



## SPECIFIC PLAN OR ZONING AMENDMENT APPLICATION CHECKLIST

**Deposit for New Specific Plan/Amendment, or  
Zoning Amendment (Minor / Text / Map):**

[See Fee Schedule.](#)

(The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)

**Processing Time: See Timeline on Page 2**

I am applying for a:

- Specific Plan Amendment
- Zoning **Minor / Text / Map** Amendment

### Submission Checklist

- [General Application Form](#) (Available from the City's Planning Division Counter or website)
- All applicable fees to be paid:
  - Read and sign the [Cost Recovery Form](#)
  - Deposit for Specific Plan Amendment or Zoning Amendment (Minor, Text or Map)
  - Deposit for Initial Study (Environmental Review)
  - Additional Studies Deposit (if applicable)
- One digital copy of all materials in PDF format on compact disk or USB Flash Drive.
- Detailed proposal statement and justification for the type and purpose of the proposed amendment.
- Most recent Title Report for the property or properties.
- [Environmental Information Questionnaire](#) (available from the City's Planning Division counter or website). The Planning Division will notify you as part of the completeness review should additional information, such as traffic reports, noise studies or visual impact studies, are required to complete the environmental review process.
- Photos of the site from a variety of angles showing existing conditions including any existing structures.
- If applying for a new Specific Plan, submit an Administrative Draft Specific Plan Document.** The Specific Plan should include a description of the planning area context addressed by the Plan, including its characteristic issues and existing development, to form the basis for policies and implementation measures. Any existing land uses, environmental conditions, infrastructure constraints, existing commitments and policy constraints should be described.

Provide details on how the long term direction of the General Plan is implemented, by identifying issues, opportunities, and assumptions to be utilized in the Specific Plan. Formulate objectives, policies, and implementation measures. Objectives direct the physical development of the planning area, and policies define and implement the objectives. Implementation measures should be functional and realistic.

Please go to the State Planning Office's website on Specific Plans: "[Guidelines for Preparing Specific Plans](#)" to view more details and a model Specific Plan outline. Please discuss with City staff if you wish to hire a consultant to write the Specific Plan.

The Administrative Draft Specific Plan document will be internally reviewed by various City Departments and comments will be provided before the public hearing phase.

Please provide **eight** hard copies and **one** electronic copy of the Administrative Draft Specific Plan. More copies

- may be requested at a later stage for the public hearing.
- If applying for a Zoning Text Amendment**, please submit the exact proposed text changes requested to the Zoning Ordinance.
  - Plans and Exhibits** (Applicable to new Specific Plans, Specific Plan Amendments involving map changes, Zoning Map Amendments. Plans and exhibits should demonstrate that the proposed Amendment is in conformity with the General Plan.)
    - Plans must include:
      - Scale, north arrow and date.
      - If submitting development plans, please include name and phone number of person preparing plan. A licensed architect, landscape architect and/or civil engineer should wet stamp and sign off final plans as appropriate.
      - Errors in dimensions or incomplete plans will require a submission of correctly revised drawings prior to application processing.
    - Site Plan, accurately drawn to scale, showing:
      - Existing features of subject property and surrounding parcels of land that are entirely or partially within 500' of the property.
      - Existing streets, streets proposed by an officially adopted plan of the City of Petaluma and all surface drainage channels.
      - The proposed layout of structures and other improvements including, where appropriate, streets, bikeways, driveways, pedestrian ways, parking and loading areas, landscaped areas, fences and walls.
      - The locations of entrances and exits and the direction of traffic flow for automobiles, bicycles, and pedestrians into and out of parking and loading areas, the location of each automobile and bicycle parking space and each loading berth, and areas for turning and maneuvering vehicles.
      - Architectural drawings or sketches drawn to scale showing all elevations of proposed structures as they will appear upon completion. Materials and colors of all exterior finish shall be specified, and the size, location, material, colors, and illumination of all signs shall be indicated.
      - A landscape plan for the site showing the locations of existing trees proposed to be retained, and the locations and design of landscaped areas.

**Submission requirements for all Plans and Exhibits:**

- 24" x 36" folded to 9" x 12" (unless otherwise directed by Planning staff).
- Six full size copies** of plans and exhibits required for submission; more copies will be requested later for public hearings.
- Two reduced size copies** (11" x 17") of plans and exhibits required.

