



## **APPLICATION PROCESS**

### **STEP 1**

#### **INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.

### **STEP 2**

#### **APPLICATION SUBMITTAL**

#### **FEE**

A list of current fees is available at the Community Development Department (Planning Counter) and on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).

#### **FORM**

Ten (10) copies of the completed application with signatures from all owners

#### **MAP**

Ten (10) copies of the assessor page(s) with the area to be rezoned, redesignated, or amended outlined. Label the map with both “existing” and “proposed” property details.

#### **SOIL SUITABILITY STUDY**

A soil suitability study is required if an on-site wastewater treatment system is proposed. This study shall be submitted to the Environmental Health Department prior to the submittal of a Map Amendment application. A copy of the receipt from the Environmental Health Department is required at the time of submittal of a Map Amendment application.

#### **AIRPORT LAND USE COMMISSION**

One (1) copy of a receipt from the Airport Land Use Commission (ALUC), if applicable. Projects requiring ALUC review include:

- Structures (including antennae) over 200 feet in height
- All projects located within Airport Influence Areas

For current fees visit: <https://www.sjcog.org/DocumentCenter/View/5043/2019-ALUC-Fee-Schedule>

For project review guidelines visit: <https://sjcog.org/DocumentCenter/View/5041/2019-ALUC-Project-Review-Guidelines?bidId=>

#### **DEED**

One (1) copy of the recorded deed(s) for the property

#### **SERVICES**

If a connection to any public facility (water, sewer, or storm drainage) is proposed, a “will-serve” letter from the appropriate entity is required at the time of filing.

#### **APPLICATION COMPLETE**

The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

### **STEP 3**

#### **APPLICATION PROCESSING**

#### **CEQA**

The Community Development Department will determine if the project is subject to the California Environmental Quality Act (CEQA), and process the applicable environmental document accordingly. Processing times may vary depending on the applicable level of environmental review.

#### **REVIEW**

Map Amendment applications are reviewed using the Public Hearing procedure (Development Title Chapter 9-802 Common Procedures)



**STEP 4**

**FINAL  
ACTION**

**CONDITIONS AND ADDITIONAL PERMITS**

The Board of Supervisors action is final. A Map Amendment does not authorize use. Additional permits may be necessary. The types of permits vary with the type of project being proposed and its location. The Staff will work with you to identify what other permits are required, where they be obtained and when you should apply for them.

**NOTICE OF  
DETERMINATION**

A Notice of Determination for approved development projects subject to CEQA shall be filed by the Community Development Department within five (5) working days of project approval. A fee, as determined by the Department of Fish and Wildlife, shall be required prior to filing. (Public Resource Code § 15075)

For current fees visit: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>



# COMMUNITY DEVELOPMENT DEPARTMENT MAP AMENDMENT

FILE NUMBER: \_\_\_\_\_

PRE-APPLICATION:

☐

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Applicant Representative Information	Design Professional Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Proposal (Attach additional sheets as necessary)	
Type of Map Amendment (check all that apply):	<input type="checkbox"/> General Plan Designation <input type="checkbox"/> Zone Reclassification
EXISTING	PROPOSED
General Plan Designation(s):	General Plan Designation(s):
Zone(s):	Zone(s):
Reason for Request:	
Is this application tied to another discretionary application?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Related Planning Application (PA) number(s):

Property Information			
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>



**FILE NUMBER:** \_\_\_\_\_

**Findings for General Plan Amendments**

1. The proposed amendment will contribute to the public health, safety, and general welfare or will be of benefit to the public.

2. The proposed amendment is consistent with the General Plan goals, unless the goals themselves are proposed to be amended.

3. The proposed amendment retains the internal consistency of the General Plan and is consistent with other adopted plans, unless a concurrent amendment to those plans is also proposed and will result in consistency.

4. The proposed amendment has been reviewed in compliance with the requirements of the California Environmental Quality Act.  
*(This will be determined by Staff during the review process. Applicant to list any environmental studies that have been performed for the project and other information that may assist with the review. A copy of any applicable environmental studies should also be submitted.)*



**FILE NUMBER:** \_\_\_\_\_

**Findings for Other Plan or Map Amendments**

1. The proposed amendment is consistent with the General Plan and any applicable Master Plan.

2. The proposed amendment is necessary for public health, safety, and general welfare or will be of benefit to the public.

3. The proposed amendment has been reviewed in compliance with the requirements of the California Environmental Quality Act.  
*(This will be determined by Staff during the review process. Applicant to list any environmental studies that have been performed for the project and other information that may assist with the review. A copy of any applicable environmental studies should also be submitted.)*

4. For a change to the Zoning Maps, that the subject property is suitable for the uses permitted in the proposed zone in terms of access, size of parcel, relationship to similar or related uses, and other relevant considerations, and that the proposed change of zone is not detrimental to the use of adjacent properties.



**FILE NUMBER:** \_\_\_\_\_

**LEVINE ACT**

Effective January 1, 2023, California Political Reform Act of 1974, Government Code § 84308, known as the Levine Act, prohibits any San Joaquin County Board of Supervisor member from participating in any agenda item involving a discretionary land use permit or other entitlements if the Board member has received any political contributions from the owner, applicant, or agent for the owner or applicant totaling more than \$250 in the 12 months before the decision (but not before January 1, 2023) and for the 12 months following the decision. The Act also prohibits an owner, applicant, or agent for the owner or applicant from making a contribution of more than \$250 to a member of the Board of Supervisors while the item is pending and for the 12 months following the date a final decision is rendered.

I have read and understand  
that this application is  
subject to these provisions:

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

**AUTHORIZATION SIGNATURES**

**ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION**

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

**1. INDEMNITY:**

**A.** From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

**B.** For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

**C.** Except as to the County's sole negligence or willful misconduct.

**2. DEFENSE:**

**A.** The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

**B.** In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

**C.** If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

- ☐ Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or
- ☐ Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_