



# ZONE CHANGE APPLICATION CHECKLIST

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

- Number of Sets Required: 24\*
- Site Plan must be folded to 8 1/2" x 11" size and contain the following information:

SITE PLAN	STAFF USE
✓ Project Location, Legal Description and Assessor's Parcel Number _____	<input type="checkbox"/>
✓ Property Owner's Name and Address _____	<input type="checkbox"/>
✓ Name of Person or Firm who prepared the plans and date of preparation _____	<input type="checkbox"/>
✓ Vicinity Map and North Arrow _____	<input type="checkbox"/>
✓ Existing zone designation of subject and adjacent properties _____	<input type="checkbox"/>
✓ Existing General Plan designation of subject and adjacent properties _____	<input type="checkbox"/>
✓ Boundaries of subject property with dimensions _____	<input type="checkbox"/>
✓ Existing and proposed easements _____	<input type="checkbox"/>
✓ Existing topography and proposed grading showing all slopes, retaining walls, street improvements, etc. _____	<input type="checkbox"/>
✓ Location of all existing trees or manmade features which are to remain or to be removed _____	<input type="checkbox"/>
✓ Locations, type, and size of all existing and proposed underground utilities. _____	<input type="checkbox"/>
<small>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.</small>	
✓ Driveway widths and locations _____	<input type="checkbox"/>
✓ Adjacent streets, alleys and properties- including adjacent structures _____	<input 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.