

# PRE-ZONING CHECKLIST



## Project Information

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Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Pre-Zoning Checklist (Page 1 of this Form)

### REQUIRED PROJECT INFORMATION

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

#### **PROJECT DOCUMENTS:**

- Assessor's Parcel Map
- Neighborhood Context Map
- Sentiment Survey\*

#### **REQUIRED PLANS:**

- Annexation Boundary Map
- Zoning and Existing Land Use Map

\*Not required at application submittal

### REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

**PROJECT DOCUMENTS** – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

**PROJECT PLAN SET COMPONENTS** – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

## PRE-ZONING INFORMATION & PROCESS

A Pre-zoning is required to incorporate a property into the City limits. The property must be within the City's Urban Growth Boundary and must be pre-zoned to the zoning district that would apply to the property in the event of subsequent annexation to the City. The proposed zoning district must be consistent with the General Plan land use designation for the site. To verify what zoning is appropriate, please use the City's Geographic Information System to determine the General Plan land use designation and determine the implementing zoning district based on [Zoning Code Section 20-20.020](#).

Pre-zoning applications are considered by the Planning Commission, which makes a recommendation to the City Council during a public hearing. The City Council is the final review authority for a Pre-zoning application during a public hearing. Following an approved Pre-zoning, an applicant may apply to annex the property into the City limits through the Sonoma Local Agency Formation Commission (Sonoma LAFCO).