

**ZONING MAP OR TEXT  
AMENDMENT**



**(REQUIRED UNLESS CDD STAFF DETERMINES THE PROJECT TO BE EXEMPT)**

**SUPPLEMENTAL APPLICATION INFORMATION**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Parcel size (square feet or acres): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Describe surrounding land uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**PLAN SUBMITTAL REQUIREMENTS**

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the development application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and Universal application packet.

**A. Application Checklist:**

One completed copy of Universal Application form.

One completed copy of the Environmental Review Checklist (if applicable).

- 15 copies of the site plan and all other applicable plans/information.
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee.

**B. Justification Statement. Submit a letter supporting the following findings.**

Findings for Development Code and Zoning Map Amendments:

- The proposed amendment is consistent with the General Plan and any applicable Specific Plan; and,
- The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.
- The proposed amendment is internally consistent with other applicable provisions of this Development Code.
- The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities (e.g. fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the requested zone designation and the proposed or anticipated uses and/or development would not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

**C. Zoning Map Checklist:**

- Site Plan size – one 8-1/2” x 11”, 15 larger folded copies (folded to 9” x 12”) with one 8.5 x 11” reduced copy and e-mail electronic .pdf file. showing proposed zoning.
- Graphic scale and north arrow.

**D. Zoning Text Amendment Checklist:**

- Include proposed text change or addition and the appropriate section in the Development Code.