



**CITY OF DUBLIN**  
Community Development Department

**ZONING ORDINANCE TEXT AMENDMENT (ZTA)**  
**PLANNING APPLICATION SUBMITTAL REQUIREMENTS**

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Findings Statement:** provide the following information necessary for required findings of approval to be made:
  1. Describe how the proposal will be harmonious and compatible with existing and future development in the surrounding area.
  2. Is the site physically suitable for the type and intensity of the zoning district being proposed?
  3. Will the proposal adversely affect the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety and welfare?
  4. Is the proposal consistent with all elements of the General Plan and any applicable Specific Plans of the City of Dublin?
  5. How does this project satisfy the purpose and intent of Chapter 8.120 "Zoning Ordinance Amendment" of the Municipal Code?
- Written Statement:** describe the project in detail, provide factual information supporting the following:
  1. State the Zoning District proposed, giving reasons why the application should be approved.
  2. State the benefits and costs the rezoning will have upon the City.
  3. Area-wide and project wide architectural standards, concepts and themes.
  4. Indicate how this project would be compatible with the Inclusionary Zoning Regulations for the provisions of affordable housing. This statement should supplement any statement regarding compliance with the Housing Element of the General Plan.
  5. Is the site where the project is proposed located on a hazardous waste and substances site (pursuant to Government Code Section 2.65962.5).
- Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- Vicinity Map** showing the site in relation to nearest cross streets.

- Site Plan** drawn to 1" = 20' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show the following:
  1. North arrow and scale.
  2. Location and arrangement of existing and proposed land uses.
  3. Location and arrangement of existing and proposed land uses within 300 feet beyond the district boundary.
  4. Location of public uses including but not limited to parks, schools and trails.
  5. Existing and proposed locations of freeways, arterials and collector streets.
  6. Existing structures and proposed general building areas.
  7. Contours.
  8. Limits of grading.
  9. Parking areas, driveways and loading areas in general.
  10. Summary of development calculations including:
    - a. Area of the Stage 2 site (gross and net)
    - b. Maximum densities for residential and non-residential development by type
    - c. Maximum number of residential units by type
    - d. Maximum non-residential square footage for each use
- Site Color Photographs** showing views of and from site, including neighboring development
- Aerial Photo** that legibly shows a direct overhead view of the proposed district and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.
- Legal Description(s)**
- Traffic Data** Specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department for additional information.)
- Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).