environmental Document Filing(if applicable) based on the California Department of Fish and Wildlife fees paid directly to the Riverside County Clerk following project approval

**Please provide the following information when submitting this application:**

- Completed Master Planning Application
- Site Plan showing of the property and surrounding area. Site plan must show existing General Plan and Zoning designations, existing land uses, and proposed use.
- Other completed applications such as Environmental Review and related documents Grant Deed
- Title Report (pulled within past 6 months)
- 2 Sets of 300' property owner notification list, radius map and labels (mailed in to the Planning Department)(Details on next page)
- GIS files for the project area
- If not the property owner, provide a letter of authorization from the property owner or landlord

ALL DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE NOTED

Note: Additional information may be required once the information submitted is reviewed and analyzed.

*After 6 months without activity or written communications, the City of Beaumont shall deem the application abandoned, in which a new application and fees will be required.*

## REQUIRED PROPERTY OWNERS NOTIFICATION INFORMATION

1. TWO identical packages to be inserted in separate envelopes. These packages shall consist of the following:
  - a. Two (2) sets of 300' property owner notification labels.
  - b. A photocopy of the aforementioned labels.
2. Four typed sets of labels of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc., are the same.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list.
4. One (1) exhibit/Map showing all parcels within 300 feet of the subject parcel.