Zone Change

Application Instructions

This document is intended to assist you in preparing a complete application and should be read in conjunction with the Land Use Ordinance (LUO). Additional information and the LUO may be viewed online at: http://www.honoluludpp.org/Planning/ZoneChanges.aspx.

I. Overview

A. Planning Commission and City Council. Processing of this application by the Department of Planning and Permitting (DPP) and preparation of the Director’s Report and proposed Ordinance is only the first step in obtaining a zone change. The Director’s Report and proposed Ordinance must be considered by the Planning Commission and approved by the City Council. (See Sec. 21-2.70(b) of the LUO for details.) For information on the Planning Commission proceedings and requirements, call the Planning Commission staff at 768-8007. For more information on the Ordinance adoption process at City Council, call the City Clerk at 768-3810.

B. Time frame. The time frame for processing an application for a zone change by the DPP is 90 days from acceptance of the completed application. This time frame may be extended under certain circumstances.

II. Pre-Application Procedures

A. Consistency with the Development Plan (DP) or Sustainable Communities Plan (SCP). The Director may determine that a zone change application is, on its face, inconsistent with the vision, policies, and guidelines of the applicable DP or SCP. In such cases, an amendment to the DP or SCP would be needed before the zone change application could be submitted to the Planning Commission and City Council for official review and action.

The Applicant can request in writing a formal determination by the DPP whether an amendment to the DP or SCP would be needed before a zone change application could be accepted for processing and submittal to the Planning Commission and City Council for official review and action.

B. Pre-Application Meeting. Prior to submitting the application, the Applicant must meet with the DPP for an informal review of the proposed rezoning, unless such a meeting is determined to be unnecessary by the DPP. Please call 768-8051 or 768-8054 to schedule a meeting.

C. Presentation to Neighborhood Board (NB). Prior to submitting the application, the Applicant must also present the project to the NB of the district where the site is located, or if no such NB exists, then to an appropriate community association.
The Applicant must provide written notice of the presentation to all adjoining Property Owners. See Section III, C relating to affidavit.

This requirement will be deemed to have been satisfied if the Applicant makes a written request to present the project to the NB (or community association if applicable) and;

1. The NB (or community association if applicable) fails to provide opportunity to present the proposed project at a meeting held within 60 days of the date of the written request to make a presentation; or

2. The NB (or community association if applicable) submits a letter to the DPP confirming that a presentation was made and describing the position of the Board, or stating that such a presentation is not necessary.

In the event that the NB does not submit a letter confirming a presentation was made, the Applicant may submit a copy of the NB’s minutes which documents that the presentation was made.

Please contact the Neighborhood Commission at 768-3710 for information concerning the appropriate NB and contact person for the project.

D. Environmental Assessment (EA) / Environmental Impact Statement (EIS). The Director may determine that an EA or EIS may be required before a zone change application can be processed if the zone change is determined to be a significant zone change. See Attachment 3 for significant zone change criteria by Development Plan (DP) / Sustainable Communities Plan (SCP) area.

The Applicant can request in writing a formal determination by the DPP, whether an EA or EIS, consistent with Chapter 343, Hawaii Revised Statutes (HRS), State Environmental Impact Statement Law, must be submitted and accepted before a zone change application can be accepted for processing.

1. When an EA or EIS must be prepared as a prerequisite to a zone change application, where the DPP is the accepting agency, there shall be a processing fee of $600.00 for an EA and $1,200.00 for an EIS.

2. When an EA or EIS is submitted, there is also a nonrefundable review fee to determine whether the EA or EIS is complete of $200.00 for an EA and $400.00 for an EIS.

3. If the EA or EIS has been found to be complete, the review fee shall be counted towards the processing fee.
4. Submit two checks covering both the review fee and the balance of the processing fee.

   a. For EA:
      Review Fee $200.00
      Balance of Processing Fee $400.00
      Total $600.00

   b. For EIS:
      Review Fee $400.00
      Balance of Processing Fee $800.00
      Total $1,200.00

5. Make checks payable to the City and County of Honolulu.

6. The EA or EIS must be accepted before the zone change application can be accepted for processing.

7. Once the EA or EIS has been accepted by the Department for processing, the fee is not refundable.

III. Application Requirements

   (NOTE: Zone change applications for projects which are subject to Chapter 343, HRS, will NOT be accepted for processing without documentation confirming full compliance with this law.)

