



Zoning Map Amendment

APPLICATION + SUBMITTAL REQUIREMENTS

THIS APPLICATION MAY ALSO BE USED FOR ZONING TEXT AMENDMENTS

THE ZONING ORDINANCE & MAP ESTABLISH MINIMUM REGULATIONS TO PROTECT PUBLIC HEALTH, SAFETY, WELFARE, AND ORDERLY DEVELOPMENT. THEY GUIDE THE CITY'S GROWTH IN ACCORDANCE WITH THE GENERAL PLAN & PROTECT THE CHARACTER & ECONOMIC STABILITY OF AGRICULTURAL, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, HISTORICAL, & OTHER RESOURCE AREAS. THE ORDINANCE MAY BE AMENDED WHEN REQUIRED BY PUBLIC NECESSITY OR WELFARE. AMENDMENTS MAY BE INITIATED BY THE CITY COUNCIL, PLANNING COMMISSION, OR A PROPERTY OWNER & REQUIRE PUBLIC HEARINGS BEFORE BOTH THE PLANNING COMMISSION & CITY COUNCIL, TWO READINGS OF AN ADOPTING ORDINANCE, & FINDINGS OF CONSISTENCY WITH THE GENERAL PLAN. CHAPTER 17.39 REQUIRES ALL ZONING ORDINANCE OR MAP AMENDMENT APPLICATIONS TO BE REVIEWED BY THE CITY COUNCIL TO DETERMINE WHETHER A DEVELOPMENT AGREEMENT IS APPROPRIATE. IF SO, THE APPLICATION MUST INCLUDE A SUMMARY & JUSTIFICATION OF PROPOSED DEVELOPMENT AGREEMENT TERMS.



APPLICATION SUBMITTAL & REVIEW

- WITHIN 30 DAYS OF RECEIPT OF APPLICATION, THE CITY SHALL NOTIFY THE APPLICANT IN WRITING AS TO WHETHER SUCH APPLICATION IS COMPLETE.
- IF THE APPLICATION IS DETERMINED TO BE INCOMPLETE, THE CITY SHALL INFORM THE APPLICANT OF ADDITIONAL INFORMATION REQUIRED OR THE PROCEDURE BY WHICH SUCH APPLICATION CAN BE MADE COMPLETE.
- UPON RECEIPT OF ADDITIONAL MATERIALS, A NEW 30-DAY PERIOD SHALL BEGIN DURING WHICH THE CITY SHALL DETERMINE COMPLETENESS.
- ONLY A COMPLETE APPLICATION SHALL BE PROCESSED PURSUANT TO THE REQUIREMENTS OF THIS TITLE.
- THE FILING OF THE APPLICATION SHALL NOT PRECLUDE THE SECURING OF ADDITIONAL INFORMATION NECESSARY FOR THE PROPER CONSIDERATION NOR DOES IT INSURE THAT THE APPLICATION COMPLIES WITH THE LAW & WITH THE REQUIREMENTS OF THIS TITLE.
- IF OTHER APPROVALS ARE REQUIRED BY THIS TITLE, OTHER REQUIRED APPLICATIONS MAY BE FILED AND PROCESSED CONCURRENTLY WITH THE RELATED ENTITLEMENT REQUEST(S), & SHALL BE ACTED UPON SIMULTANEOUSLY BY THE DECISION-MAKING AUTHORITY.



SUBMITTAL CHECKLIST

NOTE: PLEASE CHECK WITH STAFF IF YOU HAVE QUESTIONS ABOUT ITEMS ON THIS LIST

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| <input type="checkbox"/> COMPLETED & SIGNED GENERAL PLANNING APPLICATION | <input type="checkbox"/> ENVIRONMENTAL REVIEW FORM | <input type="checkbox"/> OTHER REQUIRED PLANNING APPLICATIONS AND/OR DEVELOPMENT AGREEMENT |
| <input type="checkbox"/> TITLE REPORT (LESS THAN 6 MONTHS OLD) | <input type="checkbox"/> LOCATION MAP | <input type="checkbox"/> WRITTEN STATEMENT |
| <input type="checkbox"/> APPLICATION FEE/INITIAL DEPOSIT | <input type="checkbox"/> SITE PHOTOS | <input type="checkbox"/> JUSTIFICATION QUESTIONNAIRE *SEE BELOW |
| | <input type="checkbox"/> AREA DEVELOPMENT MAP | |



