

# ZONE CHANGE CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions or need assistance, contact the Community Development Department at (831) 385-3281.

- Completed and signed *general application form*
- All *applicable fees* (See City Fee Schedule)
- Three (3) sets of mailing labels** of all property owners within 300-feet of the project's site boundary. The names and addresses of owners are those listed on the most current county equalized assessment roll or can be obtained from a title insurance company.
- Type of *Zone Change Application*
  - Amendment to Zoning Map
  - Amendment to Zoning Text (Check One or Both)
  - Existing Zoning* \_\_\_\_\_
  - Proposed Zoning* \_\_\_\_\_
  - Pre-Zoning Request*
- Twenty (20) copies of 8 ½" x 11" inch exhibits showing existing property, with the following information:
  1. Fully dimensioned parcel boundaries drawn to a scale adequate to show the entire property and adjacent streets or properties on an 8 ½" x 11" sheet.
  2. Address or location of property.
  3. Area of parcel in square feet or acres.
  4. A North arrow.
  5. A small location map clearly locating the property within the community (vicinity map).
  6. Area of parcel in square feet or acres.
  7. All access points to the property.
  8. Any additional information which would illustrate the proposed zone change.
- Twenty (20) copies of 8 ½ x 11 inch Zoning Maps showing *proposed* zoning designation.
- A complete Project Description describing the proposed zoning amendment.
- A *Conditional Use Permit Application* may be required.
- A *Tentative Tract Map Application* is required, if subdividing the property.
- Provide available information needed for Environmental Assessment (Initial Study or Environmental Impact Report).
- Hazardous Waste Site Declaration Sheet.