



**City of Camarillo**  
 Department of Community Development  
**ZONE CHANGE**  
 Application

<b>SUBMITTAL</b>	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: <a href="mailto:comdevemail@cityofcamarillo.org">comdevemail@cityofcamarillo.org</a>	<b>APPLICATION</b> <small>Staff Use</small>	<u>Application</u> <b>Zone Change</b> _____ Fee _____ Received by _____ Date Filed _____ HTE No. _____	<u>Project No.</u> _____
<b>NOTE</b>	Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review Ordinance requirements and consistency with the General Plan. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development. <ul style="list-style-type: none"> <li>➤ Agenda reports will be emailed to all applicants and representatives.</li> </ul>			
<b>APPLICANT</b>	<p><b>APPLICANT</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p><b>ARCHITECT</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p><b>ENGINEER</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p><b>PROPERTY OWNER</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>			
<b>REQUEST</b>	Change of Zone (from _____ to _____): _____ _____ _____			

*(Keep Receipt with Application)*

# ZONE CHANGE

<b>PROPERTY DESCRIPTION</b>	Property Acquired (date) _____
	Legal Description _____
	Property Location _____
	Assessor's Parcel No. _____
	Cross Street(s) _____
	Current Zoning _____ Parcel Area _____
	Dimensions of Parcel: Width _____ Depth _____
	General Plan Designation _____
	Current Use of Property _____
<b>UTILITIES</b>	<u>Utility Services:</u> Location / Size of Line _____ <u>Source:</u> Company / Agency _____
	Water _____
	Electricity _____
	Gas _____
Sanitation _____	
<b>EXISTING / PROPOSED SITE FEATURES</b>	Access _____
	Parking Spaces _____
	Loading Spaces _____
	Proposed Grading _____
	Existing Features (please describe existing and proposed changes)
	Buildings / Structures _____
	Topographical / Vegetation _____
	Proposed Development: Total Building Square Footage _____
	Number of Parcels _____ Number of Stories _____
% of Site Landscaping _____ % of Site Paving _____	
<b>BUILDINGS</b>	Building Coverage _____ Building Height _____
	Building Materials: Roofing _____
	Walls / Colors & Materials _____
	Windows / Tint / Frames _____
	Trim / Color & Materials _____
	Type of Construction _____
<b>PHASING</b>	Previous Applications _____
	Anticipated Construction Date _____
	Construction Phasing _____ Units Per Phase _____

**PROJECT INFORMATION**

In a change of zone proceeding, it shall be shown that the following circumstances are found to apply. The applicant should answer the following questions fully and completely and should give testimony relative to these questions during the public hearings before the Planning Commission and City Council.

1. How does the change of zone conform with the General Plan?

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2. Explain why the subject property is suitable for the uses permitted in the proposed zone.

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3. Explain why the change of zone is necessary and proper at this time and is not likely to be detrimental to the adjoining properties or residences.

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4. Are there any deed restrictions or easements that may affect the development and improvements of the subject property? (You may attach copies of the original printed deed restrictions in answer to this question.)

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5. Is the property adequately served by streets and utilities? If not, explain what improvements are necessary in order to develop the property.

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No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

**CHECKLIST**

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Zoning boundaries (metes and bounds description) – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Map of area proposed for rezoning – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Environmental Assessment Questionnaire
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" reduction map of zone change area
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>property owners within 300 feet</b> (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>adjoining property owners</b> (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>adjoining occupants</b> (one copy plus 1 set on self-adhesive labels – see sample.)

Notes \_\_\_\_\_

**APPLICATION MATERIAL DESCRIPTIONS**

**LEGAL DESCRIPTION AND MAP**  
 A legal description outlining a metes and bounds description including the bearings and lengths of each zone boundary area shall be provided including a brief legal description and parcel area. A map of the property on a sheet of a size no greater than 8½" x 11" shall accompany the description with the courses of the description identified by the course number.

**FILING FEE**  
 Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council. Environmental Impact Report assessment fees and the deposit for the preparation of the EIR shall also be submitted prior to any review or analysis of the application.

**ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE**  
 In accordance with the Environmental Guidelines, any application shall be submitted along with a completed Environmental Assessment Questionnaire form. The form shall be accompanied with plans, photographs and/or descriptive materials to provide a sufficient amount of material to fully analyze the potential environmental effects of the subject proposal. Additionally, a complete **ownership list** (one copy plus 2 sets printed on self-adhesive labels, according to sample) and a map indicating all abutting property owners shall be submitted.

