

GPA AND/OR REZONE APPLICATION CHECKLIST

- _____ Completed GPA and/or rezone application form
- _____ GPA and/or rezone application fee (\$2,495.73 rezone only, \$3,618.80 for GPA and rezone)
- _____ Detailed written description of reasons for and purpose of GPA and/or rezone request
- _____ Applicant's signature/owner's signature or letter of authorization
- _____ Completed fire flow clearance form
- _____ All items on the application shall be filled in as completely as possible. If an item is not applicable, please indicate by designating "N/A". If TEXT ONLY changes are being applied for then no scaled property map need be submitted.
- _____ If a zoning or General Plan map change is requested, please supply a map drawn to common engineers scale (12 copies)
- _____ USB drive containing an electronic copy of any maps, plats or any other illustrative material.
Map must not be less than 8" x 10" or larger than 24" x 36" and must show the following:
 - _____ Property lines with dimensions
 - _____ The approximate location and outline of existing structures, identified by type. Structures located onsite and offsite within 100 feet of site boundary. Structures to be removed shall so be marked.
 - _____ Streets and street names and other information helpful for proper identification.
 - _____ Zone district lines shall be shown if more than one zone exists or is petitioned.
 - _____ Indicate the scale of the map and show a north arrow.
 - _____ Map must be signed by the preparer and dated
 - _____ Name, address of owner(s) and Assessor's Parcel number of property.
 - _____ Street addresses (if applicable).
 - _____ A site location sketch indicating the location of the proposed project in relation to surrounding area, including distances and directions to named streets, ponds and creeks, and fire hydrants.
- _____ Legal description (subdivision lot numbers, fractions or sections, distances and bearings, etc.)
- _____ If more than one property ownership is within the area being petitioned for a General Plan amendment or rezoning, the several owners shall, by an attached additional page, indicate their knowledge and consent to the change. Such additional page must show the name of the record owner, a legal description of the property and signature.

TOWN OF PARADISE

APPLICATION FOR GENERAL PLAN AMENDMENT AND/OR REZONING APPLICANT'S GUIDE TO PROCEDURES

INTRODUCTION:

Separate elements of the Paradise General Plan may be amended up to four times per year by the Town Council. Any **General Plan Land Use Map Amendment** must also be accompanied by a request for rezoning, which must be consistent with the General Plan Land Use designation being requested. The text of the Town Zoning Ordinance regulations or the Town Zoning Map may be changed as often as the Town Council deems necessary, and need not always be accompanied with a General Plan Amendment.

The Planning Commission shall conduct a public hearing and then make a recommendation to the Town Council regarding your application request. The Town Council renders the final decision for both General Plan amendments and requested zoning changes.

ESTIMATED PROCESSING TIME:

The total time for processing this application is usually **FOUR TO SIX MONTHS**, which includes staff review, comment and the public hearings. If an environmental impact report is required, an additional five to six months may be required to process the application.

ENVIRONMENTAL REVIEW FEES

Because proposed General Plan amendment and/or property rezone applications are not normally exempt from the requirements of the California Environmental Quality Act (CEQA), the project applicant will most likely be required to pay an **additional \$2,548.00 fee** assessed by and payable to the California Department of Fish and Wildlife (CDFW) and a \$50.00 recording fee assessed by and payable to the Butte County Clerk Recorder. These additional fees **MUST** be paid by the applicant **PRIOR** to approval of the application. CDFW and recording fees associated with a project for which an EIR is required are \$3,539.25 and \$50.00, respectively. Consult with town staff for additional information regarding CDFW and recording fees.

APPLICATION REQUIREMENTS AND PROCEDURE:

1. Before submitting an application for rezoning or General Plan Amendment, the applicant is requested to discuss with staff the requirements and Town processing procedures regarding the application.
2. Complete this application form, and pay the required processing fee by cash, credit card or check, payable to the Town of Paradise. If the applicant is other than owner, a proof of agency on behalf of the property owner must be supplied in writing in order to legally sign the application.

THE APPLICATION SHALL BE CONSIDERED VOID IF NOT SIGNED BY THE OWNER(S) OF THE AFFECTED PROPERTY OR HIS/HER/THEIR LEGAL AGENT.

