



Potential PC Date: _____ (Note: The application will not be placed on a Planning Commission agenda until **ALL** required submittals have been received by the Building Dept)

**PLANNED DEVELOPMENT ZONE CHANGE APPLICATION &
CHECKLIST (also for PD Zone Amendment)
*Application Fee**

I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

CONTACT PERSON / REPRESENTATIVE: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

PROPERTY INFORMATION

PROJECT NAME: _____

LOCATION OF SUBJECT PROPERTY: _____

TAX ID (PARCEL) NUMBER: _____ GENERAL PLAN: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____

TOTAL ACREAGE OF PROPOSED ZONE CHANGE: _____

CITY STAFF REVIEW (TRC)

When did this proposal appear before TRC? _____

IV. APPLICATION REQUIREMENTS

PHYSICAL SUBMISSION

- ☐ Planned Development Zone Change Application
- ☐ List of property owners within 300', formatted as mailing labels, prepared by a title company or other entity
- ☐ Mailing label radius map
- ☐ Payment of filing fee

***\$500 (filing fee) + acreage fee; < 1 acre no acreage fee; 1-100 acres: \$50 / acre; 101 -500 acres: \$25 /acre**

Over 500 acres: \$10 / acre

No fee for acreage designated as natural area Open Space and zoned Open Space if over ten acres.

- ☐ Color and materials board (20"x30" maximum size, each color and material must be labeled, and materials must also be numbered and called out on an elevation drawing)

DIGITAL SUBMISSION (note; the Project Plan requirements are found in section 17.68.30 of Zoning code, and summarized below) Submit the items below to: snez@sccity.org

The subject line of your email must read as PD Zone Change Application (Project Name)

- ☐ A project area map
- ☐ A legal description and surveyed site plan in DWG (AutoCad) format prepared by a licensed surveyor or engineer
- ☐ Project Plan(s) including but not limited to:
 - ☐ Colored site development plan, and colored building elevations for all four sides of building(s).
 - ☐ Landscape plan showing the general location of landscaped area and trees and the location of any areas to be preserved in their natural state
 - ☐ Topography at contour intervals of two feet (2') (unless waived by city staff)
 - ☐ A phasing plan, if the development is proposed to be developed in phases
 - ☐ Refuse storage areas screened so that materials stored within these areas are not visible from public streets
 - ☐ Vehicular and pedestrian circulation plan including trails, and also including safe and convenient turning space for cars, sewer vehicles, refuse collection vehicles, firefighting equipment, etc., at the end of private drives and dead-end streets. Show road widths. The city may require a Traffic Impact Study (TIS) if deemed necessary.
 - ☐ Statement or exhibit that all utilities are underground
- ☐ Building height and elevations: the type, character and proposed height of all buildings
- ☐ A detailed narrative (written text) of the proposed development, including but not limited to:
 - ☐ A detailed list of proposed uses
 - ☐ The proposed density in terms of dwelling units per gross acre of land and proposed floor area of non-residential uses per acre
 - ☐ Description of the proposed uses of land, including percentages of land devoted to various types of land use, such as open space, building coverage, parking area, and landscaped area.
 - ☐ A description of the proposed exterior building materials, including roof materials
- ☐ Application Fees Paid

V. APPLICANT AGREEMENT

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities. The application must be signed by the current property owner or a signed statement from the current property owner that the applicant is authorized to submit this application on behalf of the property owner.

Printed Name	Signature	Date
--------------	-----------	------

Property Owner / Authorized Agent

Printed Name	Signature	Date
--------------	-----------	------

Property Owner / Authorized Agent