



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
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APPLICATION REQUIREMENTS FOR REZONING OF PROPERTY

Rezoning is required for property owners who would like to change the zoning designation of their property. A Conceptual Review before the planning commission is often recommended prior to the filing of rezoning applications. Please contact the Planning Department for more information regarding the Conceptual Review process.

APPLICATION REQUIREMENTS FOR REZONING:

- Required processing deposit of \$1,200 (Additional fees for processing the application may be charged to the applicant).
- Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
 - \$150 fee for a Notice of Exemption, or
 - \$1,000 deposit for an Initial Study/Negative Declaration, or
 - \$2,000 deposit for an Initial Study/Environmental Impact Report
- Planning Application Cover Page
- 8 copies of the Site Plan (drawn to scale). Include the following information:
 - Applicant's name, address, and phone number
 - Vicinity map showing an overview of the project location in San Juan Bautista
 - North Arrow and scale
 - Assessor parcel number(s) of the project site
 - Property lines and dimensions of the project site and surrounding properties
 - Name and boundaries of adjacent streets
 - Access to the site.
 - Location of existing and proposed building and structures, including signs
 - Adjacent Land Uses
- Two typewritten copies of the legal description of the property
- Project Description and Environmental Information forms
- Typed mailing labels addressed to the current property owners and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of

rental units will be addressed to "Occupant". This information can be obtained from the Assessor's Roll at the San Benito County Assessors office.

- Photographs of the project site and the surrounding property
- Applicant Agreement to Pay Processing Fees for Land Use Application

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.