3. All items on the application shall be filled in as completely as possible. If an item is not applicable, please indicate by designating **N/A**. If **TEXT ONLY** changes are being applied for, then no scaled map need be submitted.
4. If a zoning or General Plan map change is requested, please supply a map, **DRAWN TO SCALE**, not less than 8" x 10" or larger than 24" x 36", with the application. Said map is to be **DRAWN TO SCALE** and must show property lines with dimensions, streets and street names and other information helpful for proper identification. Zone district lines shall be shown if more than one zone exists or is petitioned. Be sure to indicate the scale of the map and shown a north arrow.

5. TWELVE (12) copies of the map, dated and signed, shall accompany the application. Please fold the maps to 8-1/2" x 11". Additional copies shall be made available by applicant upon request by the Community Development Department. The map shall contain the following information:
 - a. Name, address of owner(s) and Assessor's Parcel number of property.
 - b. Property lines with dimensions
 - c. Streets and street names and other information helpful for proper identification.
 - d. Zone district lines shall be shown if more than one zone exists or is petitioned.
 - e. Indicate the scale of the map and show a north arrow.
 - f. Map must be signed by the preparer and dated
 - g. Street addresses (if applicable).
 - h. A site location sketch indicating the location of the proposed project in relation to surrounding area, including distances and directions to named streets, ponds and creeks, and fire hydrants.
6. Submit a legal description (subdivision lot numbers, fractions or sections or distances and bearings, etc.) This may be obtained from your Title Company, County Recorder's Office, or a licensed land surveyor or registered civil engineer can prepare the information for you.
7. If more than one property ownership is within the area being petitioned for a General Plan amendment or rezoning, the several owners shall, by an attached additional page, indicate their knowledge and consent to the change. Such additional page must show the name of the record owner, a legal description of the property and signature.
8. **If the requested General Plan amendment and/or property rezone request is associated with a development project, please submit conceptual plans, site maps, building elevations, etc. for the development project and any entitlement applications (e.g. use permit, site plan review permit, administrative permit, land division application, etc.) required by the town for the development project.**

Staff reviews the application for completeness. The staff shall contact applicant within 30 days of receipt of application and report whether it is complete or incomplete for processing. The application shall be considered **INCOMPLETE** until all of the above required information is submitted to the Community Development Department. If the application is incomplete, the applicant(s) will be provided with a listing of additional required information or material to make the application complete for processing.

The application is subject to public hearings and approval by both the Planning Commission and the Town Council (which makes the final decision). If a map change is requested, mailed notice of Public Hearing shall be sent to property owners within 300 feet of the affected area and by publication of public notice in a newspaper of general circulation at least 10 days prior to public hearing. The applicant shall also be notified at least 10 days prior to each public hearing. The applicant or his/her representative must attend the public hearing(s).

DEPARTMENT USE ONLY:

Receipt No. _____ Fee _____

Project No. _____

TOWN OF PARADISE
APPLICATION FOR GENERAL PLAN AMENDMENT/REZONING
(Including TEXT ONLY Amendments)

Applicant's Name _____ Phone _____

Applicant's Mailing Address _____

Applicant's email _____ Fax _____

Applicant's Interest in Property (Owner, Lessee*, Other*) _____

*If applicant is not the owner, the owner's signature or letter of authorization MUST accompany this application.

Owner's Name _____ Phone _____

Owner's Mailing Address _____

Property Address _____

Engineer (Name, Address) _____

Engineer's Phone _____ Fax _____ email _____

AP Number(s) _____ Zone _____ Existing Use _____

Check all that apply: 1. _____ General Plan Amendment A. ___ Map Change
 2. _____ Rezoning B. ___ Text Change

(For MAP changes, complete entire application. For TEXT ONLY changes, attach a separate sheet detailing the requested change and your reason for the change.)

Present General Plan Designation _____ Present Zoning _____

Requested General Plan Designation _____ Requested Zoning _____

Location, dimensions and size of area(s) to be amended/rezoned: _____

Is this application a part of a related development project (e.g., use permit, land division, etc.)? _____

Applicant's reasons for amendment/rezoning:(attach additional sheets if necessary)_____

FOR GENERAL PLAN MAP AMENDMENT: Provide details of how the amendment would be of environmental, social and economic benefit to the Town? _____

Attach additional sheet(s) if necessary.

I hereby declare under penalty of perjury that the above statements and attached plot plan are true, accurate, complete, and correct to the best of my knowledge and belief.

Applicant's Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____
(If applicable)