



# CITY OF ARROYO GRANDE

## COMMUNITY DEVELOPMENT DEPARTMENT

### DEVELOPMENT CODE AMENDMENT

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed planning application form and payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Three (3) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	A. The mailing labels can be provided by the Community Development Department for an additional fee.
<input type="checkbox"/>	<input type="checkbox"/>	3. Ten (10) sets of exhibit(s) showing the requested changes:
<input type="checkbox"/>	<input type="checkbox"/>	A. Text, with existing words to be deleted lined through, and words to be added underlined.
<input type="checkbox"/>	<input type="checkbox"/>	B. Map(s) with the area to be changed outlined in a heavy, black line and proposed changes to any diagrams within the text of Title 16, with the proposed change clearly labeled. The map shall be a copy of the actual Zoning map. Assessor's book or street maps are not acceptable. An 8-1/2" x 11" reduction of each map or diagram shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	1. The map shall be a copy of the actual Zoning map. Assessor's book or street maps are not acceptable. An 8-1/2" x 11" transparency of each map or diagram shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	2. An 8-1/2" x 11" transparency of each map or diagram shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	4. Statement describing:
<input type="checkbox"/>	<input type="checkbox"/>	A. How the changes implement the General Plan; or
<input type="checkbox"/>	<input type="checkbox"/>	B. How General Plan policies are being amended to allow the Zoning District or Title 16 amendment. (A General Plan amendment application must also be submitted and processed concurrently.)
<input type="checkbox"/>	<input type="checkbox"/>	5. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months, if found necessary by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	6. All exhibits submitted shall be collated and stapled on the short end of the plans.



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<input type="checkbox"/>	<input type="checkbox"/>	7. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.

***The Community Development Director may require additional information if necessary to determine whether the purposes of these guidelines are being carried out, or may authorize omission of any or all the drawings require, if they are not necessary in order to comply with said purposes***