The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.

2. **Application Fee:**
   - General Plan Amendment: $1,470
   - Zone Change: $1,865
   - Environmental Assessment: $2,555; except where project is exempt.
   - State and County environmental recording fees also apply. Check with staff for the current amount for these fees.

3. **Environmental Description Form.** General Plan and Zone Change requests are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.
Findings:

Please answer the following questions as completely as possible. You may attach additional sheets if necessary.

1. Does public necessity require the proposed change? Is there a real need in the community for more of the types of uses permitted by the Zone requested than can be accommodated in the areas already zoned for such uses? (Fully explain your answer, considering the surrounding property as well as the property proposed to be reclassified.)

2. Is the property involved in the proposed reclassification more suitable for the purposes permitted in the proposed classification than for the purposes permitted in the present classification? (Answer completely; specify reasons for your answer.)

3. Would the uses permitted by the proposed zone be detrimental in any way to surrounding property? (Explain reasons supporting your answer.)

4. What were the original deed restrictions, if any, concerning the type and class of uses permitted on the property involved? Give the expiration date of these restrictions. (You may attach a copy of these restrictions.)
General Plan Amendment/Zone Change Review Process
Flow Chart

1. Applicant Submits Materials
   (Staff reviews application for completeness)

2. Application Incomplete
   (Resubmit)

3. Application Complete

4. Staff reviews project
   (Including Environmental Review if required)

5. Staff prepares report and public
   hearing notices are published and mailed

6. Planning Commission Meeting

7. Planning Commission recommends approval of proposal

8. Project Denied (no further action required unless an appeal is filed)

9. City Council Hearing

10. Proposal Approved

11. Proposal Denied
Please type or print clearly in ink. Incomplete applications will be returned.

Applicant Name: ________________________________________________________
Address: _______________________________________________________________
City: ______________________________ State: ______ ZIP: _________________
Phone/Email: ___________________________________________________________
Agent/Representative: ___________________________________________________
Address: _______________________________________________________________
City: ______________________________ State: ______ ZIP: _______________
Phone/Email: ___________________________________________________________
Property Owner: _______________________________________________________
Address: _______________________________________________________________
City: ______________________________ State: ____ ZIP: _____________
Phone/Email: ___________________________________________________________

Please indicate if correspondence is to be sent to:
__ Applicant  __ Agent   __ Property Owner

Specific Description of Request (ATTACH ADDITIONAL SHEET IF NECESSARY)
_______________________________________________________________________

Project Location: _______________________________________________________
Assessor’s Parcel Number(s) _______________________________________________

Current Zoning: ___________________ Current Land Use Designation: ___________

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

______________________________  ________________________________  _____________
Print Applicant’s Name  Applicant’s Signature  Date

______________________________  ________________________________  _____________
Print Property Owner’s Name (if different from applicant)  Property Owner Signature  Date

______________________________  ________________________________  _____________
Print Agent’s Name  Agent’s Signature  Date

Check planning permit(s) that apply to your project
(If you are applying for more than one permit, you need to fill out only one Master Application form)

 Annexation
 Conditional Use Permit
 Site Plan Review
 Director Review & Approval
 Variance
 Environmental Assessment
 General Plan Amendment
 Zone Change
 Lot Line Adjustment
 Tentative/Final Parcel Map
 Tentative/Final Subdivision Map
 Lot Merger
 Certificate of Compliance

Note: The City must have signed consent of all property owners of the project site.