

Application for **AMENDMENT TO ZONING ORDINANCE**

Town of Corte Madera
240 Tamal Vista Blvd., Ste. 110
Corte Madera, Ca. 94925

For Staff Use	
Date:	_____
Rec. by:	_____
Fee:	_____
App. #	_____

Owner of Property: _____

Mailing Address: _____

Daytime Telephone: _____

Applicant
(Other than owner): _____

Mailing Address: _____

Daytime Telephone: _____

If a specific property is involved,
address or location of property: _____

Present Zoning: _____

Proposed Zoning: _____

Proposed amendment to Zoning Ordinance text (if applicable):

I, the undersigned owner (or authorized agent with a letter of approval from the property owner stating that said agent may act on owner's behalf) of the property herein described, hereby make application for amendment of the Zoning Ordinance, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

**Application for Amendment
to Zoning Ordinance**

1. The Town's Zoning Ordinance requires that the Planning Commission make two findings when approving a rezoning. Please answer the following questions to show how the findings can be made. (If more space is required, attach a separate sheet.)
 - a. How is the proposed amendment consistent with adopted general and specific plans of the Town of Corte Madera? _____

 - b. How is the proposed amendment consistent with the objectives of the Zoning Ordinance? (See Section 18.02.030) _____

2. The Commission must make six additional findings when it approves adding a permitted or conditional use to a zone. If you are applying for such an amendment, please answer the following questions:
 - a. How will addition of the use to the zone be consistent with the General Plan and in accord with the purposes of the district in which it is proposed to be added? _____

 - b. In what ways does the proposed use have the same basic characteristics as the other uses allowed in the zone? _____

 - c. Why will the use not be detrimental to the public health, safety, or welfare? _____

 - d. Why will the use not adversely affect the character of any district in which it is proposed? _____

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e. Explain why the use will not create more vehicular traffic than the volume created by the uses presently allowed in the zone. _____

f. Explain why the use will not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount created by the uses presently on the list. _____

Before a request for amendment of the Zoning Ordinance will be considered by the Planning Commission, the following materials must be submitted at least one month in advance of the Planning Commission meeting:

1. Completed application (pages 1 and 2 of this form).
2. Filing fee.
3. Eight (8) copies of a vicinity map, drawn at an appropriate scale, showing the dimensions of the lot and the surrounding area within 50 feet of each boundary of the lot.
4. One (1) set of site photographs (Polaroid OK) showing topography, vegetation and existing structures, as well as adjacent development.
5. Application for environmental assessment (available from Town Planning Department).
6. ALL APPLICATIONS MUST BE CONSISTENT WITH THE TOWN'S GENERAL PLAN.

NOTE: ALL MAPS AND PLANS (EXCEPT VICINITY MAP) MUST BE DRAWN AT A SCALE OF 1/8" = 1' OR LARGER AND INCLUDE DATE, NORTHPOINT AND SCALE. THEY SHOULD BE FOLDED TO APPROXIMATELY 9" X 12" IN PACKETS CONTAINING ONE COPY OF EACH SHEET.

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to Zoning Ordinance
Information for Applicants**

- I. Zoning Ordinance amendments are often controversial, time consuming and expensive. Applications should be made only when there are clear and compelling reasons for change. Applicants should meet in advance with property owners, neighboring residents or other parties who may be affected by a change in the Zoning Ordinance.

- II. These steps are followed in processing a Zoning Ordinance amendment:
 1. A preapplication conference with Planning Department staff, at least three months prior to the desired date of hearing.
 2. Submittal of completed Zoning Ordinance Amendment Application and the required fee, along with the Environmental Assessment Application and the required fee.
 3. Staff evaluation of the proposed rezoning to determine whether an Environmental Impact Report is needed. If so, a minimum of 90 days will be required to write the EIR and to conclude the mandatory 30 day review period. The applicant is required to reimburse the Town for consultant costs plus an hourly rate for staff time needed. If an EIR is not needed, a Negative Declaration is prepared. At least ten days prior to a public hearing, the Negative Declaration document will be posted on a public bulletin board located at the Corte Madera Town Hall and mailed to the owners of all contiguous property.
 4. A staff report will be prepared prior to the Planning Commission meeting, and a copy sent to the applicant. All owners of property within 300 feet of the proposed rezoning will be notified at least ten days before the meeting.
 5. The Planning Commission will consider the application at a public hearing. If the Commission finds that the rezoning is consistent with all General and specific plans and with the objectives of the Zoning Ordinance, it will send a written report to the Town Council recommending that the application be granted or that the proposal be adopted. If the Commission finds that the change is not consistent, it will deny the application.
 6. The Town Council will review the application at a public hearing and consider the report of the Planning Commission. However, if an application is for an amendment that would change property from one zoning district to another, and the Planning Commission recommends against the amendment, the denial will be deemed final unless an appeal is filed by an interested party. After the public hearing has been conducted, the Council will discuss the rezoning application and a final decision will be reached.

