



## **GENERAL PLAN AMENDMENT, REZONING, VARIANCE**

### Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a general plan amendment, rezoning or variance. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- ENVIRONMENTAL INFORMATION FORM**

#### **- GENERAL PLAN AMENDMENTS -**

- PROJECT DESCRIPTION**
  - State the type of amendment proposed (text, map, etc.).
  - Describe the proposed text changes, if any.
  - Describe the proposed map changes, if any.
  - Describe the reasons for the amendment.
  - Describe all marketing, appraisal and similar studies which support the amendment.
  - Describe the policies of the General Plan which apply to and support the proposed amendment.
- AMENDMENT MAPS**
  - Map A: Show the existing General Plan designations for the subject site and properties within 300 feet.
  - Map B: Show the proposed General Plan designations for the subject site and properties within 300 feet.
  - List all assessor parcel numbers of all affected properties.

#### **- ZONING TEXT CHANGES OR REZONING -**

- PROJECT DESCRIPTION**
  - State the type of amendment proposed (zoning ordinance text change, change in zoning classification, etc.).
  - Describe the proposed zoning text changes, if any. Specify the section of the Zoning Ordinance to be changed and provide the proposed language.
  - Describe the proposed rezoning, if any.
  - Describe the reasons for the zoning text change and/or rezoning.
  - Describe the policies of the General Plan which apply to and support the proposed zoning text change and/or rezoning.
- REZONING MAPS**
  - Map A: Show the existing zoning classifications for the subject site and properties within 300 feet.
  - Map B: Show the proposed zoning classifications for the subject site and properties within 300 feet.
  - List all assessor parcel numbers of all affected properties.

**- VARIANCES -**

**☐ VARIANCE JUSTIFICATION STATEMENT**

- List the specific zoning provisions and/or requirements for which the variance is requested.
- List the special conditions, circumstances or physical characteristics of the subject property, building or structure that prevent compliance with the specified zoning provisions and/or requirements.
- Explain the particular hardship which would result if the specified zoning provisions and/or requirements were applied and how the hardship relates to the applicant's land, rather than personal circumstances. State that the specified hardship has not been created by any person presently having an interest in the property.
- Explain how approval of the requested variance would not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity in which the property is located.
- Explain how approval of the requested variance will not be contrary to the intent of the zoning ordinance and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and under identical zoning.

<b>- PLANNING DIVISION USE -</b>	
Project:	Notes:
Location:	
Staff :	
Date:	