



Department of Planning and Community Development

GUIDE TO THE ZONE CHANGE APPLICATION

An application for a Zone Change is required for any proposal to change the zoning designation of a particular parcel or parcels of land as indicated on the City Zoning Map. A Zone Change Application is subject to the review and approval by the City Council after first considering the Planning Commission's recommendation regarding the application. Furthermore, a request for a Zone Change would likely require the submittal of a General Plan Amendment Application, as determined by the Director of Planning and Community Development Department. A Pre-Screen Review application for consideration by the City Council is recommended prior to formally submitting for a Zone Change and/or General Plan Amendment

SUBMITTAL REQUIREMENTS

- Completed Planning Application Form.
- Description and reason for the Zone Change request.
- Legal Description of the subject property.
- Completed Environmental Questionnaire (Initial Study).
- Photographs of the subject property and abutting properties.
- Applicable Fees (a formal application will not be accepted unless fees are provided).
- A City Consultant Fee Acknowledgement Statement on applicant's letterhead.
- An Assessor's parcel map of site and abutting parcels.

If the Zone Change request does not accompany another development application (i.e. SPR, CUP, etc.), the following shall be provided:

- SITE PLAN (Folded accordion style to no larger than 8.5"x14") [10 sets]
 - Vicinity Map locating the proposed development or use;
 - Scale: 1" = 20 feet and north arrow;
 - Property boundaries, dimensions and area (square feet and acres);
 - Location, dimensions and total square footage of existing and proposed structures;
 - Type and use of each structure, both proposed and existing;
 - Location and dimensions of walls and fences;
 - Location and identification of existing trees;
 - The specifications for parking space size and striping must be shown on the Site Plan (Indicate handicap and compact spaces);
 - Location of street light poles;
 - Location and dimension of existing and proposed curb cuts on the site, within fifty (50) of the project boundaries, and across the street from the site;
 - Location, identification, and dimensions of easements on, adjacent to, or otherwise affecting the property;
 - Dimension from property line to center of adjacent streets;
 - Identification and dimensions of existing and proposed sidewalks, curbs and streets;
 - Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access;

- Location of above ground utility vaults, transformers and other facilities;
- Name and street address or Assessor's Parcel No. of the project;
- A complete legal description of the property;
- Name, address, telephone number, and wet stamp of the architect or other licensed professional who prepared the plans and the date of plan and
- Name, address and telephone number of the applicant.

SLOPE ANALYSIS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Applies only to property with an average slope of 10% or greater.

One (1) reduced (8.5"x11") copy of each required plan

**ZONE CHANGE
ADDITIONAL INFORMATION**

Proposed use of the subject property:

Answer to the following must be made complete and full:

1. Modified conditions warrant a revision in the zoning plan as it pertains to the area under consideration because:

2. A need for the proposed zone classification exists within such area because:

3. The particular property under consideration is a proper location for aside zone classification within such area because:

4. Placement of the proposed zone at such location will be in for interest of public health, safety and general welfare and in conformity with good zoning practice because:
