



GENERAL PLAN AMENDMENT/DEVELOPMENT CODE AMENDMENT/CHANGE OF ZONE/ SPECIFIC PLAN/COMMUNITY PLAN/MASTER PLAN INCLUDING AMENDMENTS INSTRUCTIONS FOR FILING

Development Code Division V (Ordinance #1556)

The above referenced applications are considered legislative actions and require a minimum of one (1) public hearing before the Planning Commission and one public hearing before the Board of Supervisors. Development Code Amendments and Change of Zones become effective 30 days following the final action by the Board of Supervisors. ***The project applicant or their representative must be present at all public hearings to answer questions.***

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with ***original signatures*** and associated application fees.
2. **Development Plan:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. The site development plan shall clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property dimensions and acreage.
 - c) A location vicinity map identifying the project site within an identifiable geographic area.
 - d) Indicate all existing zoning on properties surrounding the subject site.
 - e) Names of all adjoining streets.
3. **Detailed Project Description:** Submit a detailed project description of your proposal including a response to the following:
 - a) Explain why you feel that this change will be of benefit to the public.
 - b) Is there a need in the County of Yuba for more of the types of uses permitted by the zone and/or land use designation than can be accommodated in areas already established for such uses?
 - c) Would the uses permitted by the proposed zone and/or land use designation be detrimental in any way to surrounding properties or the welfare of the general public?
 - d) Any additional information that may be helpful in evaluating this request.
4. **Preliminary Title Report or Parcel Map Guarantee:** Shall be issued in the name of the current owner within the last six (6) months.
5. One (1) copy of the Specific Plan, Master Plan, or Community Plan consistent with the requirements identified in Division V of the Development Code. For amendments, all text and map changes shall be provided in a redline/strikeout format. Amendments shall also include a cover sheet/table that provides a summary of the proposed changes listing each page of the document that is affected by the amendment. Be sure to include a description of the amount of acreage and units affected as a result of the amendment, as applicable.
6. **Required Findings for Approval:** A detailed answer, depending on application type, in response to the findings prompts listed in Development Code Sections 11.61.080 Development Code & Zoning Amendment, 11.62.090 General Plan Amendment, 11.63.070 Community Plans, 11.62.090 General Plan Amendment, 11.64.100

Specific Plan Amendments, and/or 11.65.070 Master Plans is required. Findings are required to approve or conditionally approve the application. Responses may be provided via email or as part of the written project description.

7. Prior to application submittal, consult with the various Community Development & Services Agency Departments to determine if other submittal requirements are applicable. Some areas within the County have unique submittal requirements such as areas covered by a specific plan or community plan.
8. Other information as may be required to facilitate a comprehensive evaluation of the application and CEQA determination by Yuba County CDSA Staff.
9. ***Prior to scheduling the project for hearing the following information will be required:***
 - a) One copy of a metes and bounds legal description of the property and exhibit map will be required for all map changes. If the description references other documents or maps, copies of these documents must be attached.
 - b) One copy of the final replacement pages for the amended document. All document changes must be provided in an electronic format.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Template if those reports are requested by the assigned Planner.