

GENERAL APPLICATION CHECKLIST

- Petition or Resolution of Application.
- Political Contribution Disclosure form if applicable.
- Twenty (20) copies of the Application to Initiate Proceedings.
- Statement of the nature of the proposal.
- Check for appropriate application fees (See Fee Schedule).
- Thirty (30) copies of the map (11" x 17") *No rough sketches will be accepted.
- Two (2) copies of the map (17" x 22").
- One (1) vellum copy of map (8" x 11" or 11" x 17").
- One (1) transparency of map (8" x 11").
- Two (2) copies of a vicinity map (8" x 11").
- Two (2) copies of a list of limiting addresses.
- Two (2) copies of a list of APN numbers.
- Check made out to the State Board of Equalization for change of jurisdictional boundary. (See State Board of Equalization requirements for the appropriate fee.)
- Five (5) copies of legal description.
- One (1) copy of legal description on floppy disk.
- Copy of pre-zoning Ordinance.
- Thirteen (13) copies of appropriate CEQA documentation
- Radius map (17"x 22") of subject area and each parcel of land lying entirely within 300-foot radius on vellum paper for applications requiring hearing notification.
- Three (5) copies of radius map (17"x 22") on blue print.
- (1) copy of a list of all petitioners, landowners and/or registered voters within the proposed area (See notification requirements for your proposal. * This requirement is not applicable to city incorporation or reorganization proposals.
- One (1) set mailing labels (2" x 1") for each corresponding list of petitioners, registered voters and/or landowners. *Include a check for the appropriate mailing fees.