



REZONINGS

Purpose: The purpose of this application is set forth a process for review and consideration of rezoning requests.

Code Reference: Fremont Municipal Code Chapter 18.225 (Amendments to Zoning Maps).

Application Submittal Meeting: Rezoning applications may only be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this application submittal checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

This Submittal Checklist is a part of your application: This checklist shall be signed and returned with your other application materials. An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

| | |
|--|-------|
| I understand that my project review may be delayed if required materials are missing from the submittal package. | |
| _____ | _____ |
| Project Applicant | Date |

Submittal Requirements:

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| <p>NOTE:</p> <ul style="list-style-type: none"> ■ Indicates an item that is always required. ☑ Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check the box if the item is required for your application. |
|---|

- A. A completed application form including:
 - Part I: Project information and the current property owner(s) signature authorizing the project proposal.
 - Part II: Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.
 - Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics.

- B. A separate written document with a detailed project description explaining the reasons for the request and how the proposed rezoning will implement other applicable goals of the General, Community or Specific Plan.
- C. Plans submitted in conjunction with the application shall include the following items:
 1. Vicinity map showing a half-mile radius from the project site.
 2. Context map showing the location and all land uses, structures, driveways, parking areas, trees, and drainage courses on the site and within 200 feet of the perimeter of the site. The context map may be on the site plan or submitted on a separate sheet.
 3. A site constraints and opportunities analysis map. Consider: easements, natural features, views, access, topography, etc.
 4. Schematic site plan showing:
 - (a) Property lines.
 - (b) General topography.
 - (c) Location and general configuration of proposed land uses.
 - (d) Existing and proposed vehicular, bicycle and pedestrian circulation.
 - (e) Existing and proposed open space and/or recreation areas.
 - (f) Easements on the property as identified in the preliminary title report.
(See item 6 for title report requirements).
 - (g) Adjacent street rights-of-way and proposed street improvements, including median dividers.
 - (h) Existing utilities (location of water, sewer, storm drainage, gas lines etc.)
 - (i) Existing buildings to remain or proposed for removal. All buildings over 50 years of age may require analysis to determine if they are potential or eligible historic resources.
 - (j) Existing trees proposed or required to be preserved showing trunk locations and accurate canopy outline. Groves may be shown in one outline.
 - (k) All fire hydrants within 300 feet of the project site.
 - (l) Gross and estimated net site area.
 5. Environmental Impact Assessment Questionnaire.
 - Specialized studies (e.g., traffic, biological, geotechnical, archaeological) may be required. The following studies have been preliminary deemed necessary:
 - Phase I environmental
 - Tree survey
 - _____
 - _____

6. Two (2) copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and/or accessory structures.

- D. Project Submittals. The number of plans and other items required to be submitted:
- Ten (10) hard copies of full size plans (30" x 42" sheets maximum size and folded no larger than 8" x 13").
 - Eleven (11) copies of plans reduced to 11" x 17", collated and folded to 8-1/2" x 11" or
 - One pdf format copy of the plan set formatted to read as an 11" x 17" sheet.
 - One hard copy and one pdf format copy a detailed project description.
 - One hard copy and one pdf format copy of any additional supporting documentation.
 - Your planner may subsequently request:
 - (a) Additional copies of plans.
 - (b) Further environmental studies.

Hearing & Other Notifications: The City will require that you post a courtesy sign to notify passers by once an application has received preliminary City comments and the applicant has elected to proceed with the review process. When an application is ready for public hearings, the City will also notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required. As with all other costs, you will be charged for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Schedule Time Line: An application will be assigned to a staff planner within a week of a submittal. A letter will be mailed to you identifying your project planner. During that time, the application will be routed to city staff and outside agencies for their review and comment(s). Approximately two weeks after a project submittal, the city's review team will evaluate comments received from outside agencies and other city departments and will evaluate the project for general ordinance and policy compliance. City staff will determine whether application materials are complete and whether additional environmental studies are required.

An applicant meeting will be scheduled for approximately four weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner and other relevant review staff who will discuss any issues identified by city or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will

identify, if necessary additional material needed for the application.

Once the project planner deems an application complete, environmental review will be completed and the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required at least 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing. The City Council will consider recommendations of the Planning Commission and/or appeals in approximately five weeks of the Commission hearing.

Appeals: Appeals of rezoning actions are only relevant to a project that has been denied by the Planning Commission as such actions are final unless appealed. In other cases, the Planning Commission will forward their recommendations for approval or conditional approval to the City Council for final action. Commission recommendations need not be appealed, as the City Council will hold a second public hearing to receive the Commission's recommendations. If a Planning Commission takes action to deny a rezoning, an appeal to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. The time limit will extend to the next business day when the tenth day falls on a day that the city is not open for business. Your appeal letter must be accompanied by a \$_____ appeal fee and must set forth the decision being appealed, the facts and basis for the appeal, and the relief or action sought. For additional details regarding appeals consult the Appeal Application available at www.fremont.gov/permit.

Development Impact Fees:

Commercial and Industrial Buildings

Development impact fees will be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential Developments

New residential dwellings always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: An initial deposit is due at the time of application submittal. Please view the Planning Application, found at www.fremont.gov/permit, for the current deposit amounts. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-
_____ For
proposal: _____
_____ Date: _____