CITY OF GROVER BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

Zone Change or Zoning Code Amendment Checklist

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the planning staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted. **Any omissions or erroneous information could delay the processing of this application.**

1. Completed application form.

2. Payment of application fee deposit as per current master fees schedule.

3. One (1) copy of property map (Assessor's Parcel Map, Title Map, or Subdivision Map) drawn to scale and sufficiently legible to verify accuracy of legal description and indicate the location of the affected area. Indicate north point and scale.

4. If more than one Zone Change is being requested, it will be necessary to complete a separate Zone Change application.

5. If more than one property owner is involved, attach a list of all petitioners affected by the proposed rezoning. List name, address, and assessor's parcel number involved. Each property owner must sign the application/list.

6. Other information, statements, plans, details, etc., may be required of you as necessary to evaluate this application. The applicant should include anything else which is pertinent or helpful concerning this application, such as petitions, data, pictures, drawings, etc.

7. One set of typed labels on 8 ½" x 11" sheets listing the names, mailing addresses and assessor's parcel number of all property owners within a radius of 300 feet of the exterior boundaries of the subject project, along with copies of the applicable assessor's parcel map book pages and certification of the accuracy of the labels.

- *Please submit all items as soon as possible, as the submittal date and response times will influence the date of the project's Planning Commission hearing.*

- *Any materials to be included in the Planning Commission Agenda Packet should be submitted a minimum of two weeks prior to the Planning Commission meeting. For items that are larger than 11"x17" and/or in color, please submit nine (9) copies.*

- *If material is submitted or verbal comments are made at the meeting, which are technical in nature, the Planning Commission <u>may</u> continue the item until the next regular meeting in order for Staff and the Planning Commission to consider the issue.*

- *For supplemental items (with the exception of petitions) submitted the night of the Planning Commission meeting, nine (9) copies should be provided.*

[Revised April 2010]