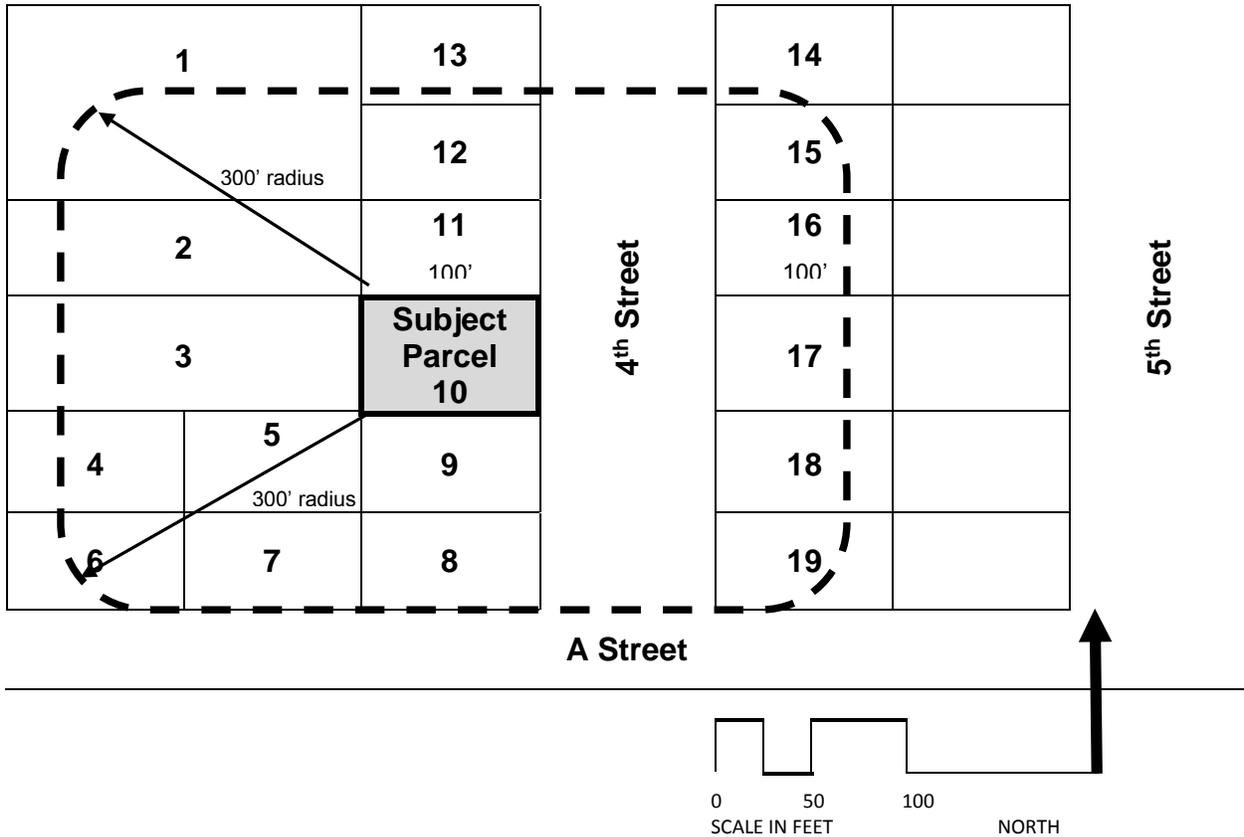
**8½" X 11" REDUCTIONS**  
 A reduced copy of the proposed zoning map in a camera-ready (paper) copy is required as part of the application. The reductions are used in the environmental document, agenda report, and at the Planning Commission meeting for display purposes. The reductions should be no larger than 8½" x 11" and clearly printed on a quality stock paper. A colored reduction shall be submitted for maps presented in color.

**RADIUS MAP**  
 A radius map is required for a public hearing item. The map shall be prepared on a single sheet with a scale of 1" equals 100 feet or as appropriate for the size and configuration of the subject parcel. The parcel shall be shown with a dark boundary along with all parcels within 300 feet of the subject parcel. The 300-foot radius line shall be indicated and any parcel within the area shall be identified with a number or letter to be keyed into a listing of the property owners. The map shall indicate the name of the person who prepared the map, the date of preparation, north arrow, scale, the application number, and for whom the map was prepared. Accuracy is important to ensure that all persons are notified. Two copies of the map are required.

**LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)**  
 A listing indicating the owner's name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor's office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor's parcel number, then the owner's name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

**CERTIFICATION OF PROPERTY OWNER'S LIST (Submit original form signed by preparer)**  
**LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)**  
 A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

# SAMPLE 300 FOOT RADIUS MAP AND LABELS



<b>SAMPLE PROPERTY OWNERS LABELS</b>		
<i>(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)</i>		
<b>Use the following format for address labels:</b>		
<div style="border: 1px solid black; padding: 5px;"> <p>#1/A.      123-1-456-789            JOHN Q PUBLIC            555 4<sup>TH</sup> STREET            CAMARILLO CA 93010</p> </div>	<ul style="list-style-type: none"> <li>= Reference to map # (or letter) <b>and</b> Assessor's Parcel #</li> <li>= Property Owner's Name</li> <li>= Street Address</li> <li>= City State and Zip</li> <li>(in ALL CAPS, no punctuation, 2 spaces after state)</li> </ul>	
#1 [Enter first address label here]	#2 [Enter second address label here]	#3 [Enter third address label here]
#4 (etc.)		
<b>Identification label goes on the bottom right label</b> Type information in ALL CAPS	<b>Applicant Name →</b> <b>Project Name →</b> <b>Type of Labels →</b>	<b>RW CONSTRUCTION</b> <b>MAJESTY HOMES</b> <b>300' RADIUS LABELS</b>
Please indicate in type of labels if they are 300' Radius Property Owners, Adjoining Owners <u>OR</u> Adjoining Occupants		