



**Community & Economic Development Department
Planning Division**
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CHANGE OF ZONE

SUBMITTAL REQUIREMENTS

The Zoning Atlas is a map that divides the City into zones or districts within which land use regulations are established by the Development Code. A Change of Zone is a request to change the zoning designation for a particular property. A Change of Zone requires public hearings before the Planning Commission and the City Council. The Change of Zone request must be consistent with the General Plan designation for the property in question or a General Plan Amendment shall be submitted concurrently.

A pre-application meeting with staff is recommended prior to filing an application for a Change of Zone. Additional fees may be required for review of special studies.

STEP ONE SUBMITTAL REQUIREMENTS

- 1 Completed and signed application form.
- 1 Copy of the fee receipt.
- 1 Copies of Preliminary Title Report (shall include recorded easements).
- 1 Completed Environmental Information Form (only applicable information need be provided).
- 1 Set of photographs of the site and surrounding property and an index showing the locations and orientation of the photographs. Photos shall be mounted on a copy of a map of the property for display at the public hearing(s). The map shall be folded to not more than 8 1/2" x 11".
- 1 Completed Environmental Information Form (only applicable information need be provided).
- 1 Copy of written explanation of the requested change of zone and the reasons for the request.
- 1 Copy of a comprehensive evaluation of the proposal's consistency with the goals, objectives, policies and programs of the General Plan.
- 10 Copies of the proposed map showing the property affected, the current designation and land uses for the site and the surrounding property, flood control and street improvements and rights-of-way within 100 feet. An 8 1/2 x 11" **legible** black and white reduction will be acceptable.

