



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

GENERAL PLAN – ZONING AMENDMENTS

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

What are General Plan and Zoning Amendments?

A General Plan Amendment may relate to a specific project or site, and pertains to a change in a land use designation as shown on the adopted General Plan Land Use Map or in the text of the General Plan.

A Zoning Amendment usually refers to a change in the zoning district designation for a specific parcel(s) of land and to allow a new type or density of use.

What are the steps in the process?

If a project requires a General Plan and/or a zoning amendment, these approvals must be processed before an action on the project can occur. Both amendments can be processed concurrently and are initiated by the owner(s) of the project site or the City.

An applicant may request preliminary review of the project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout for additional information.

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

General Plan and zoning amendment applications are subject to the environmental review process. Please refer to the "Environmental Review" handout for additional information.

What is required for plan submittal?

GENERAL PLAN – ZONING AMENDMENT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed application form signed by the property owner and applicant.
- Fees:** An application fee of \$ _____ Zoning Amendment
An application fee of \$ _____ General Plan Amendment
A public notice fee of \$ _____

- Plans:** Eight (8) sets of site plans drawn to scale of the subject property. If the amendment is for a particular project it is helpful, although not required, to provide any other additional information such as project descriptions, subdivision maps, building elevations, floor plans, etc. and one (1) set of 8.5" x 11" reduction of all plans.

How is the application processed and how long does the approval process take?

Upon submittal of a complete application, Planning staff will route the plans to the appropriate departments and agencies for comments. Authority for approval of General Plan and zoning amendments rests with the City Council. A project will be scheduled for a public hearing before the Planning Commission once an application is accepted as complete and a staff report is written. The Planning Commission will forward a recommendation to approve or deny the request to the City Council. The City Council hearing is usually scheduled after the Commission's action.

The time frame to complete these steps is usually between four (4) and six (6) months from the submittal of a complete application. This timeframe may be extended if the application is incomplete or if issues arise during the agency review period that need to be addressed.

What is involved in a public hearing?

At least 21 days before the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by the Planning Division staff and hear comments from the applicant and the public. After the public hearing, the commissioners will make a recommendation to the City Council to approve or disapprove the amendment or rezone.

After Commission consideration, and subsequent notification to surrounding property owners, a second public hearing is scheduled before the City Council. (Zoning amendments require 2 readings before the Council, usually a week apart.) Zoning amendments become effective 30 days after the second reading; General Plan Amendments become effective 30 days after approval by the City Council.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings on the second and fourth Tuesdays of the month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.