



Department of Development Services
Planning Division
13220 Central Avenue
Chino, CA 91710
(909) 334-3253
www.cityofchino.org

ZONE CHANGE CHECKLIST

CITY of CHINO

The purpose of a Zone Change (ZC) is to change the zoning boundaries or zoning classification of any property within the City. A ZC requires review and action by the Planning Commission and City Council.

ALL APPLICATIONS:

1. All plans shall be prepared in accordance with the City's Filing Requirements and Minimum Required Information section of this handout.
2. Additional materials and information may be required depending upon project scope and complexity.

SECTION 1—FILING REQUIREMENTS

Application and filing fee;
 Written narrative description/explanation of proposed change(s), including facts and reasons supporting the change(s);
 Environmental Assessment form and review fee; and
 Mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
 * Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

SECTION 2—MINIMUM REQUIRED INFORMATION CHECKLIST

General Preparation Guidelines:

- 1. All plans/maps shall be clear, legible and accurately scaled.
- 2. All plans/maps shall be clearly labeled with sheet title, project name and project location.
- 3. A one sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- 4. Incomplete or illegible plans/maps will not be accepted for filing.

CERTIFICATION

CERTIFICATION OF PLANS & INFORMATION

I hereby certify that the plans and information provided present all of the data and information required by this "Minimum Required Information Checklist," and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer's Signature: _____ Date: _____
 Name (print or type): _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____