



# CITY OF ARROYO GRANDE

## APPLICATION CHECKLIST FOR

# DEVELOPMENT CODE AMENDMENTS

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY		
PROJECT NUMBER	DATE SUBMITTED	CHECKED BY AND DATE

***APPLICATIONS FOR AN AMENDMENT TO ZONING DISTRICTS, THE ZONING MAP, OR OTHER PROVISIONS OF THE DEVELOPMENT CODE (TITLE 9) SHALL CONTAIN THE FOLLOWING:***

- 1. Completed application form.
- 2. Payment in full of applicable fees for processing the application.
- 3. Three (3) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all property owners within a radius of **300 feet** of the exterior boundaries of the subject property, along with copies of the applicable assessor's parcel map book pages.
- 4. Ten (10) sets of exhibit(s) showing the requested changes:
  - a. Text, with existing words to be deleted lined through, and words to be added underlined; and
  - b. Map(s) with the area to be changed outlined in a heavy, black line and proposed changes to any diagrams within the text of Title 9, with the proposed change clearly labeled. The map shall be a copy of the actual Zoning map. Assessor's book or street maps are not acceptable. An 8-1/2" x 11" transparency of each map or diagram shall also be submitted.
- 5. Statement describing:
  - a. How the changes implement the General Plan; or

- b. How General Plan policies are being amended to allow the Zoning District or Title 9 amendment. (A General Plan amendment application must also be submitted and processed concurrently.)
  
- 6. Two (2) copies of a preliminary title report for the subject property dated within the last six months, if found necessary by the Community Development Director.