



Zone Change Checklist

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements plans in relation to City development policies, General Plan and zoning requirements along with any potential development issues.

Application Submittal Meeting: All applications **require** a submittal meeting with a staff planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

APPLICATION CHECKLIST:

- Completed Application Form & Fees:** Property owner must complete and sign form. Fee must be paid upon submittal. Contact the City of Atascadero at (805) 461-5000 for current fee.
- Justification Statement:** Include why the proposed zone change will be compatible with existing or desired conditions in surrounding neighborhoods and surrounding General Plan land uses and policies.
- Submit any maps, graphs or graphics necessary to illustrate intended project**
- Preliminary Title Report:** Shall be current within six months. In locations where proposed use is within an existing tenant space written landlord approval may be substituted for a title report.

Applicants: *This checklist includes all the items you must submit for a complete application. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.*

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