



# ZONE CHANGE INFORMATION SHEET

According to the City of Irvine Zoning Ordinance, a Zone Change is required when changes are requested in land use categories, planning area boundaries; overlay districts, land use regulations or development standards. Special development requirements for a planning area or portions thereof may be added or amended through a Zone Change. The property owner or authorized agent, the City Council, Planning Commission, or Director of Community Development may initiate a Zone Change. The City Council is the final approval body of a Zone Change, with advisory recommendation from the Planning Commission and other commission as appropriate.

The cost of processing your Zone Change is charged according to the hours spent by staff in checking plans, writing a staff report, preparing environmental documents, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must first open a Developer Deposit Case account with an *initial deposit* to which project costs are charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your Zone Change, and bring it with you when you submit your application. Be sure the appropriate person has signed all letters and forms. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Assistance Center at (949) 724-6308.

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## SECTION A - City Documents

- \_\_\_ Development Case Application
- \_\_\_ Developer Deposit Case Set-up Form

## SECTION B - Letter of Justification

- \_\_\_ This letter should be addressed to the City. It should describe the Zone Change in your own words and explain *how it would benefit the community*. The following points must be included:
  - a. Description of each site where new or modified zoning is proposed;
  - b. Current and proposed zoning for all sites; a statement establishing the consistency of the proposed zoning with the applicable concept plan and the general plan. If a concept plan or general plan amendment is being processed concurrently, the statement shall discuss and establish the consistency of the proposed zone change with the proposed concept plan and/or general plan amendment.

- c. Proposed changes to Zoning Ordinance text and/or tables (where applicable);
- d. Existing and proposed "Statistical Analysis" providing applicable information such as acreage, density and maximum dwelling units;
- e. Identify whether or not the proposed project is within any Overlay District;
- f. Description of how the proposed Zone Change meets the required findings in the Zoning Ordinance as identified below:
  - 1. The proposed Zone Change is consistent with the City of Irvine General Plan.
  - 2. The proposed Zone Change meets all the requirements for the dedication of permanent open space through a specified phased dedication implementation program for affected planning areas and zoning districts.
  - 3. Based upon information available at the time of approval, the proposed phasing and installation of public facilities, utilities and infrastructure is adequate to serve the planning area.
  - 4. The proposed Zone Change is in the best interest of the public health, safety and welfare of the community.
  - 5. Adequate sewer and water lines, utilities, sewage treatment capacity, drainage facilities, police protection, fire protection/emergency medical care, vehicular circulation and school facilities will be available to serve the area affected by the proposed Zone Change when development occurs.
  - 6. If located within the Coastal Zone, the proposed Zone Change will comply with the provisions of the land use plan of the certified Local Coastal Program.

**SECTION C - Deposit Check payable to the City of Irvine**

\_\_\_\_\_ A deposit of \$12,000.00 is required.

**SECTION D - Project Information** Plans and exhibits must be legible and must be drawn to scale to clearly illustrate the components of the project. Remember that the staff, Planning Commission and City Council may not be familiar with the property and will need this information to evaluate your project. For a Zone Change addressing modification to text only, no project plans will be required. **If plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.** Submit ten sets of project plans, in 8 1/2" x 11" format. Use the checklist to be sure your plans include the following **required** elements:

- \_\_\_\_\_ project plans including the following:
  - \_\_\_\_\_ scale (for example 1:20, or 1/8" = 1')
  - \_\_\_\_\_ vicinity map
  - \_\_\_\_\_ north arrow
  - \_\_\_\_\_ planning area boundaries and zoning districts
  - \_\_\_\_\_ city limits

\_\_\_\_\_ The proposed Zoning Ordinance Exhibits shall be drawn to scale and reduced in size to 8 1/2" x

11". The proposed exhibits shall clearly demonstrate the boundaries of the proposed addition or modification.

\_\_\_\_\_ Other maps demonstrating existing or proposed circumstances as required by the Director of Community Development.

Where the proposed Zone Change is within a Hillside Overlay District, the following shall be provided:

\_\_\_\_\_ A conceptual grading plan depicting the following:

- (a) Planning Area boundaries;
- (b) Areas to be left undisturbed (ungraded);
- (c) Areas that will not be developed;
- (d) Areas of proposed cut and fill (in contrasting colors) clearly showing where cut and fill exceed depths established in Hillside Development Guidelines;
- (e) Contour intervals of ten (10) feet for existing and ultimate grades.

\_\_\_\_\_ A slope map depicting existing slope zones in percentage categories as follows:

Slope Zone	Percent Slope
1	Less than 10
2	10-19.9
3	20-29.9
4	30 and greater

\_\_\_\_\_ A conceptual drainage and flood control plan describing planned drainage improvements.

\_\_\_\_\_ A conceptual landscape plan which addresses entryway treatment, streetscapes and other overall village landscape elements.

\_\_\_\_\_ A preliminary geological and soils report prepared by a registered engineering geologist.

\_\_\_\_\_ A natural features map identifying all slope banks, ridgelines, natural drainage courses, rock outcroppings, existing vegetation and other natural features. Also depicted shall be landslides and other existing geologic hazards. Each feature depicted shall be noted for its visual (V) significance, environmental function (E) or both.

\_\_\_\_\_ Photographic renderings, view analysis, three-dimensional models and other information as required by the Director of Community Development.

**SECTION E - Public Notice Materials** Please note that the homeowners' associations which govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them of your intent to develop a project as soon as possible to receive their comments and address their concerns.

\_\_\_\_\_ A listing of all names and addresses for:

- a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (500) feet of the property line of the proposed project. Commercial tenants within 500 feet shall be included in the following instances only: 1) the subject of the application is a residential development which is proposed within 1000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous

materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.

- b. Each local agency expected to provide water, sewage, schools, or other essential facilities or services to the project.
- c. The property owner or the owner's duly authorized agent.
- d. The project applicant.

\_\_\_\_\_ Mailing labels may be submitted in any one of the following formats:

- Saved in TEXT format Excel with separate fields of information or Excel with separate fields of information (MSWord, Word Perfect, and other common formats will not work) on an IBM formatted floppy disk. Each field of information (assessor's parcel number, name, street address, city, state, zip code) must be separated by a tab key, tab-delimited (preferred), or comma, comma-delimited. The project number and number of entries on the above list should be printed on the disk label. **(Preferred format)** *For information or questions on formatting, please call Mason Effertz at (949) 724-6012.*
- Two sets of labels affixed to a number 10 size envelope in order for the mail room "stuffing machine" to automatically insert the notices and *with the following preprinted return address:*

City of Irvine Community Development - Project Entitlement  
P.O. Box 19575  
Irvine, CA 92623-9575

\_\_\_\_\_ A map which is keyed to the above mailing list of property owners and labels.

## **SECTION F - Additional Materials**

Preliminary technical studies including, but not limited to, traffic (see "Traffic Study Guidelines" pamphlet), fiscal, and marketing, may be required at the discretion of the Director of Community Development.

The City Council, Planning Commission, Community Services Commission, Finance Commission or the Director of Community Development may require additional information to help illustrate your proposal.

As stated in section 2-37-3.b. of the Zoning Ordinance, the Director of Community Development may require additional materials to determine that your application is complete.

You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.