



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

ANNEXATIONS

Annexation refers to an expansion of city boundaries to incorporate previously unincorporated territory or property for the purpose of orderly development; this may include the rezoning of annexed territory in compliance with city ordinances. A request for annexation must first be approved by the City Planning Commission, the City Council, and the Local Agency Formation Commission before taking effect.

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 procedures outline in Article IX of the zoning code, Chapter 19.840 – Annexations.

PLANNING FEES

There is no fee for an annexation.

REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, 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 annexation 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 corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

ANNEXATION

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.
- One (1) copy of metes and bounds legal description and associated map.
- One (1) copy Hazardous Site Review Questionnaire
- One (1) copy Hazardous Materials Questionnaire (if requesting to change the General Plan designation)

IF GENERAL PLAN AMENDMENT IS REQUIRED:

If your annexation requires a change to the General Plan land use designation the City currently has placed on the subject property, you will also need to file a General Plan Amendment. A separate application and filing fee will also be required. **See the General Plan Amendment handout**

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.

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