Planning Division

Municipal Code Text Amendment Checklist

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☐ Written statement explaining the following:

- What is the purpose of amendment? For example, what use or uses are desired and at what street address or addresses.
- What section(s) of the code will be amended?
- Reasons for the proposed amendment request and why the proposed change would be the best land use planning for the subject area and the City.
- Does the proposed amendment conform to the goals, policies and objectives of the General Plan.
- How will the amendment not be detrimental to the property value and physical characteristics of adjoining properties.
- Demonstrate a justifiable need in the community for more of the types of uses permitted in the plan than can be currently accommodated in the areas already designated for such uses. Explain why this particular property is more suitable for the desired use than other properties that already allow the use. Amending a plan to financially benefit the property owner, but not the community, is not sufficient grounds for granting such an amendment.

☐ Environmental Information Form – Part I Initial Study.

Supplementary materials and information: Additional information may be required depending on project scope to complete a thorough review of the project, which may include, but not limited to, the following. **(If required, these items will be requested after the application has been deemed complete):**

- Air quality study
- Arborist report
- Biological report
- Conceptual Lighting
- Environmental Impact Report
- Hydrology/drainage report
- Negative Declaration/Mitigated Negative Declaration
- Noise study
- Parking Analysis
- Sewer capacity study
- Soils report
- Traffic study