   A. DPP Master Application. Complete and submit the DPP Planning Division Master Application Form. Provide all requested information.

   B. Fees. Submit the appropriate fee(s) calculated as follows:

      1. A $700.00 Base Fee, plus an additional $300.00 per acre or major fraction (.5 or greater) of the project site, up to a maximum of $15,000.00, for the Total Application Fee. (Note: If the proposed zone change will correct a current Notice of Violation or Notice of Order, the fee is doubled.)

         a) For example, a zone change for a 1.38 acre site would have a Total Fee of

            Base Fee $700.00
            Per Acre Fee $300.00
            Total Fee $1,000.00

         b) While a zone change for a 1.51 acre site would have a Total Fee of

            Base Fee $700.00
            Per Acre Fee $600.00
            Total Fee $1,300.00
2. There is also a nonrefundable Application Review Fee.

For applications with a Total Fee of

<table>
<thead>
<tr>
<th>Total Fee</th>
<th>Application Review Fee</th>
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<tbody>
<tr>
<td>Less than $1,200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>$1,200.00 or more</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

If the Application is accepted by the Department for processing, the Application Review Fee will be counted towards the Total Application Fee. However, if the Application is not accepted because it is incomplete, the Application Review Fee will not be returned.

Submit two separate checks with your application:
one for the Application Review Fee, and
one for the balance of the Total Application Fee.

a) For example, the 1.38 acre zone change listed above with a $1,000.00 total fee would have an Application Review Fee of $200.00 because the Total Fee of $1,000.00 is less than $1,200.00

The two checks to be submitted with that application would be

$200.00 (for the Application Review Fee) and
$800.00 (for the balance of the Total Fee)

$1,000.00 Total Application Fee

b) And the 1.51 acre zone change listed above with a $1,300.00 Total Fee would have an Application Review Fee of $400.00 because the Total Fee of $1,300.00 is greater than $1,200.00

The two checks to be submitted with that application would be

$400.00 (for the Application Review Fee) and
$900.00 (for the balance of the Total Fee)

$1,300.00 Total Application Fee

3. Once the application has been submitted to the Department for review for acceptance for processing, the application fee is not refundable. If the Department finds the application is incomplete and cannot be accepted for processing, only the check for the balance of the Total Fee will be returned.

4. When the City Council initiates, by resolution, a zone change application on behalf of a private landowner, the Owner shall be required to pay the applicable zone change application fee.
5. Applications for development agreements shall be accompanied by a fee of $10,000.00, plus $1,000.00 per acre involved or any major fraction thereof, up to a maximum fee of $30,000.00.

6. Make checks payable to the City and County of Honolulu.

7. The fees shall be waived for city projects.

C. Affidavit. Submit an affidavit confirming that adjoining Property Owners were sent written notification of the required NB presentation. Include a sample copy of the notification letter sent out, as well as the complete mailing list, with the affidavit.

D. Legal Description. Submit an accurate legal description of the property to be rezoned. A metes and bounds description is required unless the property is Land Court property. Identify the recordation system under which ownership is recorded (i.e., Land Court or Regular System).

E. Title Report or Deed. Submit a current title report or certified copy of the recorded deed.

F. Written Statement. Your application package must include two bound copies of the material listed below. A digital copy in PDF format (non-scanned) is also highly recommended. If you are submitting a multi-permit application, please submit two bound copies for each permit.

Upon completion of the DPP's initial review of your submittal; you will be notified of the number of ADDITIONAL hard copies and/or CD's required for agency and community review and comment.
The written statement must address the following issues:

1. **Background.** Provide the following information for the property to be rezoned:
   
a. Specify the acreage of the property to be rezoned. If the proposal is to rezone the property to more than one zoning district, specify the approximate acreage for each proposed zoning district.

b. Describe the topography and soil type(s). Provide the source(s) for such information.

c. Describe the surrounding land uses and structures.

d. Provide a chronological history of the land use for the property, including a discussion of any previous land use approvals.

