

**Department of Planning and Building Inspection**  
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## **ZONE AMENDMENT APPLICATION**

**(including “rezones” and “zone changes”)**

The Zone Amendment process is a two-tiered, legislative process: applications require a recommendation by the Planning Commission, followed by final decision of the Sierra County Board of Supervisors. An application is submitted to the Planning Department; within thirty (30) days a written response is made, either deeming the application “complete” or “incomplete” and requesting any additional information, as well as a request for deposit of the estimated application processing costs (which are set by Board Resolution and currently based on a recoupment of actual costs). The application is then processed and analyzed under the California Environmental Quality Act (CEQA) and pertinent state and local regulations; public notices are posted and published; and a staff recommendation is prepared and presented before a public hearing of the Planning Commission. The Planning Commission will recommend either ‘approval,’ ‘conditional approval,’ or ‘denial’ of the application to the Board of Supervisors. The proposed amendment will then be heard by the Board of Supervisors during a separate public hearing. The Board of Supervisors is responsible for the final decision on the Zone Amendment, which is done by Ordinance. For most zone amendments, the ordinance becomes effective thirty (30) days after the date of approval (pending legal challenges). Generally, the process takes about two to three months, but can take much longer depending on the particularities of the proposed project and corresponding processing requirements under CEQA, and any unforeseen lawsuits (ref. Sierra County Code Chapter 15.32 and Part 38).

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

STATUS OF APPLICANT INTEREST IN PROPERTY: \_\_\_\_\_

(NOTE: Applicant may sign for landowner only if Power of Attorney accompanies such signature.)

ASSESSOR PARCEL NUMBER/s: \_\_\_\_\_

LANDOWNER/s: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_





Signature of Affected Landowner

Date