

# **ZONE CHANGE**

## **APPLICANT'S GUIDE TO PROCEDURES**

### **WHAT IS A ZONE CHANGE?**

The major tool for the implementation of the General Plan is the zoning. The zoning code specifies various zones created for the purpose of allowing land uses and densities consistent with the General Plan and establishing certain requirements.

Most of the Plumas County General Plan Land Use Designations are directly reflected in zoning, which means that for each of those designations, there is only one zone which can be applied. The only designations which have options for more than one zone are Important Timber, Recreation, Industrial and Single Family Residential (Prime Opportunity) areas.

A zone change within one of these four land use designations which have zone options does not require a General Plan Amendment nor does the application of certain combining zones. A General Plan amendment is required for any other zone change.

Zone changes without a General Plan Amendment may be made between the Timberland Production Zone (TPZ) and General Forest (GF) zone; between the Heavy Industrial (I-1) and Light Industrial (I-2) zones; among the Recreation-Commercial (R-C), Recreation (Rec-P, Rec-1, Rec-3, Rec-10, Rec-20) as appropriate for the opportunity area of the General Plan, and Recreation-Open Space (Rec-OS) zones; among the Single-Family Residential (2-R, 3-R, and 7-R) zones; and to add or remove the Mobile Home (MH), Business Exclusion (BX), and Farm Animal (F) combining zones.

### **REVIEW AND PUBLIC HEARINGS**

Each application for a Zone Change is reviewed by Planning & Building Services and the potential environmental effects are analyzed. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After the document is prepared it is circulated for public review for a period of 30 days.

If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

After that public review, Planning & Building Services staff prepares a recommendation, a copy of which is provided to the applicant.

A hearing is scheduled before the Board of Supervisors and public notice is given. The Board of Supervisors reviews any environmental document, Planning & Building Services' recommendation, takes public comment, and makes a decision which, if the Zone Change is approved, is implemented by an ordinance enacting the zone change.

### **TIME REQUIREMENTS**

A Zone Change may take from seven to twelve weeks. The Ordinance must be read at one meeting, adopted at a subsequent meeting, and is effective thirty days after adoption.

## **WHERE TO FILE**

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

## **WHAT TO FILE**

1. The completed application.
2. Three (3) physical copies and one (1) electronic copy in PDF format of an exhibit map which illustrates the zone change and which shows:
  - The boundaries of the property.
  - Name of owner(s) of the property.
  - All streets, including alleys and private easements within the boundaries of the map with names of each.
  - Location map.
3. The filing fee set forth on Planning & Building Services' fee schedule.

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_  
Date Recv'd \_\_\_\_\_  
Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_  
File No. \_\_\_\_\_

**ZONE CHANGE**Instructions to applicant (s):

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Pay the filing fee set forth in the fee schedule.
3. Make the check payable to Planning & Building Services.

**APPLICATION FOR:****ZONE CHANGE**

- ☐ Petition by property owner, or  
☐ Resolution of intention requested

**A. Applicant (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**B. Owner (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**C. Property**

Street Address \_\_\_\_\_

Nearest Town \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Acreage \_\_\_\_\_

**D. Applicants Interest in Property**

- ☐ OWNER  
☐ OWNER'S AGENT  
☐ OTHER (Specify) \_\_\_\_\_

Use additional sheets of paper as necessary to complete the information requested.

EXISTING ZONING \_\_\_\_\_

PROPOSED ZONING \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPPORTING INFORMATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this application for a General Plan Amendment within the Sierra Valley Groundwater Management District, attach a groundwater supply evaluation which meets the standards of that district.

CERTIFICATE AND WAIVER

I, the applicant, certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided herein; and I, as an owner of the property affected by this amendment, petition for this amendment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date