

APPLYING FOR A ZONE CHANGE

City of Palo Alto, California

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WHAT IS A ZONE CHANGE

Planning Division

An amendment to the zone map changing property from one zone classification to another.

WHERE TO APPLY

Department of Planning and Community Environment
5th Floor
Palo Alto City Hall
250 Hamilton Avenue
Palo Alto, California 94301
(650) 329-2441

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and Community Environment, January 1, 1979
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QUESTIONS AND INFORMATION

Application and Review
Procedure

Department of Planning and
Community Environment
5th Floor
(650) 329-2441

Building Code (Title 16)*
Zoning Ordinance (see Chapter 18.90
for provisions for zone changes)*

Division of Inspectional Services
5th Floor
(650) 329-2496

Traffic

Transportation Division
6th Floor
(650) 329-2520

Construction in Public
Right-of-Way

Public Works Department
6th Floor
(650) 329-2501

Fire Code (Title 15)*

Fire Department
6th Floor
(650) 329-2184

Utilities

Administration
Water/Gas/Sewer
Electric

Utilities Department
6th Floor
(650) 329-2273
(650) 329-2387
(650) 329-2386

* Palo Alto Municipal Code (PAMC)

APPLICATION PROCEDURE

Submittal Requirements

1. Application Form
2. Filing Fee: See Fee Schedule
3. Environmental Impact Assessment (EIA) application and completed worksheet (12 copies). See Fee Schedule for EIR.
4. A written statement setting forth the reasons for the application and all facts relied upon by the applicant in support of it.
5. A description and map (12 copies) showing the boundaries of existing and requested districts, and identifying the property for which a change of district is requested.
6. A list of names and addresses, with ZIP codes, of all property owners within 300 feet of the subject property, typed or printed on mailing labels.
7. Such additional information as the Zoning Administrator may deem pertinent and essential to the application.

The application will not be considered complete until all the above requirements have been met.

PLAN CHECK

Plans for proposed zone changes are routed to all concerned departments for a plan check and are reviewed by the Staff Project Review Committee. Plans must meet all applicable codes and ordinances before being acted upon by the Planning Commission. After plan check, the applicant must submit 25 additional sets of maps for Planning Commission and City Council review.

PUBLIC PARTICIPATION

An interested person may inspect a zone change file in the Planning Department, and may appear and present his views at the public hearing of the Planning Commission and at the meetings of the City Council. Planning Commission and City Council packets including agendas, minutes, and staff reports are available to the public in the Planning Department and at the Palo Alto Libraries.

REVIEW AND APPROVAL PROCEDURE

1. A public hearing will be held by the Planning Commission within 90 days of the date of filing the completed application.
2. The Planning Commission considers zone change applications on the last Wednesday of the month at 7:30 p.m. in the Council Chambers.
3. The applicant is sent an agenda staff report and advised to attend the meeting of the Planning Commission. Notices of the hearing will be sent to property owners and occupants listed on the labels at least 12 days before the hearing.
4. The Planning Commission may recommend approval, modification, or denial of the proposed change.
5. The Planning Commission's written recommendation is forwarded to the City Council. The recommendation is forwarded to the City Council. The recommendation shall set forth the findings and determinations of the Commission with respect to the proposed change.
6. The City Council meets on Mondays at 7:30 p.m. in the Council Chambers.
7. The applicant is sent an agenda and advised to attend the meeting of the City Council. Applications which receive unanimous recommendation from the Planning Commission are placed on the Council Consent Calendar.
8. The City Council may approve, modify, or deny the proposed change. The Council's action (except denial) shall be accomplished by ordinance.
9. The applicant is notified in writing of the action of the City Council.

APPROVED PLANS

The applicant and the Division of Inspectional Services are notified of the approved zone change.

RESUBMITTAL OF APPLICATION

A property owner may not submit an application for the same (or substantially the same) zone change (either with respect to properties to be included or the proposed zoning classification) until one year from the date of closing of the hearing before the Commission, except upon a showing to the satisfaction of the Zoning Administrator of a substantial change of circumstances.

The information in this booklet is a compilation of relevant sections of the Palo Alto Municipal Code and City procedures. The Municipal Code should be consulted for the specific wording governing zone changes (Chapter 18.98).