



## SUBMITTAL REQUIREMENTS ZONING MAP, GENERAL PLAN or CODE AMENDMENT

### APPLICATION FORM, FEE & REQUIRED MATERIALS

*All items are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and is deemed complete.*

1. **General Application Form**

2. **Filing fee(s):**

Application	\$ _____
Environmental Review	\$ _____
Public Notification (\$1.00/notice) *	\$ _____
Other: _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

*Make checks payable to the City of Los Altos. Fees are not refundable.*

*\* Notices mailed to all properties and business tenants within 500 feet of project site for the Planning Commission and City Council public meetings.*

3. **Project Description**

Provide a detailed project description of the proposed Zoning Map, General Plan or Code amendment that outlines the reasons for the request. This should include information to support how the proposed amendments meet the City’s required findings (see page 2).

4. **Plans** *(see checklist below)*

- a. Initial submittal: Two (2) full-size sets (24” x 36”) and five (5) half-size sets (11” x 17”).
- b. Once application deemed complete: Additional half-size sets of plans will be required before each public meeting and a digital copy in .pdf format on a CD, a USB data key or emailed to the project planner.

### PLANS

- 1. Vicinity Map (clear and legible)
- 2. General Project Information (project description, general plan, zoning, property owner, design professionals, etc.)
- 3. A summary of proposed amendment(s)
- 4. The boundaries of the subject site and surrounding properties for a distance of not less than 500 feet from the subject site
- 5. Streets and existing zoning districts for all properties within 500 feet from the subject site
- 6. Locations of all existing structures on the subject property
- 7. Locations of existing structures on adjoining properties as deemed necessary by the Planning Division

## **PUBLIC NOTIFICATION**

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of all public meetings 10-14 days before the meeting date. The Planning Division will provide an area map showing all properties within a 500-foot radius of the project site.  
*NOTE: For projects in or near commercial areas, notification will also be provided to all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all commercial businesses within the notification area in a label format approved by staff.*
2. **On-Site Posting Requirement** – In addition to the mailed notices, a meeting notice will need to be posted at the project site at least 10 days prior to the public hearing date. City staff will provide the notice along with instructions for properly posting it on the project site.

## **CITY ACTION**

The Planning Commission and City Council must make specific findings when considering a Zoning Map, General Plan or Code amendment.

1. For a General Plan amendment, the following findings must be made:
  - a. The amendment to the General Plan is in the best public interest pursuant to California State Government Code Section 65385(a).
  - b. The General Plan amendment is compatible with adjacent land uses and consistent with all other sections of the adopted General Plan of the City.
  - c. Oral comments and written information were accepted and considered at duly noticed public hearings.
2. For a Zoning Map or Code amendment, the following findings must be made:
  - a. The amendment is in the best interest for the protection or promotion of the public health, safety, comfort, convenience, prosperity, and welfare.
  - b. The amendment is consistent with the adopted General Plan of the City.
  - c. Oral comments and written information regarding the amendment were accepted and considered.

## **SUBMITTING MORE THAN ONE APPLICATION**

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. design review, subdivision, use permit) If the project requires two or more applications to be submitted, work with Planning staff to better understand the City's submittal requirements to avoid redundancy.