



CITY of CALABASAS

Community Development Department
Planning Division
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Supplemental Application AMENDMENTS

For Annexation/Sphere of Influence, General Plan, Land Use and Development Code, Specific Plan, and Zone Change
Amendment Applications

GENERAL PLAN AMENDMENT SUMMARY

Existing Land Use Designation: _____ Proposed Land use Designation: _____

List section, page no. and new text of proposed change(s): *(attached additional sheets if necessary)*

Section No.	Page No.	Proposed Text Change

DEVELOPMENT CODE AMENDMENT SUMMARY

List section, page no. and new text of proposed change(s): *(attached additional sheets if necessary)*

Section No.	Page No.	Proposed Text Change

SPECIFIC PLAN AMENDMENT SUMMARY

Existing Land Use Designation: _____ Proposed Land use Designation: _____

List section, page no. and new text of proposed change(s): *(attached additional sheets if necessary)*

Section No.	Page No.	Proposed Text Change
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ZONE CHANGE SUMMARY

Existing Land Use Designation: _____ Proposed Land use Designation: _____



Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Annexation / Sphere of Influence Amendment:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Amendments*.
- Completed *Supplemental Application – Environmental Assessment Information*.
- The project description shall include a complete description of the proposed use and reason for annexation to the City of Calabasas.
- Three (3) copies of the map showing the area proposed for annexation reduced to 8½”X11”.
- Public hearing information prepared in accordance with the *Public Notice Requirements*. In addition, if the proposed annexation affects property not owned by the applicant, the property owners affected shall also be included.

Note: The applicant will be requested to submit any materials necessary for submittal of the annexation to the Local Agency Formation Commission (LAFCO) for Los Angeles County

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Planning Commission
City Council

General Plan Amendment:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Amendments*.
- Completed *Supplemental Application – Environmental Assessment Information*.
- A complete description of the general plan amendment, including the reason for the request.
- Twelve (12) copies of the map showing the proposed General Plan Land Use District change reduced to 8½”X11”. (if applicable)
- A zone change application (if applicable).
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Planning Commission
City Council

Land Use and Development Code Amendment:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Amendments*.
- Completed *Supplemental Application – Environmental Assessment Information*.
- The project description shall include a complete description of the proposed amendment.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Planning Commission
City Council

Supplemental Application – Amendments

Specific Plan/Amendments:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Amendments*.
- Completed *Supplemental Application – Environmental Assessment Information*.
- Completed *Environmental Mitigation Plans Checklist*.
- Fifteen (15) copies of the draft specific plan.
- One copy of the plan on computer disk (CD-ROM). The City of Calabasas uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City’s GIS ArcView system.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Planning Commission
City Council

Zone Change:

The minimum requirements for filing a Zone Change application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Amendments*.
- Completed *Supplemental Application – Environmental Assessment Information*.
- A complete description of the zone change, including the reason for the request.
- Twelve (12) copies of the map showing the proposed zone change reduced to 8½”X11”.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Planning Commission
City Council