



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
(831) 636-4360

PREZONING APPLICATION GUIDELINES AND REQUIREMENTS

PLEASE READ AND COMPLETE THIS APPLICATION FORM CAREFULLY

THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):

Initiate Prezoning \$772 Prezoning \$3,843

1. **Applicant(s):** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

2. **Property Owner(s):** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

3. **Property Location:** _____

4. **Assessor Parcel Number(s):** _____

5. **Size of Property** (acres or square feet): _____

6. **Prezoning District/Zoning**

City of Hollister (Proposed Rezoning): _____

San Benito County Zoning: _____

7. General Plan Designations:

City of Hollister: _____

San Benito County: _____

8. Is the property contiguous to existing City limits? Describe: _____

9. Urban Service Area: *(Check box that applies)*

- Property is within the LAFCO Urban Service Area of Hollister
- All or part of the property is outside of the LAFCO Urban Service Area and an amendment will also be required
- Not applicable

10. Sphere of Influence: *(Check box that applies)*

- Property is within the LAFCO Sphere of Influence of Hollister
- All or part of the property is Outside of the LAFCO Sphere of Influence and a Sphere of Influence Amendment will also be required

11. Describe the proposed project: _____

12. Number of existing dwellings _____

13. Present Use of Adjoining Properties:

North _____ South _____

East _____ West _____

14. Certification: The facts, maps and documents submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City and State Law will be complied with and the conditions, if any, upon which the permit is granted will be carefully observed.

Date

Owner's Signature

Date

Applicant's Signature

Staff Use Only

Received by: _____ Date: _____

Fees

Application _____

Environmental Review _____

Other _____

Total

Application Number _____

The Development Services Department Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360 or visit our office location at 339 Fifth Street.

DEVELOPMENT SERVICES DEPARTMENT

PLANNING DIVISION

375 Fifth Street

Hollister, CA 95023

(831) 636-4360 Fax (831) 634-4913

PREZONING FOR ANNEXATION APPLICATION GUIDELINES AND REQUIREMENTS

<u>Application Fees:</u>	Request to initiate prezoning	\$772
	Prezoning application	\$3,843

Please read and follow these guidelines carefully

The application is a two step process. The first step is to request approval from the City Council to process an application to prezone property for future annexation. The application submittal requirements are less detailed for this first step. If the City Council approves the initiation of the prezoning process, then the second step is the submittal of a prezoning application.

Please prepare three (3) sets of plans and one (1) electronic copy of plans (PDF), one application and other required information listed below and return them to the Development Services Department office. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision. Applications will only be accepted for processing if they are complete and consist of the following:

SUPPLEMENTAL REQUIREMENTS FOR REQUEST TO INITIATE PREZONING FOR ANNEXATION

- Vicinity map showing the location of the prezoning request in relation to the City of Hollister corporate limits, LAFCO Sphere of Influence and properties within one quarter mile of the project area.
- Map illustrating the proposed prezoning request (8 1/2 x 10 or 11 x17) and the following information
 - Assessor parcel number
 - General Plan Designation
 - Prezoning area and acreage (if more than one category, show dimensions and acreage of each area)
 - Show location of any hazard zones (Seismic Special Studies Zone, Federal Emergency Management Agency Flood Hazard Zone)

- All project site property lines including dimensions (assessor maps are acceptable if boundaries are coterminous)
 - Show location the City of Hollister corporate limits and Sphere of Influence boundary in relation to the proposed the property and surrounding properties.
- Three hundred (300) foot notices of property owners within 300 feet of the project site. List shall be the latest and updated list from the County Assessor's Office roles to include property owner's name, mailing address and assessors parcel numbers. Pre-labeled and stamped envelopes with these property owners names, mailing addresses and assessor's parcel numbers shall be also be included, along with a parcel map identifying those properties within 300 feet of the project site.

SUPPLEMENTAL REQUIREMENTS FOR PREZONING APPLICATION

PREZONING PLAN SET

- ❑ All sheets shall be drawn on 24' x 36 "paper and folded to approximately 10" x 12" and prepared in a digital format.
- ❑ All sheets shall be numbered in proper sequence and numbers located on the lower right hand side of each page
- ❑ All sheets shall be dated
- ❑ All plans shall be drawn to scale with a north arrow

PREZONING FOR ANNEXATION MAP

- ❑ Applicant(s) and property owner(s) name, address, phone number and e-mail address
- ❑ Name of project and description of proposed use
- ❑ Table of contents listing all plan set sheets, their content and page number
- ❑ All plans must be prepared, designed and signed by a design professional per the California Business and Professions Code or other applicable state law
- ❑ Vicinity Map that shows the project area in relation to major streets, highways and other physical features
- ❑ **DATA TABLE to include:**
 - Assessors parcel number(s)
 - Parcel(s) size
 - Proposed Prezoning Designation (s)
 - San Benito County Zoning
 - Hollister and San Benito County General Plan Designations
 - Number of existing dwelling units/buildings
 - Is the project within a flood zone as depicted on the September 27, 1991 Flood Insurance Rate Map?
 - Is the project within a Seismic Special Studies Zone?
 - Is the project within the Sunnyslope County Water District?
- ❑ All project site property lines including dimensions
- ❑ Any portion of an existing special district and boundaries of the City of Hollister corporate limits and Local Agency Formation Commission Sphere of Influence shall be shown and identified.
- ❑ Proposed prezoning. If more than one zoning district delineate the area proposed for each district.
- ❑ Boundary of proposed annexation area. [NOTE: LAFCO Policy 2.2.19 requires cities to annex entire street sections whenever possible. The annexation is to include the full length and width of roads adjacent to an annexation.]
- ❑ Use of adjacent properties within 100 feet of the project site
- ❑ All existing public and private easements for utility, drainage, sewer, parking access or other purposes on the property and within 100 feet of the property
- ❑ Street Alleys

- Location, name, centerline and right-of-way width for all existing and planned streets and alleys
- Utility Services
 - Location of existing and utilities planned to be extended to the site in the plan for services in the public right of way and how they will serve the site including:
 - Sanitary Sewer
 - Storm Drainage
 - Water Lines
 - Electricity
 - Man Holes
 - Water Valves
 - Fire Hydrants
 - Drainage Structures
 - Street Lights
- All required setback distances based on the proposed rezoning district
- Location and dimensions of all walkways and driveways including materials
- All existing buildings, structures and uses, including the proposed removal of any building (information should be clearly identified on the site plans)

Note: It is suggested that the map information conform to requirements of the state Board of Equalization that must be submitted for an approved annexation. The submittal requirements may be viewed at <http://www.boe.ca.gov/proptaxes/pdf/jurboundaryreq.pdf>

OTHER REQUIREMENTS

- Legal Description of the rezoning area(s). If more than one rezoning boundary is proposed, a legal description must be prepared for each rezoning area.
- Legal Description of the proposed annexation area.
- Plan for Services (see attached example)
- One copy of a recent Preliminary Title Reports which identifies property owner and has a legal description of the project site
- Three hundred (300) foot notices of property owners within 300 feet of the project site. List shall be the latest and updated list from the County Assessor's Office roles to include property owner's name, mailing address and assessors parcel numbers. Pre-labeled and stamped envelopes with these property owners names, mailing addresses and assessor's parcel numbers shall be also be included, along with a parcel map identifying those properties within 300 feet of the project site. **[NOTE: Additional envelopes will be required during the application process for a public hearing with the City Council and possibly for notification of a public review period for an environmental document]**