



## ZONE CHANGE (REZONING)

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.

### APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

#### **Filing Fee**

- \$12,772**                      Zoning Map Amendment

#### **Environmental Assessment**

- \$469**                              Notice of Exemption  
 **\$3,110**                            Negative Declaration  
 **\$6,223**                            Mitigated Negative Declaration

#### **Intake/Records Maintenance Fee**

- \$70**                                  Minor  
 **\$143**                                Major

### SUBMITTAL REQUIREMENTS

**Note:** 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. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration, or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included 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 project shall be submitted with the application. At minimum, the description shall include the following information: proposed zoning designation, zoning boundaries, reasons for proposed changes.

**Location Map**

A map (1" = 100' minimum scale) must be submitted showing all affected parcels and the proposed zoning designation.

**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. Failure to do so may result in the postponement of the hearing.

**Electronic Copies**

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

PROPOSED ZONING: \_\_\_\_\_