



REZONING APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form).
- Completed **Planning Permit Application**.
- Project Description**. This should be a detailed written description of the proposed rezoning. The required elements of the project description are:
 - a. What type of rezoning is requested: Zoning Map Amendment (changing the zoning of property(ies) or a Land Use Code Text Amendment (changing the language of the Land Use code, including adding a new use as allowable within a certain zoning district).
 - b. The need for the requested Zoning Map Amendment or Land Use Code Text Amendment.
 - c. How the proposed amendment is consistent with the goals and policies of all elements of the General Plan, and any applicable Specific Plan.
 - d. How the proposed amendment would be beneficial to the public interest, health, safety, convenience, or welfare of the City.
 - e. For Land Use Code Amendments: How the proposed amendment is internally consistent with other applicable provisions of the Land Use Code.
 - f. For Zoning Map amendments: How the site is suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designation and anticipated land uses/developments.
- For **Land Use Code Amendments**:
 - a. Proposed text of the amendment, including Code section to be amended.
- For **Zoning Map Amendments**:
 - a. Scale drawing depicting the zoning and existing land use of the subject parcel(s) and surrounding parcels within 300 feet.
 - b. Preliminary title report. A current title report (within the last 90 days). Detailed ownership must be provided, including a full listing of all “et al” owners.
 - c. Neighborhood Context Map showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is adequate.)
- Environmental Overview Form**. Check with Community Development staff to determine whether this form is required. The [Environmental Overview Form](#) is available on the City’s website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources,**

geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant's expense, as well as environmental impact analyses.

- Filing fee.** See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.