



# 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.

### **Application Submittal Requirements:**

- A) One (1) copy of the completed universal application form, and all required signatures.
- B) The required processing fee (see fee schedule).
- C) One (1) copy each of the property owner's 500-foot radius list (current within six months), property owner's map, signed affidavit, and typed address labels (Avery 5150 or similar)
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) 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.
- F) Fifteen (15) copies of an exhibit map drawn to scale. (must be engineer's scale - no smaller than 1" = 40') indicating:
  - Property lines
  - Existing and proposed roadways, driveways, and structures
  - Existing easements and type
  - Street names
  - Assessor's parcel numbers for all parcels affected
  - Existing and proposed zoning and land use on subject and adjacent properties
  - Project name
  - A vicinity map
  - North arrow and scale
- G) Summary of project statistics including acreage, square footage, bearings and distances
- H) One (1) 8 ½" x 11" reproducible copy
- I) 15 copies of all text and map changes in a Redline/Strikeout format. (General Plan Amendments)
- J) Additional information as deemed necessary by the Planning Department.

***Please note: You may be required to submit additional copies prior to the public hearing.***

Please feel free to discuss your application with a member of the Planning Department at (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

# CERTIFIED PROPERTY OWNER'S LIST PREPARATION INSTRUCTIONS

All information must come from the latest Assessor's tax rolls.

How to prepare a property owner's map.

Step 1: A map must be drawn, to scale, showing the subject parcel, all surrounding parcels, streets and alleys of sufficient size to show 500 feet radius from outer limits of parcel.

Step 2: Measure 500 feet from the outer-most limits of subject parcel, then draw a 500-foot radius line.

Step 3: Consecutively number each parcel within or touching the 500-foot radius line, beginning at subject site (Number 1) and continuing until all affected parcels have been assigned a number.

Step 4: List the consecutive numbers taken from the property owner's map in the right hand corner of the gummed labels. Then, using the most recent information available from the Sacramento County Assessor's Office, type the following information on the labels: assign the correct (1) Assessor's Parcel Number for each parcel identified, and (2) the property owner's name, and (3) the owner's address to each consecutive number as follows:

## Examples:

243-0010-0000  
CH Development Company  
1010 Greenback Lane  
Citrus Heights, CA 95621

243-0010-0000  
Joel Resident  
2444 Any Road  
Citrus Heights, CA 95621

Due to postal requirements, the parcel number must be located at the top of the label.

### **NOTE:**

**DUE TO REPRODUCTION REQUIREMENTS ONLY TYPED, GUMMED LABELS THE SIZE AND SHAPE EQUIVALENT TO AVERY 5160 OR MACO ML-3000B LABELS (3 COLUMN, 30 LABELS PER SHEET) WILL BE ACCEPTED.**



## **CITY OF CITRUS HEIGHTS PLANNING DIVISION**

### **LETTER OF CERTIFICATION**

This form is to be completed by the person/firm preparing the map and list of property owners within five hundred feet (500') of the project site.

I, \_\_\_\_\_ hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Sacramento and all addresses for properties within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the following property (s):



# UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6237 FOUNTAIN SQUARE DR. ♦ CITRUS HEIGHTS, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) \_\_\_\_\_

Address of Project \_\_\_\_\_

Total Land Area \_\_\_\_\_ Assessor's Parcel #'s \_\_\_\_\_

Acreage, Gross Floor Area, No. of Living Units, (if applicable) \_\_\_\_\_

Project Description \_\_\_\_\_

Application Entitlement Type(s): \_\_\_\_\_

**APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED**

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

## PROPERTY OWNER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## APPLICANT (print or type)

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## DEVELOPER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Designated Primary Contact Person if Different than Applicant. (print or type)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City Use Only:

Approving Authority: \_\_\_\_\_ Current Zoning \_\_\_\_\_

Date received: \_\_\_\_\_

Fees paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

File Number(s) \_\_\_\_\_