



APPLICATION REQUIREMENTS FOR: **REZONING**

PLANNING



PURPOSE

The Town's Zoning Ordinance classifies all property into various zoning classifications which control both land uses and development standards. California state law requires zoning to be consistent with the Town's General Plan. It is possible that the existing zoning can be changed to either a more or less intensive use, and still be consistent with the General Plan. This is because General Plan land use designations are more broadly defined than zoning. Amendments to the General Plan may also require a subsequent rezoning to provide consistency with the General Plan. This guide pertains to all rezoning actions, except Planned Unit Development zones, which are covered in a separate guide. Residential densities will not necessarily be zoned at the highest General Plan density range. Increases in density under the General Plan shall normally occur with the Planned Unit Development Zoning process. Applicants should discuss a preliminary proposal with the Planning Division prior to a formal application. Often, rezoning applications are made in conjunction with other types of planning applications.

EVALUATION

The Planning Division reviews the application based on the following criteria:

- Consistency with all elements of the General Plan
- Compliance with the California Environmental Quality Act (CEQA)
- Compatibility with surrounding development
- Community-wide benefit and enhancement of orderly growth
- Traffic impacts
- Engineering and Stormwater C.3 requirements

PROCESS

Applications cannot proceed through the review process until all the application requirements are met. The application is assigned to a Project Planner, who is your main contact throughout the review process, leads the evaluation of the application, and advises you of any items required to complete the application. The Planning Commission must hold at least one public hearing on rezoning applications. At least ten days prior to the meeting, property owners within a 750' radius of the subject site will be notified by mail of the hearing. The Planning Commission votes on the application after an evaluation of public testimony and the staff report. The recommendations of the Planning Commission will then be forwarded to the Town Council for final review.

APPLICATION REQUIREMENTS

1. **Application form:** Available at the Town's Permit Counter or online at <http://www.danville.ca.gov>
2. **Fee:** Payment of fee in effect at the time of application submittal, payable to the Town of

Danville.

3. **Site photographs:** Showing topography, vegetation and landscaping, existing and adjacent structures.
4. **Title report:** Legal description of and title report for the property.
5. **Site plans:** Ten (10) copies of plans no larger than 24"x36", folded to approximately 9"x12", and an electronic PDF copy. The plans must contain the following information:
 - Note scale, including graphic scale, and north arrow.
 - Vicinity map indicating adjacent street and/or right-of-ways.
 - Exterior boundary lines of the property indicating easements, dimensions, and lot size.
 - Existing and required street dedications and improvements.
 - Any significant natural features.
 - Location, elevation, size, height, dimensions, materials, and proposed use of all buildings and structures, including walls, fences, signs, and lighting.
 - Distances between all structures and between all property lines or easements and structures.
 - Other such data as may be required to support the required findings for approval of the specific type of application.
 - Stormwater Control Plan that addresses all C.3 requirements as outlined in the Stormwater C.3 Guidebook which is available to view at the permit counter or online at www.cccleanwater.org