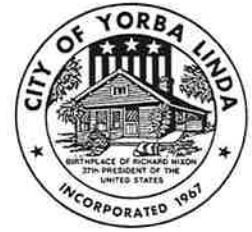


Filing Instructions for:

Zone Change



A. Purpose: A Zone Change may be granted by the Planning Commission to alter the present land use or density under a specific zoning classification. In most instances, a General Plan Amendment must also be filed through the Community Development Department and is reviewed concurrently with the Zone Change.

B. Filing Requirements:

- _____1. Uniform Application
- _____2. Public hearing information.
 - a. Property ownership list – one typed list on gummed labels, listing the names, addresses, and assessor’s parcel numbers of all property owners within 300 feet of the exterior boundaries of the subject property.
 - b. Radius map drawn on the Assessor’s Parcel Maps, indicating the subject property with a 300 foot radius drawn around the property. (see attached example)
 - c. The list shall be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 630 N. Broadway Room 142, Santa Ana, CA (714) 834-2727.
- _____3. Fifteen (15) sets of plans, drawn to scale, containing of the following:

Site Plan:

 - a. Site plan showing all property lines, lot dimensions, existing structures, proposed structures, and setbacks.
 - b. Vicinity map showing major cross streets and surrounding zones.
- _____4. A letter of intent which describes the current and proposed uses of the property.
- _____5. The Community Development Department may require additional information or plans if found to be a necessity in effectively analyzing this request.

Special Requirements:

C. Plan Preparation:

- 1. All plans should be drawn on uniform sheets, no greater than 30”x42”
- 2. All plans should be folded to approximately 10”x12” and grouped into full sets
- 3. All plans must be clear, legible, accurately scaled and fully dimensioned

D. Plan Preparation:

- 1. All plans should be drawn on uniform sheets, no greater than 30”x42”
- 2. All plans should be folded to approximately 10”x12” and grouped into full sets
- 3. All plans must be clear, legible, accurately scaled and fully dimensioned

E. Filing Fees:

Please be aware that this is a deposit-based account (charged on an hourly basis), which may require additional request for funds in the future.

Initial Deposit - \$3,000.00 (Payable to City of Yorba Linda)
Note: Charged against the deposit at a rate of \$108.00 per hour

F. Environmental Evaluation Fees (as necessary):

	<u>2014</u>	<u>2015</u>
Environmental Document Preparation	\$108.00 per hour (or as per environmental consultant contract)	
Dept. of Fish & Game Filing Fee for 2013– (Neg. Dec)	\$ 2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee for 2013- (Mit. Neg. Dec)	\$ 2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee for 2013- (EIR)	\$ 3,029.75	\$3,069.75
Certified Regulatory Program	\$ 1,030.25	\$1,043.75
County Administrative Fee	\$ 50.00	\$50.00

**On separate check made out to "Orange County Clerk/Recorder"*