



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

### APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. A completed General Application form.
2. A detailed project description of the proposed Zoning Map, General Plan or Code amendment that outlines the reasons for the request.

3. Filing fee:

Application: \_\_\_\_\_ \$ \_\_\_\_\_

Environmental Review \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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

4. Public Notification: two (2) sets of blank postage paid postcards (Post Office approved size).

### PLANS

Five (5) full-size (24" x 36") and two (2) half-size (11" x 17") or (12" x 18") plans that include the following:

***NOTE:*** *Once the application is deemed complete by your project planner, and at least two (2) weeks before the date of the public meeting, the following additional materials will need to be submitted:*

- *Fourteen (14) additional half-size plans.*
- *A digital copy of plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.*

- The boundaries of the subject site and surrounding properties for a distance of not less than 500 feet from the subject site;
- Streets and existing zoning districts for all properties within 500 feet from the subject site;
- Locations of all existing structures on the subject property; and
- Locations of existing structures on adjoining properties as deemed necessary by the Planning Division.

## **PUBLIC HEARING NOTIFICATION**

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public hearing 10-14 days before the meeting. The Planning Division will provide you with an area map showing all properties within a 500-foot radius. The applicant must provide a set of blank stamped postcards (post office approved size) for all properties within the 500-foot radius. If the application requires City Council approval, provide two (2) sets of blank stamped postcards.

***NOTE:** Notification for Commercial Districts, by City Council resolution, requires notification of all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all businesses within the notification area. Additional blank stamped postcards for this address list will also be required*

2. **On-Site Posting Requirement** – In addition to the mailed notices, at least one meeting notice will need to be physically posted at the project site 10-14 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 and Transportation 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.