
ZONING & GENERAL PLAN AMENDMENT APPLICATION PROCESS

QUICK CHECK LIST FOR SUBMITTAL

- Standard Application Form
- Environmental Information Form
- Plans
- Narrative
- Calculations
- Fee Deposit

APPLICABILITY

The Zoning Ordinance may be amended as other ordinances are adopted or amended, except that; regulations hereof may be amended by changing the boundaries of zones, by changing property from one zone to another, by imposing regulations not heretofore imposed, and by removing or modifying adopted regulations whenever the public necessity, convenience, and welfare require such amendment, in accordance with the procedures set forth in Article VIII, or by action of the Planning Commission, or the City Council.

General Plan amendments may only be initiated by the City Council based upon a recommendation by Motion of the Planning Commission or requested by members of the public. Applications by the public shall be submitted on forms provided by the Planning Department. Fees shall be established by the City Council.

All amendments must follow the procedures outlined in the California Government Code. An amendment to the General Plan constitutes a project under the California Environmental Quality Act (CEQA) and, therefore, must be evaluated for its effect on the environment. In addition, proposed amendments should be referred to all interested government agencies for comment prior to adoption. As with adoption of General Plan elements themselves, a legally noticed Public Hearing is required before both the Planning Commission and City Council prior to adoption of any plan amendment. Any changes made by the City Council must have been considered previously by the Planning Commission, or the City Council must refer the amendment back to the Commission for its consideration and report.

Notes:

1. *Amendments to the General Plan are limited to a maximum of four (4) per year, in accordance with state law. Accordingly, applications for General Plan amendment may be held and combined with other similar applications in order to comply with the limitation.*
2. *Zoning amendments must be consistent with the General Plan in order to be approved.*
3. *Any request for development outside of the city (within unincorporated Humboldt County) which is within the City's Sphere of Influence and which proposes annexation to the city will be required to submit an application for General Plan Amendment and Zoning Amendment. Annexation application and approval by Humboldt County Local Agency Formation Commission (LAFCO) will ultimately be required.*

PURPOSE

The purpose of the Zoning Ordinance and General Plan Amendment processes are to provide a basis for determining the appropriateness of requested amendments to maps and texts of the City of Ferndale General Plan and Zoning Ordinance.

PROCESS

1. Pre-application Review (optional)

This is an optional step recommended by Staff. This step can include a review of preliminary plans and/or a meeting with City Staff. Staff may provide feedback in verbal and/or written form. Any feedback provided at this time is preliminary only, and subject to further refinement or change in the formal review process.

2. Application Completeness Check

- a. Applicant files Standard application form and other information required and pays all required fees and deposits. Two (2) copies of all materials are required.
- b. Within 30 days of submission at City Hall, the City Planner reviews application materials to determine whether the application includes all information required and is considered complete. The City Planner may refer application materials to the City Engineer, or other staff, to obtain opinions regarding application completeness.
- c. If the application is deemed to be incomplete, the City Planner will provide a written explanation to the applicant within the 30-day review period.
- d. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected. (All administrative decisions are subject to appeal, as set forth in Article XI of the Zoning Ordinance.)

3. Application Processing

- a. Once the application is deemed complete, the applicant is contacted and requested to provide additional copies of application materials. A total of eight (8) complete sets of materials are required.
- b. City Planner will distribute materials to selected staff with a Routing Sheet that specifies the date by which response is needed, and any other relevant information.
- c. City Staff reviews application materials in accordance with his or her area of responsibility.
- d. City Staff provides written comments and recommendations to the City Planner within the timeframe specified in the ROUTING SHEET.
- e. City Planner performs environmental review as required by CEQA.
- f. City Clerk or City Planner prepares Public Hearing notice for distribution. City Clerk or City Planner is responsible for posting of notice, newspaper

publication of notice, and mailing of notices in accordance with Noticing Policy for Projects Requiring Public Hearings.

- g. City Planner prepares a Project Report to the Planning Commission which includes, at a minimum, the following information.
 - Background information
 - Analysis of Application
 - Environmental Issues
 - Ordinance and Policy Issues
 - Recommendations a comments from other City staff and outside agencies
 - Recommendations for action
 - Environmental determination
 - Approval (may include conditions) or denial
- h. City Clerk or City Planner distributes Project Report to applicable City staff and applicant
- i. City Clerk or City Planner is responsible for reproduction and inclusion of Project Report in Planning Commissioners' agenda packets.

4. Formal Consideration by Planning Commission and City Council

Zoning Ordinance and General Plan Amendment requests require public hearings before both the Planning Commission and the City Council. Actions of the Planning Commission are advisory to the City Council. Amendments to the General Plan can only be initiated by the City Council based upon a recommendation by Motion of the Planning Commission.

IMPORTANT: The applicant or an authorized representative must be present at the Public Hearing to represent the application.

APPEALS

Actions of the Planning Commission on General Plan Amendments and Zoning Amendments are advisory to the City Council. As such, these applications are automatically referred to the City Council for final action. Appeals of Planning Commission actions are, therefore, not necessary.

Administrative decisions, including determinations relative to application completeness, may be appealed to the City Council within 10 days of staff's determination. Fees for appeals are equal to the fee of the application being appealed.

APPLICATION REQUIREMENTS

A complete application consists of required forms, plans, narrative, calculations and required fees and deposits, as described below.

1. Forms
 - a. Standard Application Form
 - b. Environmental Information Form

2. Plans

Requests for change in Zoning Ordinance and General Plan designations require submittal of a plot map of the property, including all property line bearings and distances. The maximum scale shall be 1" = 100'.

Note: All plans must be folded by the applicant to a size of 8 ½ x 11". Two (2) sets are submitted initially. When deemed complete, a total of 10 sets are required.

3. Narrative - Zoning Ordinance or General Plan Amendment requests involving text must include proposed replacement language with accurate chapter, section, and page references.

4. Calculations - Zone boundary amendments require submittal of a legal description of the affected property. A metes and bounds description which demonstrates closure of property lines may be required as a condition of approval.

5. Required Fees and Deposits - Consult City Clerk or City Planner for current fee and deposit requirements.

TIME REQUIRED FOR PROCESSING

Following are processing time limits established by state law:

- Maximum time to determine application completeness: 30 days
- Maximum time to either approve or deny application: 105 days (Negative Declaration)
- Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In most instances, applications will be processed in less time than described above. In all instances, applications will be processed as quickly as possible.

FEES

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. Fees are minimum and non-refundable. If a project is determined to

require more time than covered by the minimum fee, then an estimate of additional time required and estimated actual cost will become the basis for a supplemental application fee. If the supplemental fee exceeds actual costs to the City, the balance will be refunded. Applicant shall pay all costs to City prior to filing of final decision on project application.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

CITY OF FERNDALE
Environmental Information Form

Date Filed _____
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and phone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site Size:
9. Square footage
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling (time line).
14. Associated project
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No		
		21.	Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
		22.	Change in scenic views or vistas from existing residential areas or public lands or roads.
		23.	Change in pattern, scale or character of general area of project.
		24.	Significant amounts of solid waste or litter.
		25.	Change in dust, ash, smoke, fumes or odors in vicinity.
		26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns
		27.	Substantial change in existing noise or vibration levels in the vicinity.
		28.	Site on filled land or on slope of 10 percent or more.
		29.	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
		30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31.	Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)
		32.	Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.); intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____