2. **Project Description.** Describe the proposed project, for which the zone change is being requested, including a generalized site plan, and:
   
a. For housing developments: Density of development - units per acre for detached dwelling units or duplexes, or floor area ratio (FAR) for multi-family dwelling units; type(s) and number of units; number of structures; lot coverage; floor areas; number of parking spaces; recreational amenities; heights of structures; surrounding uses.

b. For commercial, industrial, recreational and institutional developments: Types of activities; number and heights of structures; anticipated occupancy; floor area; number of parking spaces; surrounding uses.

3. **Public Plans and Land Use Policies.** Explain how the proposed zone change is consistent with and implements applicable public plans and land use policies. Address the following issues:
   
a. **State Land Use Legislation (Chapter 205, HRS).** What is the current State Land Use District designation for the property, and is the proposed development consistent with this designation?

   (Note: If a State Land Use Boundary amendment was previously granted for the property, a copy of that portion of the Land Use Commission's "Decision and Order" pertaining to any conditions imposed MUST be submitted as part of the zone change application. The zone change application should discuss the status of compliance with any conditions. In the case where compliance will be handled by others, a letter from these parties should be included in the application indicating their responsibility.)
b. City and County Of Honolulu Legislation

(1) General Plan. Describe how the project meets the intent of the General Plan Objectives and Policies. For housing developments, an explanation of how the proposed zone change implements Population Objective IS REQUIRED.

(2) Development Plans/Sustainable Communities Plans. Describe how the proposed development is consistent with the vision, policies, principles, and guidelines of the area development plan or sustainable communities plan, as applicable, and special area plan provisions, if any.

(3) Special Area Plans/Neighborhood Transit Oriented Development (TOD) Plans. If the project site is within an area covered by a Special Area Plan or a Neighborhood Transit-Oriented Development (TOD) Plan, describe how the project is consistent with the Plan.

(4) Significant zone changes. If the project meets the criteria for a significant zone change, an environmental assessment (EA) or environmental impact statement (EIS) must be accepted before the zone change application can be accepted for processing. However, any development or phase of a development may be exempt from this requirement if the project has already been assessed by the City under the National Environmental Policy Act, Chapter 343, HRS or Chapter 25, ROH; and for which a Finding of No Significant Impact has been filed, or a required EIS has been accepted.

For technical assistance concerning the preparation of an EA or EIS, please contact the Office of Environmental Quality Control (OEQC) at 586-4185.

(i) Project Master Plans. The EA or EIS for significant zone changes which are greater than a specified size MUST include a Project Master Plan. See Attachment 4: Project Master Plans in EA and EIS’s, for specific project size triggers for each DP or SCP area.

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1 See Attachment 3: Significant zone change criteria by DP or SCP area.
(ii) A Project Master Plan is **NOT REQUIRED** under the following circumstances:

- The application does not involve a "significant zone change", or will not otherwise require that an EA or EIS be submitted;

- The "significant" zone change involves less than the project trigger size; or

- The "significant" zone change involves development already covered by a Project Master Plan which has been fully reviewed under applicable development plan provisions, provided the Director determines that the requested zone change will be consistent with the existing Project Master Plan for the affected area. Under these circumstances, a letter from the Director certifying consistency with the Project Master Plan **IS REQUIRED** and must be submitted with the zone change application.

(5) **Land Use Ordinance (LUO).** Describe how the proposed development complements the stated purpose and intent of the zoning district to which the property will be rezoned (refer to Article 3 of the LUO). Explain how the proposed activities will comply with the applicable zoning district permitted use and development standards.

- If the property is located within a Special District, explain how the proposed development will comply with the applicable Special District regulations (refer to Article 9 of the LUO).

- Identify other land use permits and/or approvals required to implement the proposed development (e.g., an LUO permit, a subdivision approval, etc.)

(6) **Unilateral Agreement (UA).** If the parcel(s) for which a zone change is sought are subject to a UA adopted as part of a previous zone change approval, discuss the status of compliance with the UA conditions. If parties, other than the Applicant(s) or Owner(s), are responsible for compliance with the conditions, provide letters from those parties discussing their responsibility for compliance with the UA conditions.
4. **Resiliency/Climate Change Adaptation.**

   a. Analyze the project’s exposure to coastal hazards/impacts of climate change.
      
