



Planning Division
245 E. Bonita Avenue
(909) 394-6250

CHECKLIST FOR ZONE CHANGE



Zoning divides land in a community into different areas or “zones.” Zoning regulates what uses can go in what zone. If someone wants to do something different, they can ask that the zoning be changed. This is called a *zone change* or *rezoning* request.

A Zone Change may be granted by the City Council where sufficient findings can be made to ensure that the change will be beneficial to the City and surrounding area and will be in conformance with adopted General Plan goals, policies and objectives.

SECTION 1: Filing Requirements

- ☐ 1. *Development Application Form.*
- ☐ 2. *Typewritten letter of justification outlining the following:*
 - *Nature of the Zone Change request (location and proposed change). For example, what use or uses are desired and at what street address or addresses. Is the Zone Change proposed because of a related development proposal?*
 - *Reasons for the proposed Zone Change request and why the proposed change would be the best land use planning for the subject area and the City. (In determining whether or not to change the zoning designation of a property, the City Council will evaluate the proposal in light of 1) does the proposed Zone Change conform to the goals, policies and objectives of the General Plan, and 2) are there changed conditions to warrant the change). A Zone Change to financially benefit the property owner, but not the community, is not sufficient grounds for granting such a change. Demonstrate a justifiable need in the community for the types of uses permitted by the proposed zone than can be currently accommodated in the zone. Explain why this particular property is more suitable for the desired use than other properties that already allow the use or why additional areas in the City are needed for these uses.*
- ☐ 3. *One original Part I of the Initial Study (Environmental Information Form), and all supporting environmental documents, in printed format. Also provide electronic copy (.pdf file format). Based upon review of submittal, staff may require additional information, special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.*

SECTION 2: Filing Fees (see fee handout)

- ☐ *Zone Change*
 - ☐ *Public Notice Board*
- Contact the Planning Division to determine which of the following fees are applicable and the proper amount:*
- ☐ *Environmental Assessment*
 - ☐ *Negative Declaration or Mitigated Declaration- County Filing Fee, CA Dept. of Fish & Game Fee*
 - ☐ *Environmental Impact Report*

The applicant is also responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

SECTION 3: Process

Pre-Application: Before an official application is filed, we suggest that you meet with the Planning Manager to discuss the proposed Zone Change. In this pre-application meeting, the planner will explain necessary city regulations and provide you with any application processing information.

Application Submittal: The applicant submits their application, including the application fees and all submittal requirements listed above.

Hearings: Surrounding property owners are notified by the City of the public hearing and invited to comment on the proposed Zone Change. Staff will prepare a detailed analysis of the proposed Zone Change, including zoning alternatives, and environmental documents required by the California Environmental Quality Act. A public hearing will be scheduled for the Planning Commission. The Planning Commission will consider the proposed Zone Change and make recommendations to the City Council. The final decision is made by the City Council at a duly noticed public hearing.