



COMMUNITY DEVELOPMENT DEPARTMENT | Planning Division

401 Grove Street, Healdsburg, CA 95448-4723

Phone: (707) 431-3346 | Email: planning@healdsburg.gov | Website: www.healdsburg.gov

Submittal Requirements for Zoning Map Amendment Applications

Upon receipt of the following information, the Planning Department will determine within 30 days if the application is complete. Additional information may be requested by the Planning Director. Incomplete applications will not be scheduled for Staff or Planning Commission review.

After the application has been deemed complete by the Planning Department, environmental review of the application will be conducted as required by the California Environmental Quality Act. Following completion of environmental review, the application will be scheduled within four to six weeks for a public hearing before the Planning Commission, and City Council thereafter.

The applicant and/or his/her representative should attend all hearings. Failure to do so may result in the application being continued to a later date.

[] **Planning Permit Application form**

Completed and signed by the applicant(s) and property owner(s)

[] **Fee deposit**

The total application processing fee will be determined by the Planning Department, with the final amount based on processing time spent by Staff. Please make check payable to the City of Healdsburg.

[] **Preliminary title report** not more than 3 months old, prepared by a qualified title insurance company

[] **Location map** indicating the subject parcel(s) and adjacent streets on an 8½" x 11" map

[] **Site photographs**

Clearly show the views of and from the project site, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Polaroid photos are acceptable.

[] **Area Development Map**

Show proposed development (if any), surrounding land uses, streets and driveways and structures within 300 feet of subject parcel(s). Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos. Use a scale appropriate to the area included on the exhibit.

This area map is a separate requirement from a specific, detailed site plan; if other application such as design review are processed simultaneously with this application. the detailed site plan requirements, etc. of that application will have to be submitted as well.

[] **Justification for Rezoning Questionnaire**

Justification for Rezoning

Property address(es): _____

Assessor's parcel no.(s.) _____

Existing zoning: _____

Proposed zoning: _____

File Number: _____

Please give your written response for each of the questions listed below. Use added pages if necessary.

1. Why do you want the zoning changed?

2. What changes or events have occurred or what new evidence has arisen since the zoning was adopted which now warrant a change?

3. Have detailed neighborhood plans or other studies revealed the need for a rezoning?

4. Describe the effect the proposed change will have on the surrounding uses. Describe how the proposed change will be consistent with the General Plan land use designation and policies for this location and the surrounding area.

Prepared by: _____

Date: _____