      (1) **Sea Level Rise.** For properties located in the shoreline area (at or below 4.5 feet above mean sea level), report if projected sea level rise will impact the site, either through flooding or coastal erosion.
      
      (2) If the project will be affected by coastal flooding and/or erosion due to sea level rise, where appropriate and feasible, discuss how measures to reduce vulnerability and increases resiliency will be incorporated in the project design and operations.

   b. Discuss how the project design and operation will encourage disaster resilience.
      
      (1) How will adequate Outdoor Warning Siren Coverage be provided for the site?
      
      (2) Can a safe and effective emergency evacuation program be ensured for the project site?
      
      (3) How will a safe and effective emergency shelter program be ensured for the project?

5. **Streets and Transportation.**

   a. The Application Report must include a Traffic Assessment Report which includes, but is not limited to:
      
      (1) Information about existing uses and streets and transportation conditions, including road widths and access;
      
      (2) Details on the proposed change in housing, business or industrial uses at the site; and
      
      (3) Discussions of the impact of the proposed zone change upon surrounding streets, traffic and transportation concerns, including but not limited to necessary road, sidewalk, and bikeway improvements as well as park-and-ride facilities.

   b. For larger projects, or for projects with significant impacts to surrounding streets and/or intersections, the Application Report must include a Traffic Impact Analysis Report (TIAR) in lieu of a Traffic Assessment Report.

   c. If the applicant desires clarification on what report to submit with the application:
(1) If the project site has access to a City street, contact the DPP Traffic Review Branch at 768-8078. (Mailing address: Fasi Municipal Building, 650 S. King Street, 8th Floor, Honolulu HI 96813)

(2) If the project site has access to a State highway or road, contact the State of Hawaii, Department of Transportation, Highways Division, Planning Branch at 587-1830. (Mailing address: 869 Punchbowl Street, Room 301 Honolulu, HI 96813)

6. **Infrastructure.** Discuss the adequacy of other, existing public facilities and services, and the necessity for new public facilities and services, to support the proposed zone change. Preliminary checks with the appropriate agencies are encouraged. Identify major concerns raised through preliminary agency review and community input, and proposed mitigative measures to address these issues. Include copies of agency comments received, if any. Appropriate agencies may include the following:

   a. **Wastewater disposal, methods and adequacy of the system(s) to accommodate the proposal.**

      Contact DPP, Wastewater Branch at 768-8199 (for projects connected to the municipal sewer system).

      Contact State of Hawaii, Department of Health, Wastewater Branch at 586-4294 (for projects using a private wastewater treatment system).

   b. **Water availability, including water for fire protection.**

      Contact Board of Water Supply, Water Resources Division, Project Review Branch, at 748-5443.

   c. **Solid waste management and disposal.**

      Contact Department of Environmental Services, Refuse Division at 768-3405 and Recycling Coordinator at 768-3427.

   d. **Drainage.** Contact DPP, Civil Engineering Branch at 768-8102.

   e. **Parks and playgrounds (for housing projects).**

      Contact Department of Design and Construction, Parks Facilities Planning Branch at 768-8478.

   f. **Complete Streets**

      Contact Department of Transportation Services, Complete Streets Coordinator at 768-8326 / email: completestreets@honolulu.gov.
g. Schools (for housing projects).

Contact Department of Education at 377-8307.

7. **Environmental Laws.** Discuss whether the proposed development complies with applicable environmental laws and regulations, including but not limited to the following:


Contact Office of Environmental Quality Control at 586-4185 for further information.

b. Chapter 6E, HRS, State Historic Preservation Law.

Contact Department of Land and Natural Resources (DLNR), State Historic Preservation Division (SHPD) at 692-8015 for further information.

c. Chapter 23, ROH, Shoreline Setback Ordinance, and Chapter 25, ROH, Shoreline Management Ordinance.

Contact DPP at 768-8014, for further information.

d. Flood Hazard Area Ordinance (Ordinance 14-9).

