

ZONING MAP AMENDMENT CHECK LIST

APPLICATION FOR ALL ZONE AMENDMENTS*

You are required by Chapter **18.12.010** (attached) to provide the information as part of your rezoning application and petition as outlined in this Chapter. An incomplete application or lack of the required information will delay acceptance and/or processing of your application. Please review the attached information for detailed requirements. We will return your application, along with all submitted information if it is incomplete and can not process your request until it is complete. There is a \$450 **non-refundable** application fee that is charged at the time of application submittal.

Applicant, please note! Your application may be reviewed by staff on a preliminary basis; however, it will be reviewed in depth by the Planning Director before it is accepted for processing.

Applicant Check	Zoning Map Amendment Checklist	Staff Check
	Please submit a letter outlining the following information: <ol style="list-style-type: none"> 1. The designation of which zone is proposed to be amended from and to. (Example: From A2 to GC-1) 2. The reason and justification for the zone amendment. 3. A statement setting forth the manner in which the proposed zone amendment would further promote the purpose and objectives of the Zoning Title and the General Plan. 	
	A complete and accurate legal description of the area to be rezoned.	
	A draft Development Agreement will be required for Subdivisions (5 acres +).	
	Project Plan drawing / Concept Plan drawing - An accurate plan, drawn to scale, as outlined in 18.12.010. 14 copies required.	
	The signature of all property owners or authorized agents within the area proposed for the zoning map amendment.	
	The City will notify all property owners within 500' of the property to be rezoned.	
	Detailed Geological Study for property located in hillside areas, or a hydrogeologic study when located in high water areas, will be required. If wetlands exist on the property, an approval letter from the Corporation of Engineers and a wetlands report will be required.	
	Current copy of County Assessor's Parcel Map including the Tax Identification Number assigned to the property proposed for rezoning.	

* Zoning amendments (rezone request) are heard three times a year, the third Thursday in January, the third Thursday in May, and the third Thursday in September. TDR Rezone requests can be heard during any of the regularly scheduled meetings.