



Type of Review Requested

- General Plan Amendment
- General Development Plan New (or) Amendment
- SPA/Specific Plan New (or) Amendment
- Zone Change
- Tentative Subdivision Map
- Annexation
- Other: _____

STAFF USE ONLY

Case #: _____
 Filing Date: _____ By: _____
 Assigned Planner: _____
 Receipt #: _____
 Project Account: _____
 Deposit Account: _____
 Related Cases: _____

Application Information

Applicant Name: _____
 Applicant Address: _____
 Contact: _____ Phone: _____
 Applicant's Interest in Property (If applicant is not the owner, the owner's authorization signature at the end of this form is required to process this request.) Own Lease In escrow Option to purchase
 Engineer/Agent: _____ Address: _____
 Contact: _____ Phone: _____
 Primary contact is: Applicant Agent Email address of primary contact: _____

General Project Description (all types)

Project Name: _____ Proposed Use: _____
 General Description of Proposed Project: _____

Subject Property Information (all types)

Location/Street Address: _____
 Assessor's Parcel #: _____ Total Acreage: _____ Redevelopment Area (if applicable): _____
 General Plan Designation: _____ Zone Designation: _____
 Planned Community (if applicable): _____
 Current Land Use: _____ Within Montgomery Specific Plan? Yes No

General Plan Amendment

Proposed Land Use Designation: _____
 Justification for General Plan change: _____



General Development Plan

General Development Plan Name: _____

Proposed Land Uses / Total Acres:

Commercial / _____ Acres	Industrial / _____ Acres
Parks / _____ Acres	Schools / _____ Acres
Community Purpose / _____ Acres	Circulation / _____ Acres
Public/Quasi / _____ Acres	Open Space / _____ Acres

Residential / Range:

Single Family Detached / _____ to _____ Units _____ Acres

Single Family Attached / _____ to _____ Units _____ Acres

Duplexes / _____ to _____ Units _____ Acres

Apartments / _____ to _____ Units _____ Acres

Condominiums / _____ to _____ Units _____ Acres

TOTALS / _____ to _____ Units _____ Acres

Annexation

Prezoning: _____ LAFCO Reference #: _____

Tentative Subdivision Map

Subdivision Name: _____ CV Tract #: _____

Minimum lot size: _____ Number of units: _____ Average lot size: _____

Zone Change

Rezoning Prezoning Setback

Proposed zoning: _____

Authorization

Print applicant name: _____

Applicant Signature: _____ **Date:** _____

Print owner name*: _____

Owner Signature*: _____ **Date:** _____

*Proof of ownership may be required. Letter of consent may be provided in lieu of signature.



**ZONE CHANGE
 APPLICATION CHECKLIST**

Please note that additional requirements may be necessary for your particular project. Please confirm with Planning Staff before submittal.

Site Plan

Number of Sets Required: **24***

Staff Use

Site Plan must be folded to 8 ½ x 11” size and contain the following information:

<input checked="" type="checkbox"/>	Project Location, Legal Description and Assessor’s Parcel Number	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Property Owner's Name and Address	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Name of Person or Firm who prepared the plans and date of preparation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vicinity Map and North Arrow	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Existing zone designation of subject and adjacent properties	
<input checked="" type="checkbox"/>	Existing General Plan designation of subject and adjacent properties	
<input checked="" type="checkbox"/>	Boundaries of subject property with dimensions	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Existing and proposed easements	
<input checked="" type="checkbox"/>	Existing topography and proposed grading showing all slopes, retaining walls, street improvements, etc.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Location of all existing trees or manmade features which are to remain or to be removed	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Locations, type, and size of all existing and proposed underground utilities. <i>The facilities to be shown include, but are limited to, electric transformer boxes, fuse boxes, telephone boxes, post indicator valves and fire department connectors (standpipes), etc.</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Driveway widths and locations	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Adjacent streets, alleys and properties– including adjacent structures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scale no less than 1'=30'	<input type="checkbox"/>

* Note: If the application is in the Bayfront, Eastern Territories, Redevelopment Area, or adjacent to a city boundary or highway/transit corridor, two (2) additional sets will be required.



APPLICATION PROCEDURAL GUIDE

For

ZONE CHANGE

A. GENERAL

1. Purpose

The purpose of this procedure is to change the zoning classification of properties within the boundaries of the City of Chula Vista (rezoning) and to establish the zoning classification of properties lying outside the city limits (prezoning) which would be in effect upon annexation to the city.

2. Consistent With General Plan

The proposed zone must be consistent with the City of Chula Vista's General Plan land use designation for the property. If the proposed zoning classification is not consistent, the applicant must request an amendment to the General Plan, which must be approved before the zone change may be processed. (Note: The zone change application may be processed concurrently with an application for an amendment to the General Plan).

3. Environmental Review

Most projects will require environmental review through either the Initial Study (IS) or Environmental Impact Report (EIR) procedure. Action on the zone change application will not take place until the environmental review process is completed.

B. PROCEDURE

1. Application Fee

Refer to City Fee Schedule

2. Application and Accompanying Documents

a. Site Plan of the subject property showing the proposed zone boundaries and all the information listed on the site plan contents list.

b. Any other documents or exhibits which may assist in the review of the proposal.

3. Number of Copies

The applicant must submit five copies of all documents and exhibits as well as 28 reduced copies. The reductions shall normally be of an 8-1/2 x 11" size or 11 x 17" depending on the size of the original and legibility of the reduced copy.

4. Zoning Modifying Districts

If the zone change application proposes the attachment of a modifying district, additional information may be required to justify the attachment of the district. Some modifying districts such as the Planned Unit Development (PUD) Modifying District require a separate application and action. The applicant may also wish to process another procedure such as a precise plan together with the zone change. In such cases, the applicant shall be required to fulfill the requirements of the particular process.

5. Planned Community (P-C) Zone

An application to establish the Planned Community (P-C) zone requires the submittal of an application for a General Development Plan.

6. Planning Commission Meeting

Once the submittal is determined to be complete and the fee paid, the matter will be scheduled for public hearing before the Planning Commission (no sooner than 26 days after the application has been submitted). The Planning Commission meets on the second and fourth Wednesday of each month (except on holidays) at 7:00 p.m. in the City Council Chambers, 276 Fourth Avenue, Chula Vista, California. The applicant and property owners within at least 300 feet of the subject property will be notified of the public hearing date. A copy of the Planning Department recommendation will be made available to the applicant. (Note: The City may include additional properties in the zone change request).

7. Planning Commission Action

After conducting a public hearing, the Planning Commission may recommend that the City Council approve the zone change as requested or that the property be placed in a more restrictive zone (which may include the attachment of a Modifying District). The Planning Commission may also deny the request in which case the decision is final unless appealed to the City Council.

8. Appeal

If the Planning Commission denies the request, the applicant or other interested parties may appeal the decision to the City Council within 10 days of the filing of said decision with the Office of the City Clerk; otherwise, the decision is final. The appeal forms may be obtained from the Office of the City Clerk and must be filed with that office along with the appeal fee within the specified time period.

9. City Council Action

After conducting the public hearing, the City Council may: 1) approve the request or appeal as submitted; 2) approve a modification of the request or appeal; or, 3) deny the request or appeal. The City Clerk will notify the applicant of the City Council decision.

10. Effective Date

The zone change becomes effective 30 days after the second reading and adoption of the zone change ordinance.