



Planning Department Application Packet

ZONE CHANGE

DESCRIPTION: A zone change results in changes to the boundaries of existing zoning districts or changes in the zoning designation on selected areas, parcels or portions of parcels. Most often the allowable uses, development standards and potential density of development change when zoning changes. A decision to change zoning is considered a legislative act, subject to the discretion of the Board of Supervisors. The Board of Supervisors must hold a public hearing and receive a recommendation from the Alpine County Planning Commission before considering whether or not to approve a zone change. The Planning Commission must also hold a public hearing before making a recommendation. Notice of the Planning Commission's public hearing is published and sent to property owners in the vicinity. Notice of the Board of Supervisor's public hearing is published and posted, but is not required to be sent to area property owners.

APPLICATION DEADLINE: A complete application must be submitted to the Alpine County Planning Department at least eight (8) weeks prior to the public hearing with the Planning Commission. The Planning Department will check the application to determine if it is complete. If complete, processing will begin. If incomplete, the applicant will be informed in writing and all additional information required for a complete application must be submitted before processing will begin.

DEPOSIT: An initial development processing deposit of \$3000 is required. The County's costs to process and review the proposal are charged against the deposit (includes, but is not limited to, staff time, copies, postage, public notices). If deposited funds are reduced to less than 25% of the initial deposit amount during project processing, additional funds will be required in order to continue with processing. Any balance remaining after processing is completed and all conditions of approval satisfied will be refunded. A separate and additional deposit will be required for environmental processing if applicable to the proposed zoning.

PRE-APPLICATION MEETING AND APPLICATION CHECKLIST: Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not required based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable.

ENVIRONMENTAL REVIEW: Consideration of a zone change may be subject to review under the California Environmental Quality Act (CEQA). As the "lead agency", Alpine County will determine if the proposal is exempt or excluded from CEQA review or if further environmental review is required. If required, the environmental review must be completed before a decision can be made on the zoning change. The applicability of CEQA to the proposal can be discussed during the pre application meeting. If environmental review is required, an additional development processing deposit of \$1000 will be

required. If it is determined that an Environmental Impact Report (EIR) is required, the applicant is required to pay for the full cost of preparing and processing the EIR.

COMBINED SUBMITTALS: Combined submittals consisting of more than one type of application are possible if deemed acceptable by the Planning Director. A pre-application meeting is mandatory prior to making a combined submittal. Applicants should be advised that combined submittals may result in longer review times due to multiple requests being combined into one submittal. The Planning Department may also require that the requests included in a combined submittal be reviewed and considered in stages. Also, combined submittals require additional processing deposits.

NUMBER OF COPIES: One (1) complete set of all required application materials (see checklist), including one full size set (D size – 24"x36" and one 11" X 17" set) of all plans and one complete set of all written documents (8 ½" x 11") shall be submitted. In addition, the following duplicate sets shall be submitted:

Tri- County Technical Advisory Committee – Kirkwood Area

- 3 sets of 11" x 17" plans

California Environmental Quality Act – Environmental Review - State Clearinghouse

- 15 full size sets of plans if the project requires an environmental review through CEQA

Planning Commission

- 18 sets of 11" x 17" plans

Board of Supervisors

- 13 sets of 11" x 17" plans

Normally, the number of copies noted above will be sufficient to complete the project review. However, additional copies of application materials may be requested by the Planning Department if necessary to complete the review.

REVIEW SCHEDULE: Once a complete application is filed with the Planning Department, review of the project will begin. Review by the Tri-County Technical Advisory Committee is required prior to consideration of the application by the Alpine County Planning Commission if the property is located within the area described below. The application will be reviewed at the following public meetings:

- Tri-County Technical Advisory Committee (applies to projects in Kirkwood and within the Highway 88 corridor between Picketts Junction and Kirkwood, and Highway 89 corridor between Picketts Junction and Luther Pass - regular meetings are the 1st Friday of each month at the Kirkwood Community Services Building in Kirkwood)
- Alpine County Planning Commission - a public hearing is required prior to making a recommendation (regular meetings are the last Thursday of each month)
- Alpine County Board of Supervisors - a public hearing is required prior to a decision on a zone change application (regular meetings are held on the 1st and 3rd Tuesday of each month)

REVIEW CRITERIA: The Planning Commission and the Board of Supervisors will consider the criteria listed below when reviewing a proposed zone change. Applications for a zoning change should:

- Not be detrimental to the health, safety, peace, morals and general welfare of the County or its people
- Be in harmony with the County Zoning Ordinance and all other applicable County ordinances
- Be in conformity with all elements of the Alpine County General Plan and any specific plan adopted for the area

ADDITIONAL INFORMATION: Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road
Markleeville, CA 96120

