

# APPLICATION CHECKLIST

## ZONE CHANGE OR GENERAL PLAN AMENDMENT

A request for Zone change requires (1) public hearing before the City's Planning Commission and two (2) hearings before the City Council. Zone changes become effective thirty (30) days following the final action. A request for a General Plan requires one (1) public hearing before the City's Planning Commission and one (1) hearing before the City Council. The applicant or the applicant's representative must be present at all public hearings to answer questions.

Chapter 106.74 of the Citrus Heights Zoning Code provides procedures of an amendment to the Zoning Code, General Plan, Zoning Map, and Specific Plan.

### **Application Submittal Requirements:**

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. One (1) copy of a preliminary title report, current within 6 months.
2. One (1) Copy of a metes and bounds legal description of the property. If the description references other documents or maps, copies of these documents must be attached.
3. Exhibit map drawn to scale (must be engineer's scale - no smaller than 1" = 40') indicating:
  - a. Property lines
  - b. Existing and proposed roadways, driveways, and structures
  - c. Existing easements and type
  - d. Street names
  - e. Assessor's parcel numbers for all parcels affected
  - f. Existing and proposed zoning and land use on subject and adjacent properties  Project name
  - g. Vicinity map
  - h. North arrow and scale
4. Summary of project statistics including acreage, square footage, bearings and distances
5. Additional information as deemed necessary by the Planning Division

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

**Please note:** If the project requires public noticing procedures the City will provide the radius list and mailing labels.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net), or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621