*(NOTE: Zone change applications for projects which are subject the Flood Hazard Area Ordinance (Ordinance 14-9) will NOT be accepted for processing without documentation confirming full compliance with this law.)*

Contact DPP at 768-8100, for further information.

e. Endangered Species Act

*(NOTE: Preliminary consultation with the appropriate agencies is encouraged if it appears possible that endangered flora and/or fauna are on site.)*

Contact United States Fish and Wildlife Service, Region 1 at 792-9400 (regarding terrestrial and freshwater organisms), the National Marine Fisheries Service, Pacific Islands Regional Office at 725-5000 (regarding marine wildlife), and the State DLNR, Division of Forestry and Wildlife at 587-0166 for further information.

8. **Neighborhood Board.** Describe all issues or causes of concern relating to the project raised at the presentation to the NB or community association (if none, state that no issues/concerns arose). Describe the measures, if any, taken to mitigate such issues or concerns. Provide meeting minutes, if they are available, in the application.
G. **Drawings/Plans.** Submit two (2) sets of the following drawings or plans, which must be drawn to scale. For document imaging purposes, one (1) set of drawings shall be a maximum size of 11” x 17” and the second should not exceed 24” x 36”. DPP staff may request additional copies after acceptance.

1. **Location Map.** Location map showing proposed development in relation to surrounding properties, adjacent uses and adjoining streets.

2. **Topographic Map.** **Required only for sites with slopes of more than 10 percent.** Contours and acreage for every 10 percent increase in slope should be provided and shaded or colored. This map must be prepared and certified by a registered engineer or surveyor.

3. **Preliminary Site Plan.** A preliminary site plan, drawn to scale, showing existing and proposed structures, parking facilities, landscape features, fences and walls, driveways, walkways, etc. If applicable, show Flood Hazard District, Special Management Area and Shoreline Setback boundaries.

4. **Other Drawings.** If available, elevation and perspective drawings of the proposed project, drawn to scale.

5. **Proposed Zoning Map.** For large-scale projects involving a mixture of different zoning districts, a proposed zoning map.

6. **Project Phasing.** For large-scale projects, a map showing the phasing of development.

H. **Photos.** Submit one (1) set of photographs of the project site showing:

1. The general characteristics of the property, including existing structures and natural features.

2. Street access to (ingress and egress) the project site; and

3. Uses on adjoining properties.
   *(Note: all photos should be labeled and keyed to a general site map.)*

I. **PUBLIC NOTIFICATION.** Within ten (10) working days of the DPP’s acceptance of the application, the Applicant must comply with the notification requirements of Sec. 21-2.40-2(c)(3) of the LUO (Notification of owners of property within 300 feet).

*For further assistance or information on how to complete the application,*

*Please call the DPP at 768-8051.*
ATTACHMENT 1

WHAT TO EXPECT AFTER A ZONE CHANGE APPLICATION HAS BEEN ACCEPTED FOR PROCESSING

Upon acceptance of a complete application (as described by these "Application Instructions"), requests for comments will be sent out by the DPP to public agencies, NBs and community associations, and other interested parties.

After a 45-day period for agency/public review and comment, the DPP will prepare its final report and recommendation concerning the proposed zone change.

Within 90 days of the acceptance of a complete application, the DPP will transmit the Director's report and recommendation and a draft bill for an Ordinance for the zone change to the Planning Commission. The Director's recommendation may be for approval, approval with conditions, or denial.

Within 45 days of receiving the Director's report, the Planning Commission will hold a public hearing and decide on the Commission's own recommendation.

Within 30 days after the close of the public hearing, the Planning Commission will transmit the Bill for an Ordinance regarding the requested zone change and its recommendation to the City Council for final decision-making via the Ordinance adoption process.

The City Council must take final action on the Ordinance within 90 days of receipt of the zone change from the Planning Commission or the zone change is denied. (The amount of time for final action can be extended by vote of the Council.)

The Ordinance process involves three formal readings before the full City Council, a public hearing and at least two Zoning and Planning Committee meetings.

