



City of Atascadero

COMMUNITY DEVELOPMENT

PLANNING DIVISION

Zone Change Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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

Application Intake Meeting: All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all large format plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

Required for all applications:

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Justification Statement** – To include:
 - o Reason for modifications of zoning code or map.
 - o Special project goals, such as dedication of open space, natural features or historic resources, or unique development and design concepts, as applicable.
 - o Why the project will have a beneficial effect that could not be achieved under currently-applicable zoning regulations.
- 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.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.
- Other Supporting Documents** – Additional information may be required based on the nature of the request. Ex: noise studies, soil studies, traffic analysis, biological studies, etc.