



ZONE CHANGE AND/OR GENERAL PLAN AMENDMENT CHECKLIST

This review may allow for a change to a property’s zoning designation. In some cases, a property’s General Plan designation may also need to be updated to reflect new proposed zoning. These reviews require a public hearing before the Planning Commission and City Council. Zone Change applications must be submitted as part of proposed development.

ITEMS	
	Standard Application
	Petition for Zone Change
	Notarized Owner’s Affidavit
	Record Owner(s) Authorization
	Preliminary Title Report (within 60 days) and Complete Legal Description
	Financial Interest Disclosure
	Environmental Assessment Form
	Site Plan
	For Public Noticing:
	Certified Property Owner’s List Affidavit
	Vicinity Ownership/Occupant List in Excel – Required Template
	Vicinity Ownership/Occupant Mailing Labels (1 hardcopy and 1 digital)
	Vicinity Ownership/Occupant Map (500’ in Urban/1500’ in Rural)
	Submittal Fee

Submit Online:

A complete submittal package may be emailed to: planning@cityoflancasterca.gov.

Submit in Person:

A complete submittal package may be mailed or delivered to City Hall. All plans must be individually folded prior to submittal.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Additional materials may be required upon formal project review.

FOR STAFF USE ONLY:

Case No.: _____
 Received By: _____
 Date Filed: _____