Phone: 530-694-2140

Fax: 530-694-2149

Email: zwood@alpinecountyca.gov

Required		ZONE CHANGE APPLICATION CHECKLIST
Yes	No	
		1. Application form completed and signed by the applicant.
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or a separate letter of authorization.
		3. Written description of the intended use of the area and/or property where the zone change is requested.
		4. A written description of the area and/or property where the zone change is requested, including the area topography, geology, soils, hydrologic features (streams, rivers, flood plains, lakes and wetlands), vegetation, land cover, and any unique or potentially sensitive natural or historical features that might be affected by the proposal.
		5. Identification of any potential adverse environmental effects that might result from the project and proposed mitigation related to aesthetics, agricultural resources, air quality, biological resources (wildlife, wetlands, aquatic life, plants), archeological and historic resources, geology and soils, natural hazards (flood, earthquake, wildfire), hazardous materials, hydrology and water quality, land use, mineral resources, noise, population and housing, public services, recreation, transportation and traffic, and utilities.
		Vicinity Map
		6. A vicinity map showing the proposed site and its relationship to the surrounding area including roads, public trails, utilities and improvements, drainage ways, creeks, rivers and other water bodies, adjoining subdivisions and other developed areas, and other geographic features in the general vicinity where the use is proposed to be located.
		7. A map or maps of the existing conditions on the site legibly and accurately drawn to a scale of not less than 1" equals 40 feet, showing the following:
		a. Topography at a contour interval or either 2 feet if existing slopes are less than 10 percent, or up to 5 feet where existing slopes are 10 percent or greater;
		b. The approximate size, location and species of trees or groups of trees on the property and the identification of any trees proposed to be removed;
		c. The approximate location and outline of existing structures within the site and identified by type, including identification of buildings to be removed;
		d. Location of all buildings and structures on the adjoining lot(s) which are adjacent to the area(s) where the zone change is being requested
		e. Hydrologic features including all existing drainage control features and bodies of water, all areas which are subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses;
		f. The location, pavement and right of way width, grade and name of existing streets or highways;
		g. The widths, location and identity of all existing easements, including the identification of all utility installations;
		h. Location of all existing wells, water systems and sewage disposal systems;
		i. The location and approximate boundaries of all wetland areas;
		j. Land cover and vegetation type;
		k. Location and boundaries of any known natural hazards such as flood plains, areas subject to storm water inundation, avalanche areas, unstable slopes or soils, rock fall areas, high or moderate wildfire hazard areas and seismic areas;
		l. Location of any unique or potentially sensitive natural, historic or archeological features that might be affected by the proposed use;

Required		ZONE CHANGE APPLICATION CHECKLIST
Yes	No	
Utility Certifications		
		8. Proposed source of water supply to serve the subdivision, including documentation of existing well permits and/or water rights that will be utilized, or evidence of adequate capacity and permission to connect to an existing water supply system
		9. Proposed method of wastewater treatment, including the design and capacity of existing and proposed on site systems, or evidence of adequate capacity and permission to connect to an existing wastewater treatment system
		10. Certification in writing from all utilities (power, telephone, natural gas, etc.), which are planned to be provided to the proposed subdivision, indicating that the proposed development can and will be adequately served
Planned Development Requirements		
		11. For a proposed Planned Development (PD zoning) a development plan, legibly and accurately drawn to a scale of not less than 1" equals 40 feet with a contour interval as determined in item #8.a., showing the following:
		a. Location of all proposed uses, including location and approximate dimensions of building footprints;
		b. Areas proposed for interior circulation, including labeling of areas proposed as public spaces;
		c. Proposed open space areas, recreation or park sites, trails and other common areas proposed for either private or public use;
		d. Conceptual plan for storm water drainage including the location and approximate sizes of drainage control structures;
		e. Proposed utilities including sanitary sewer, domestic water, power, telephone and cable TV;
		f. Street system and lot design with approximate dimensions;
		g. Parking areas, including parking aisle widths, number and dimensions of spaces;
		h. Location, arrangement and approximate dimensions of loading and delivery areas;
		i. Proposed areas to be landscaped, including a description of the approximate type and number of plant materials proposed.
		12. For a proposed Planned Development (PD zoning) the additional written documentation is required:
		a. A general description of the types and architectural style of proposed buildings, including conceptual building elevations;
		b. Tables summarizing the proposed development plan including acreage devoted to each type of use including developed areas, roads and open space; numbers of residential units by unit type; square feet of non residential uses by category of use; and number of parking spaces and their location;
		c. Drafts of any proposed restrictive covenants, architectural design guidelines and other proposed use restrictions and development standards;
		d. The proposed method of financing and management, including maintenance, for necessary public improvements and infrastructure;
		e. The proposed method of financing and management, including maintenance, for private improvements and common areas;
		f. Proposed phasing of development and improvements, including projected timetables for completion of the entire development.



APPLICATION FOR DEVELOPMENT

Alpine County Planning Department
 50 Diamond Valley Road
 Markleeville, CA 96120
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY

Received by _____
 Date _____
 Deposit/Fees paid _____
 Receipt # _____
 Case # _____

PROJECT AND SITE INFORMATION			
Project Name			
Project Location/Address			
Assessor Parcel Numbers			
Parcel Size		Existing Uses	
PROPERTY OWNER INFORMATION			
Name			
Address			
City		State	Zip
Phone	Fax	Cell	Email
APPLICANT/AGENT INFORMATION (If different from property owner)			
Name			
Address			
City			
Phone	Fax	Cell	Email
TYPE OF APPLICATION			
<input type="checkbox"/> Code Amendment <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Envelope Modification <input type="checkbox"/> General Plan Amend.	<input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Preliminary Review <input type="checkbox"/> Surface Mining Permit <input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Tentative Tract Map <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change <input type="checkbox"/> Other _____	
AUTHORIZATION AND ACKNOWLEDGEMENTS			
<p>I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.</p> <p>I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.</p>			
SIGNATURE OF PERSON SUBMITTING APPLICATION			DATE
PROPERTY OWNER SIGNATURE			DATE