For more information concerning Planning Commission proceedings and requirements, please call the Secretary Reporter at 768-8007. For more information concerning the Ordinance adoption process, please contact the City Clerk at 768-3810.
Conditional Zoning (Unilateral Agreements)
Refer to LUO Section 21-2.80

Before the enactment of an Ordinance for a zone change, the City Council may impose conditions to protect the public from potentially deleterious effects of the proposed use(s) and/or to fulfill needs for public services created by the proposed zone change. Limitations on the Applicant's use of the property may be imposed, and Applicants may be required to finance and install road, water, sewer, drainage or other types of infrastructure improvements as a condition of zone change approval. If conditions are imposed by the City Council, they are set forth in a Unilateral Agreement, which runs with the land. A zone change Ordinance will not be approved by the City Council until the Unilateral Agreement is executed and recorded with the Land Court or Bureau of Conveyances, as applicable.
### ATTACHMENT 3

**SIGNIFICANT ZONE CHANGE CRITERIA BY DP/SCP AREA**

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<thead>
<tr>
<th>DP/SCP Area</th>
<th>&quot;Significant&quot; zone change criteria</th>
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| Central O’ahu                    | • Any change in zoning of 25 or more acres of land to any zoning district or combination of districts (except preservation or agricultural districts); or
  |                                  | • Any change in zoning of more than 10 acres to a residential or country zoning district; or
  |                                  | • Any change in zoning of more than five acres to an apartment, resort, commercial, industrial or mixed use zoning district; or
  |                                  | • Any development which could have a major social, environmental, or policy impact or major cumulative impacts due to a series of applications in the same area. |
| East Honolulu                    |                                                                                                                                                                   |
| ‘Ewa                             |                                                                                                                                                                   |
| Koʻolau Loa                      | • Any change in zoning of 10 or more acres of land to any zoning district or combination of districts (except preservation or agricultural districts); or
  |                                  | • Any change in zoning of more than five acres to an apartment, resort, commercial, industrial or mixed use zoning district; or
  |                                  | • Any development which could have a major social, environmental, or policy impact or major cumulative impacts due to a series of applications in the same area. |
| Koʻolau Poko                      |                                                                                                                                                                   |
| North Shore                       |                                                                                                                                                                   |
| Waiʻanae                          |                                                                                                                                                                   |
| Primary Urban Center              | • Any change in zoning of 10 or more acres to a low-density residential district from a less-intensive zoning district;
  |                                  | • Any change in zoning of two or more acres to a medium-or high-density residential (multi-family or apartment) district from a less-intensive zoning district;
  |                                  | • Any change in zoning of five or more acres to a resort, commercial, industrial or mixed use zoning from a less-intensive zoning district; or
  |                                  | • Any development which would have a major social, environmental, or policy impact, or major cumulative impacts due to a series of applications in the same area. |
ATTACHMENT 4

PROJECT MASTER PLANS IN EAs AND EISs

An Environmental Assessment (EA) or Environmental Impact Statement (EIS) must be prepared for projects which meet the criteria for a "significant" zone change. The definition for what is a significant zone change is provided in the adopting Ordinances for the eight Development Plan (DP) or Sustainable Communities Plan (SCP) areas on O'ahu.

The accepting agency for the EA or EIS is the Department of Planning and Permitting (DPP). In the event a Final EA or EIS has already been accepted by the City for a particular project, then a subsequent EA or EIS will not be required although supplemental information may be requested.

**When is a Project Master Plan Required?** A Project Master Plan must be included as part of the EA or EIS for significant zone changes which are larger than a specified project size.

**What is the Project Size Trigger?** The project size trigger for requiring a Project Master Plan for a "significant" zone change in each of the DP and SCP areas is:

<table>
<thead>
<tr>
<th>DP/SCP Area</th>
<th>Project Size Trigger</th>
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<tbody>
<tr>
<td>Central O'ahu</td>
<td>Any significant zone change involving 25 acres or more of land</td>
</tr>
<tr>
<td>East Honolulu</td>
<td></td>
</tr>
<tr>
<td>‘Ewa</td>
<td></td>
</tr>
<tr>
<td>Ko‘olau Loa</td>
<td>Any significant zone change involving 10 acres or more of land</td>
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<tr>
<td>Ko‘olau Poko</td>
<td></td>
</tr>
<tr>
<td>North Shore</td>
<td></td>
</tr>
<tr>
<td>Primary Urban Center</td>
<td>Any significant zone change</td>
</tr>
<tr>
<td>Wai‘anae</td>
<td>Any significant zone change involving 10 acres or more of land</td>
</tr>
</tbody>
</table>
**PROJECT MASTER PLAN DETAILED REQUIREMENTS**

The Project Master Plan is intended solely as a guide to help describe in words and illustrations how a project promotes the vision, policies, principles and guidelines for the DP or SCP area.

