



**Application Submittal Checklist for a
ZONING COMPLIANCE VERIFICATION (ZCV) for a
BOUNDARY ADJUSTMENT
Planning & Building Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting a request for a Zoning Compliance Verification (ZCV) in advance of a Boundary Adjustment application.*

When is a ZCV for a Boundary Adjustment required?

A ZCV to determine the zoning compliance of the proposed configuration of each lot, parcel, and/or tract that would result from a proposed boundary adjustment is required prior to submittal of an application for a boundary adjustment. The standards for a boundary adjustment are identified in Section 8.5.5 of the LDRs.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff.

GENERAL INFORMATION.

- _____ **Requested Verification.** A brief narrative description of the boundary adjustment proposed and the verification being requested.
- _____ **Proposed Development Program.** Please use the attached template, established in the Administrative Manual.

APPLICABLE LDR STANDARDS FOR THE ZCV. *When requesting a zoning compliance verification for a proposed boundary adjustment, in advance of a boundary adjustment application, the applicant shall demonstrate the compliance of each proposed lot, parcel and/or tract with the following standards.*

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES). *Please provide the following information for the applicable zone. If you need assistance determining which zone applies to the property, please contact the Planning Department.*

- _____ Subsection B, Physical Development of the applicable zone
- _____ Subsection C, Use Standards of the applicable zone
- _____ Subsection D, Development Options of the applicable zone
- _____ Subsection E, Zone Specific Standards of the applicable zone

OTHER LDR STANDARDS

- _____ Division 5.1, General Environmental Standards
- _____ Division 5.2, Environmental Standards Applicable in Specific Areas as applicable
- _____ Division 5.3, Scenic Standards
- _____ Division 5.4, Natural Hazard Protection Standards as applicable.
- _____ Division 5.5, Landscaping Standards
- _____ Division 7.1, Development Option Standards as applicable
- _____ Division 7.3, Open Space Standards as applicable
- _____ Division 7.6, Transportation Facility Standards
- _____ Division 7.7, Required Utilities