

### **Overview**

Zoning is an essential act of planning for cities, towns, and counties. It involves the separation of land within jurisdictional boundaries into districts, or “zones.” These zones regulate land uses and the intensity of development. A zoning designation is assigned to every legally defined parcel within a zone in the respective jurisdiction. An accompanying map delineates the boundaries between zones, and the applicable municipal code defines the uses which are permitted as well as the standards that apply to that use. A rezone can be processed to either change the zone that is identified on the map and/or to change the applicable standards.

### **California Environmental Quality Act (CEQA)**

State law requires that all applications processed by the City be in compliance with CEQA. Your assigned project planner can give you preliminary information about what type of CEQA document is expected to be required for your project.

### **Copyrighted Material**

The City is committed to ensuring that architectural drawings containing “protected” information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate a copyright infringement. When official copies of architectural drawings containing “protected” information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing “protected” information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional may submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

### **Submittal Requirements**

The following submittal requirements, as specified below, are required for a rezone application to be received. If the required materials are missing, clearly inadequate, or in an incorrect format, the application will not be accepted. Further, the submission of application materials must be provided in a singular submittal (i.e., items shall not be submitted piecemeal).

### **Electronic Processing**

All materials are required to be submitted electronically by e-mail directly to [Planning@brentwoodca.gov](mailto:Planning@brentwoodca.gov) (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

### **Data to Accompany Rezone**

All Rezone applications shall be accompanied, when applicable, by the following data.

1. Completed [Universal Application](#), signed by the property owner. Alternatively, a letter of authorization

- from the property owner will suffice. Include contact information for the legal property owner, applicant or authorized agent. Include the Environmental Questionnaire and Statement of Understanding.
2. Applicable filing deposit(s). **Note:** that charges for materials and staff time spent processing this application will be billed against this deposit. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Additional funds may be required if the cost of processing the application exceeds the initial deposit amount. All costs incurred in processing the application are required to be paid in full.
  3. A detailed project description (on a separate sheet and attached to the application). This information is critical for staff to fully understand your project and how you wish to operate. Much of this information will be used to explain the project to the approving body and the general public. In a narrative form, provide the following information (if applicable) in as much detail as possible.
    - a) **Rezone:** Statement describing the rezone and the reason for it. Include the current zoning and proposed zoning and any applicable development standards or text amendments.
    - b) **Project Site Context:** Address and APN(s). General Plan Land Use designation. Acreage of property(s) affected. Major roads. Surrounding land uses. Current conditions of the site (i.e. vacant, developed, etc.). Special areas affecting the site (i.e. flood zone, biological habitat, etc.). This should include documentation of all existing building and uses on the subject property.
    - c) **Additional Applications/Entitlements:** Describe any additional applications/ entitlements that will be sought.
  4. A metes and bounds legal description of the property to be rezoned is required and must include the following:
    - Lot calculations showing that the bearings and distances, stated in the legal description, do close and give the acreage; and
    - An exhibit map showing a north arrow, the point of beginning of the description, and the layout of the lot with bearings and distances; and
    - If the description references other documents or maps, copies of these documents should also be attached.
  5. Location map indicating the project site, adjacent properties, and adjacent streets.
  6. Site plan of the subject property, including all existing and proposed buildings, drawn to scale.
  7. Preliminary title report for the subject property, no more than 6 months old at the time of submittal.
  8. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.



## REZONE SUBMITTAL REQUIREMENTS

Planning Division

Revised: May 3, 2024

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### **Public Hearings Required**

Rezoning requires noticed public hearings before the Planning Commission and City Council, with the Planning Commission serving in an advisory capacity to the City Council regarding the rezoning.

- The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.
- The applicant is required to install an on-site notification sign for the public hearing. A template for the site notification sign can be found [here](#). The project description for the site notification sign will be provided to the property owner/developer by City staff, after the application has been deemed complete.

### **Appeal Process**

There is no applicable appeal process for rezoning. If the Planning Commission recommends denial of a rezoning, the City Council will consider the application in a subsequent meeting, taking into account the Commission's recommendation. Decisions of the City Council are final.