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## Development Code Amendment\* Application Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with Planning Division staff to confirm specific requirements and determine if other applications are required.

- APPLICATION FORM.** Include signature and contact information of the legal property owner and applicant and contact information for the Civil Engineer, Architect and Landscape Architect and all other consultants involved with this application.
  
- FILING FEE\*.** See Fees and Charges Resolution for current year.
  
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
  
- ENVIRONMENTAL FACT SHEET.** Including supplemental studies as required.
  
- WRITTEN STATEMENT.**
  - State the type of rezoning proposed: a change to the zoning classification of property; a Prezoning for property not within the City limits; or an amendment to provisions in the Zoning Ordinance (Amendment to the Development Code).
  
  - For text changes, specify the section of the Zoning Ordinance to be amended and provide the proposed language.
  
  - For map changes, provide the exhibits noted below.
  
  - State the reasons for the request.
  
- LEGAL DESCRIPTION.** Provide a legal description and assessor's parcel numbers for all parcels to be rezoned.
  
- PHOTOS.** Several photos of the project site and surrounding development.
  
- EXHIBITS.**

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\* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

**PLEASE CALL THE PLANNING DIVISION AT (925) 671-3152 FOR AN APPLICATION APPOINTMENT.**

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An 8 1/2" x 11" map showing the boundaries of the proposed rezoning, in relation to the surrounding area, with the current and proposed Zoning district shown for all properties.

Other exhibits deemed necessary to adequately evaluate the proposal:

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\* Checklist to be used for applications for Prezoning and Amendments to the Development Code.

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_

PLANNER \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_