

# APPLICATION CHECKLIST

## ZONING CODE TEXT AMENDMENT

A request for a Zoning Code Text Amendment requires one (1) public hearing before the City's Planning Commission and two (2) hearings before the City Council. Zoning Code Text Amendment changes become effective thirty (30) days following the final action. The applicant or the applicant's representative must be present at all public hearings to answer questions.

Chapter 106.74 of the Citrus Heights Zoning Code provides procedures of an amendment to the Zoning Code.

### **Application Submittal Requirements:**

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. A detailed project description including the reasons why the changes are proposed, the areas/properties that would be affected by the changes, any other substantiating evidence to support the changes
2. One (1) copy of underline/strikeout text indicating the proposed text changes (include zoning code chapter/section/subsection numbers)
3. Additional information as deemed necessary by the Planning Division

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

**Please note:** If the project requires public noticing procedures the City will provide the radius list and mailing labels.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net), or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621