SUBMITTAL REQUIREMENTS

- ☐ (1) HARDCOPY OF ALL REPORTS, FORMS, LETTERS, ETC. IN 8.5"x11" SIZE
- ☐ (1) HARDCOPY OF ALL EXHIBITS, MAPS, PHOTOS, ETC. IN 11"x17" SIZE (MAX)
- ☐ PDF OF ALL APPLICATION MATERIALS EMAILED TO planning@calistogaca.gov OR A THUMB DRIVE WITH PDF VERSIONS OF APPLICATION MATERIALS



JUSTIFICATION QUESTIONNAIRE

PLEASE PROVIDE A WRITTEN RESPONSE FOR EACH OF THE QUESTIONS LISTED BELOW ON A SEPERATE PAGE:

- DESCRIBE THE PURPOSE AND OBJECTIVES OF THE PROPOSED ZONING CHANGE, INCLUDING ISSUES OR CONDITIONS IT IS INTENDED TO ADDRESS.
- IDENTIFY & EXPLAIN ANY CHANGES IN CIRCUMSTANCES, NEW INFORMATION, OR ADDITIONAL EVIDENCE THAT HAS EMERGED SINCE THE CURRENT ZONING WAS ADOPTED THAT SUPPORT THE PROPOSED AMENDMENT.
- DISCUSS ANY NEIGHBORHHOD PLANS, PLANNING STUDIES, OR RELATED ANALYSES THAT INDICATE A NEED OR JUSTIFCATON FOR THE PROPOSED ZONING.
- ANALYZE THE POTENTIAL IMPACTS OF THE PROPOSED ZONING CHANGE ON SURROUNDING LAND USES & EXPLAIN HOW THE PROPOSAL IS CONSISTENT WITH THE GENERAL PLAN LAND USE DESIGNATION AND APPLICABLE POLICIES FOR THE SITE & ADJACENT AREA.





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THE FOLLOWING LIST OUTLINES THE SPECIFIC REQUIREMENTS FOR EACH OF THE SUBMITTAL CHECKLIST ITEMS.

SITE PHOTOS: CLEARLY SHOW THE VIEWS OF AND FROM THE PROJECT SITE, INCLUDING NEIGHBORING DEVELOPMENT. INCLUDE A KEY MAP INDICATING WHERE THE PICTURES WERE TAKEN FROM & IN WHAT DIRECTION THEY WERE TAKEN. LABEL THE PICTURES ACCORDINGLY.

WRITTEN STATEMENT: THE WRITTEN STATEMENT SHOULD CONSIST OF THE PROPOSED DRAFT AMENDMENT TO THE ZONING ORDINANCE TEXT OR ZONING MAP.

AREA DEVELOPMENT:

- PROPERTY ADDRESS & ASSESSOR'S PARCEL NUMBER(S)
- NAME & ADDRESS OF PROPERTY OWNER & DEVELOPER (IF APPROPRIATE)
- NORTH ARROW & SCALE
- LEGAL BOUNDARIES OF THE SUBJECT PARCELS
- EXISTING BUILDING LOCATIONS, PAVING, FENCES, DITCHES, UTILITY LINES, & A NOTATION OF WHETHER EXISTING FEATURES WILL BE REMOVED OR MAINTAINED
- PROPOSED DEVELOPMENT PLANS
- SURROUNDING USES
- STREETS, DRIVEWAYS, & STRUCTURES WITHIN 300 FEET OF THE SUBJECT PARCELS

NOTE: AN AREA DEVELOPMENT MAP IS A SEPERATE REQUIRMENT FROM A SPCIFIC, DETAILED SITE PLAN. IF ANOTHER APPLICATION SUCH AS DESIGN REVIEW OR USE PERMIT ARE PROCESSED SIMULTANEOUSLY WITH THIS APPLICATION, THE DETAILED SITE PLAN & OTHER APPLICATION REQUIREMENTS OF THAT APPLICATION ARE REQUIRED WITH THE PROJECT SUBMITTAL.