



# ZONING AMENDMENT

A property owner or authorized agent desiring a change in the boundaries of the district in which the property is located may file a zone change application with the Planning Commission. The Planning Commission will hold at least one public hearing on the zone change request. The Commission will transmit a recommendation to the City Council. The City Council must make specific findings as to whether the change is required to achieve the objectives of the Land Use and Development Code. The proposed zoning must be in conformance with the General Plan designation. A General Plan Amendment application may also be required to change a zoning designation.

## SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

**Initial Study**

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Detailed Project Description**

A written description of the proposed amendment shall be submitted with the application. At minimum, the description shall include the following information: proposed zoning designation, zoning boundaries, reasons for proposed changes, and proposed textual changes in the zoning ordinance.

**Location Map**

A map (1" = 100' minimum scale) showing all affected parcels with existing and proposed zoning districts.

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing.