

**Zone Change  
Submittal Checklist**



**A complete application includes the following:**

All City forms available at Planning Division or <https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form
- Fees paid according to the Master Fee Schedule
- \$55.00 Document Imaging Fee
- Completed "Agreement for Payment of Application Processing Fee" forms for **Planning & Engineering**
- Completed "Environmental Information Form"
- California Military Land Use Compatibility Analyst (CMLUCA) Report, as required by SB 1462. Local governments are now required to notify the Military of potential projects and or actions that meet one of the following criteria:
  - Located within 1,000 feet of a military installation;
  - Beneath a low-level flight path;
  - Within special use airspace.Please visit <http://cmluca.gis.ca.gov/> to generate your report. The report will advise if your project meets one of the above criteria and if notifying to the Military is required. (Effective 11/05)
- Department of Fish & Wildlife (DFW) Clearance/Fee, as required by SB 1535. The applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by City Staff or the DFW under the California Environmental Quality Act (CEQA). **(The applicant should discuss this fee with the project Planner)**
  - Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees> **AND**
  - **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).**
- An explanation why the community needs the type of uses permitted by the zone you are requesting and why the subject property is suitable for these uses.
- Legal description, as shown on Deed or Title Report. If more than one zone change is being requested, describe each parcel separately and indicate existing zoning and zone requested for each.
- Property Map. An Assessor's Parcel Map, Title Report Map, Subdivision or Parcel Map, drawn to scale and sufficiently legible to verify accuracy of the legal description and denoting area to be rezoned.

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address \_\_\_\_\_  
(Street Number) (Direction) (Street) (City) (State) (Zip Code)

Daytime Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**PARCEL INFORMATION**

Assessor's Parcel Number (APN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Acreage \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing General Plan Designation: \_\_\_\_\_