



Comprehensive Plan Amendment / Zone Change Checklist

The following information is required for a complete Zone Change application. Incomplete applications will be rejected.

1. ___ **A Completed Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Annexation Agreement, if Applicable** (P)
4. ___ **Traffic Study or Analysis Letter** (P)
5. ___ **Neighborhood Association Meeting** (P)
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
6. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)
7. ___ **Additional Information or Reports** (P/DS)
If Required in Pre-Application Conference.
8. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
9. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
10. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)
11. ___ **Documentation indicating there are no liens favoring the city on the subject site** (P)
12. ___ **Electronic Version of All Application Materials** (P/DS)
13. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.

