



City of Oakley
Community Development
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Oakley, CA 94561

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APPLICATION CHECKLIST FOR LEGISLATIVE APPLICATIONS

Rezoning, General Plan Amendments, Ordinance text Amendments,
Development Agreements, Annexations

A request for a Legislative Application requires a minimum of one (1) public hearing before the Planning Commission and one (1) before the City Council. Processing time is normally six months however; it is dependent on a complete application submittal and the number of applications before the City.

Applications shall be reviewed for compliance with the submittal requirements. Applications submitted without the required information are not required to be accepted for processing. Please use the following checklist to ensure a complete application is submitted to the City.

Submittal Requirements:

- A) One copy of the completed application form with all necessary signatures.
- B) The required processing fee (check with staff for current fees).
- C) Radius list information including a list of all property owners within 300' feet, a 300' radius map, and typed address labels as described in the Public Notification Form.
- D) Letter of Authorization from property owner(s) if represented by a third party.
- E) Environmental Information Form
- F) Preliminary Title Report not more than 6 months old. Report must include owners, legal description, and easements.
- G) One 8 ½" x 11" or 11" x 17" reductions of all exhibits for reproduction.
- H) Fifteen copies (20 additional copies prior to each public hearing) of map exhibit indicating:
 - ___ Name, address, and phone number of owner/applicant and person preparing plans
 - ___ Project name, vicinity map, scale and date of preparation
 - ___ Total acreage of project
 - ___ Dimensions of each lot
 - ___ Existing structures and/or features such as buildings, walls and trees. Show septic system and/or well if applicable.
 - ___ Names of adjoining landowners and existing land uses on adjoining properties
 - ___ Map changes in a redline format
- I) Development applications for projects creating or replacing 10,000 sq. ft. of impervious area must be accompanied by a Stormwater Control Plan. A Stormwater C.3 Guidebook is available on the Clean Water Program's website at www.ccleanwater.org
- J) Fifteen (15) copies (20 additional copies prior to public hearing) of all proposed text changes in underline/strikeout format.
- K) Other information deemed necessary by the Community Development Department.
- L) All full sized exhibits need to be individually folded prior to submittal.

If you have questions regarding submittal requirements, please contact the Community Development Department.