

# INFORMATION FOR FILING A COMPLETE APPLICATION FOR A REZONE APPLICATION

## Rezone Application

If you are applying for a rezone to a zone designation other than a Planned Development, each application must contain the following information, unless specifically waived by the Community Development Director. Incomplete applications will not be processed or considered by the Planning Commission or City Council. The information described below is required for nearly all rezone applications. Some specialized applications may require additional information. Please consult with the staff of the Riverbank Planning Department as to whether additional information is required.

### **INITIAL SUBMITTAL**

**Prior to the City of Riverbank accepting a complete application, the Community Development Department will provide a precursory review of your proposed project. The following items need to be submitted for this review.**

- **Completed standard application and environmental information form**
- **5-sets 24x26 tentative map**
- **5-sets elevations/floor plans**
- **5-sets lot layout**

To minimize delay and duplication, the Community Development Department encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted**. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Riverbank Planning Department at (209) 863-7128 for assistance.

### Once the precursory review has been completed, the following requirements are to be followed:

<b>1</b>	<b>Completed Application Form, including:</b> Signature of all property owners Environmental Questionnaire Form Indemnification Form Hazardous Waste Form
<b>2</b>	<b>Payment of all application fees.</b> Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.
<b>3</b>	<b>Subdivision Map</b> if seeking concurrent approval of a subdivision map.
<b>4</b>	<b>Legal Description (one) of the properties proposed for development under the proposed Development Plan.</b>

5	<b>Preliminary Title Report</b> , not less than six months old, for all properties involved in the proposed subdivision.
6	<b>Assessor's Parcel Map (one)</b> identifying the site of the proposed project.
7	<p style="text-align: center;"><b>INSTRUCTIONS FOR MAILING ADDRESS LABELS</b></p> <p><b>TO THE APPLICANT:</b> The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site. However, if the number of parcels is fewer than 30, the radius for notice shall be increased until a minimum of 30 parcels or a maximum of 1000-feet is attained. The list shall include the property owners name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.</p> <p>Preparation, verification and submittal of property owners list shall be the responsibility of the applicant and shall include the following.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4-sets of postage-paid self-addressed envelopes <b>without</b> a return address</li> <li><input type="checkbox"/> 1 copy of the mailing labels as shown on the mailing envelopes</li> <li><input type="checkbox"/> 1 copy of the 300-foot radius map</li> </ul> <p><b>To Title Companies:</b> Please prepare the property owner's list as follows:</p> <p>Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. <b>CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED.</b> The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).</p> <ol style="list-style-type: none"> <li>1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll.</li> <li>2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for.</li> <li>3. Example mailing label: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> 000-00-00  John Smith  12 Some Street  Anywhere, CA 93246 </div> </li> </ol> <p><b>Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Community Development Department at (209) 863-7128.</b></p>
8	Declaration of Posting of <b>NOTICE OF DEVELOPMENT PERMIT APPLICATION (attached)</b> <u>Sign must be posted on the project property 10-days prior to the Planning Commission Meeting. (See attached last page of the Standard Application)</u>
9	Fees Due payable to City of Riverbank     \$ _____ Fees Due payable to Stanislaus County Clerk Recorders                                     \$ _____

**There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code which can relate to the aesthetics of your project (ie: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Community Development Director. This may create costs to your project which are not clearly identified.**

### **NOTICE TO ALL APPLICANTS**

The City of Riverbank is required to collect the following filing fees for the Stanislaus County Clerk on behalf of the California Department of Fish and Game, pursuant to Assembly Bill 3158.

*A separate check for these items shall be made payable to the Stanislaus County Clerk as applicable for your project will be required upon environmental determination by the City of Riverbank Community Development Department.*

**NOTE: Your project will not be scheduled for hearing before the Planning Commission and/or City Council until the applicable fee has been submitted to the Community Development Department.**

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Quality Act (CEQA) but with no effect (DeMinimus) of Fish and Game Resources.

**\$57.00** - County Documentary Handling Fee for Department of Fish and Game Certificate of Fee Exemption, Section 711c, d and 1.

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Act with **some** effect on Fish and Game Resources.

**\$2,916.75** – Section 711.4d, 2 plus a **\$57.00** documentary handling fee.

- Any project for which an **Environmental Impact Report** is prepared pursuant to the California Environmental Quality Act (CEQA) with **some** effect on Fish and Game Resources.

**\$4,051.25** – Section 711.4 d, 3 plus a **\$57.00** documentary handling fee.