**City of Petaluma Planning Division**

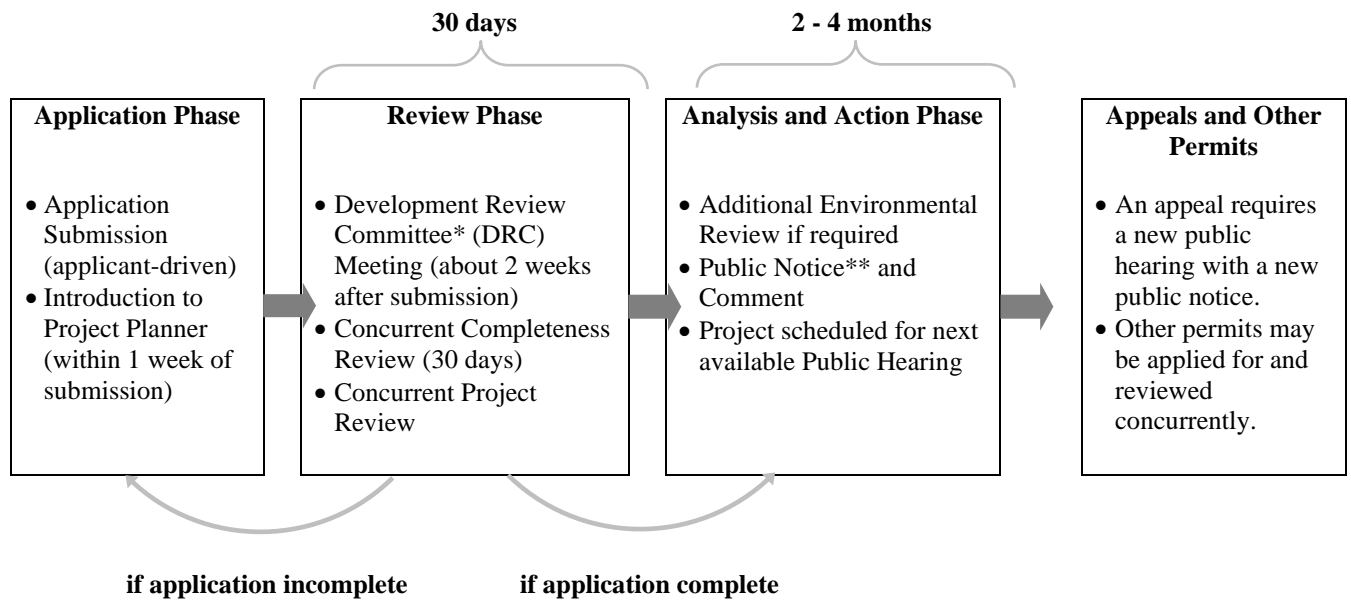
11 English Street, Petaluma, CA 94952  
 Hours: 8 am –5 pm  
 Monday through Thursday. Closed Fridays.

T: (707) 778-4470

For faster responses, please e-mail us at:  
[petalumaplanning@cityofpetaluma.org](mailto:petalumaplanning@cityofpetaluma.org)

URL: <https://cityofpetaluma.org/departments/planning/>

# Application and Processing Timeline for new Specific Plans, Specific Plan Amendments, and Zoning Amendments



\* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and begin to identify issues, but is not the decision-making body for project approval. You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions.

\*\* The applicant is responsible for all costs associated with public noticing and processing the application.

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## **Purpose of a Specific Plan**

A Specific Plan is a tool for the systematic implementation of the General Plan, but is not a component of a General Plan. It provides specific land use direction and development regulations for an area within the City, consistent with the General Plan and other regulations of the City of Petaluma and the County of Sonoma. Often, Specific Plans are used to establish a link between implementing policies of the General Plan and individual development proposals in a defined area.

The Central Petaluma Specific Plan (CPSP), for example, aims to redirect growth into Central Petaluma by providing for a mixture of new employment, housing, shopping and entertainment activities developed around the downtown, the riverfront warehouse district, and two future transit centers at the historic Petaluma depot and on Caulfield Lane. The proposed development pattern and street design promote a comfortable walking environment.

The City of Petaluma or a private party applying for a tentative subdivision map could initiate the preparation of a Specific Plan. The Specific Plan is a document subject to California Environmental Quality Act (CEQA) and would normally require the preparation of an environmental impact report (EIR).

## **Amendments to a Specific Plan**

The process of preparing, adopting, or amending a Specific Plan is generally the same as that for a General Plan with some differences. At least one public hearing by the Planning Commission is required by State law is required. A Specific Plan may be amended as necessary, but must be consistent with the General Plan.

## **Purpose of a Zoning Ordinance**

The City of Petaluma Zoning Ordinance carries out the policies of the Petaluma General Plan by classifying and regulating the uses of land and structures within the City, consistent with the General Plan. This Zoning Ordinance is adopted to protect and promote the public health, safety, comfort, convenience, prosperity, and general welfare of residents, and businesses in the City.

## **Amendments to the Zoning Ordinance**

Amendments to the Zoning Ordinance include changes to the boundaries of zoning districts, designations of properties in zoning districts, and amendments to the text of the Zoning Ordinance. Amendments may be initiated by the City Council, Planning Commission, Zoning Administrator, or property owners affected by the proposed Amendment. Zoning Amendments will only be approved if the Planning Commission and City Council find the Amendments to be in conformity with the General Plan.

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