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**ZONE CHANGE/GENERAL PLAN  
AMENDMENT/SPECIFIC PLAN AMENDMENT  
SUBMITTAL REQUIREMENTS**

Planning Division

Revised: September 23, 2008

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**ZONE CHANGE**

- **Public Hearings Required** - One (1) before the Planning Commission and two (2) before the City Council for a total of three (3).
- **Processing Time** - Normally 8 to 12 weeks depending on the number of similar requests before the City and any E.I.R. requirements.
- **Zone Changes** - Zone changes become effective thirty (30) days following the third public hearing.

Applicant or their representative must be present at all public hearings to answer questions.

**GENERAL PLAN AMENDMENT/SPECIFIC PLAN AMENDMENT**

- **Public Hearings Required** - One (1) before the Planning Commission and one (1) before the City Council for a total of two (2).
- **Processing Time** - Normally 8 to 12 weeks depending on the number of similar requests before the City and any E.I.R. requirements.
- State law prevents a city from amending the General Plan more than four (4) times in a calendar year.

Applicant or their representative must be present at all public hearings to answer questions.

**PROCEDURE:**

Applicant submits the following information to the Community Development Department:

- A. One (1) copy of the completed application.
- B. The necessary processing and environmental review fee.
- C. One (1) copy of the preliminary title report on the subject property no more than six (6) months old at the time of submittal.
- D. For zone changes, a metes and bounds legal description of the property to be rezoned is required. The following two items must be submitted:
  - 1) Lot calculations showing that the bearings and distances, stated in the legal description, do close and give the acreage.
  - 2) An exhibit map showing the site. The exhibit map should have the following information on it: 1) north arrow, 2) the point of beginning of the description, and 3) the layout of the lot with bearings and distances. If the description references other documents or maps, copies of these documents should also be attached.



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- E. Twenty (20) copies of a fully-dimensioned site plan drawn to scale indicating:
- \_\_\_\_\_ Acreage, square footage, bearings and distances.
  - \_\_\_\_\_ Roadways, driveways, and structures.
  - \_\_\_\_\_ Assessor's parcel numbers for all parcels affected.
  - \_\_\_\_\_ Existing and proposed zoning and land use on subject and adjacent property.
  - \_\_\_\_\_ Vicinity map.
  - \_\_\_\_\_ Project map.
  - \_\_\_\_\_ North arrow and scale.
- F. Prior to determining that your application is complete, signage must be posted on the property in accordance with Brentwood City Council Ordinance 665 as determined by the Community Development Department Staff.
- G. Additional information as deemed necessary by the Community Development Department.

**NOTE: All maps larger than 8 1/2" x 11" must be folded and collated prior to submittal.**

**ENVIRONMENTAL REVIEW:**

If the environmental determination by the Community Development Department indicates that the preparation of an Environmental Impact Report is necessary, additional time will be necessary to allow for preparation and processing of the Environmental Impact Report. The environmental determination must be made within thirty (30) days of the date that an application is determined to be complete.

**PUBLIC NOTICE:**

A public hearing notice is placed in the Brentwood Press or Contra Costa Times at least ten (10) days prior to the hearing and property owners within 300 feet of the property involved are notified of the hearing.

**If you have any questions, call the Community Development Department at (925) 516-5405.**

**NO APPLICATION WILL BE CONSIDERED COMPLETE, NOR BE PROCESSED,  
UNTIL ALL OF THE ABOVE INFORMATION IS SUBMITTED TO THE SATISFACTION  
OF THE COMMUNITY DEVELOPMENT DEPARTMENT.**