**Coverage and Scope**

The Project Master Plan should cover all phases of the project. It shall be reviewed by the DPP to determine whether the project supports the vision, policies, principles, and guidelines of the DP or SCP for the area.

The Project Master Plan should be based on the best information available to the Applicant at the time the EA or EIS is submitted to the City.

**Key Elements**

While the scope and detail will vary according to the scope and complexity of the project, the Project Master Plan should contain the elements listed below. When one of these elements is adequately addressed elsewhere in an EA/EIS, the Master Plan can just reference where the discussion can be found in the EA/EIS.

- **Statement of Consistency with the DP or SCP Vision.** The Master Plan should indicate how the project supports the vision, policies, principles, and guidelines of the DP or SCP.

- **Site Analysis.** The Master Plan should identify how the proposed development physically relates to prominent existing site features, to views identified in the DP or SCP and on the Maps in Appendix A, and to surrounding urban or urbanizing areas while describing any related opportunities and constraints.
  
  - **Site features** include topography, soil conditions and existing drainage patterns, as well as the relation of the proposed drainage plan to the regional drainage system.
  
  - The **view analysis** should consider the project’s relationship to the views identified in the DP or SCP, including effects on distant views across the site and views of scenic features within the site itself.
  
  - The **analysis of surrounding urban areas** should describe the opportunities for integrating the project with the regional urban pattern and circulation system.

- **Land Use.** The Master Plan should indicate the proposed pattern of land uses by general zoning district category, with some additional description of the intended use of specific development parcels and the interrelationship of use areas.
  
  - Land uses proposed for lands in any future development phases which are not included in the current Zone Change Application will be considered only conceptual and intended to serve only as a working guide for future development.
In larger projects, residential neighborhoods should be designated, and concepts intended to create a sense of neighborhood should be described.

For projects which involve multiple uses, the intended relationship between zoning districts should be described.

- **Open Space.** The Master Plan should discuss open space as a component of the overall land use element. The Plan should also indicate how the proposed development promotes the DP or SCP open space principles and guidelines and the vision of an integrated regional open space system.

- **Circulation.** The Master Plan should indicate general street patterns and intended connections to the regional roadway network, as well as intended transit routes and pedestrian and bicycle routes.

- **Design Theme or Character.** The Master Plan should depict, with sketches, photos or descriptions, the intended general urban design of the area. These vignettes should be represented and understood to be conceptual depictions of the intended general design theme of the project.

- **Telecommunications.** The Master Plan should indicate the sites and network conduit facilities that would be provided to meet expected telecommunications infrastructure needs, if applicable.

**Project Master Plan Review Procedures**

The DPP shall review the Project Master Plan concurrently with the EA/EIS and shall determine whether the Project Master Plan supports the DP or SCP vision. After review, the Director of DPP may request changes to the Plan or suggest conditions that should be adopted as part of the zone change to insure adequate implementation of the DP/SCP’s vision, policies, principles, and guidelines.
## ZONE CHANGE
### APPLICATION CHECK LIST

1. Pre-Application meeting with the DPP
2. NB Presentation (letter or meeting minutes attached; or copy of Applicant's request to NB if no presentation or opportunity provided)
3. Master Application Form
4. Fees
5. Affidavit (Confirming Notification of Adjoining Property Owners of NB Presentation, and list of those notified)
6. Legal Description (metes & bounds unless Land Court property)
7. Current Title Report or Certified copy of Recorded Deed
8. Written Statement (2 copies)
9. Drawings/Plans - 2 sets drawn to scale, 1 set max. 11" x 17" and 2nd set max. 24" x 36"
10. Photos - 1 set (labeled and keyed to general site map)

*Note: This list is intended as a general reference for Applicants. Please refer to the preceding instructions for complete application requirements.

The adequacy/completeness of application submittals for acceptance will be determined by the DPP within 10 working days of submittal.

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