



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

BRIAN C. CRAWFORD, DIRECTOR

REZONING FACT SHEET

DEFINITION

The Marin County Zoning Ordinance is composed of both text and zoning maps. The text establishes the types of uses allowed in each zoned area of the County and indicates physical standards, such as a minimum lot size and setbacks, required for development. Zoning must be consistent with the Marin Countywide Plan land use designations. Zoning maps visually identify the various zoning classifications for all unincorporated lands in Marin County. Rezoning is required to amend the text or the zoning maps. A Rezoning (or code amendment) may be initiated by:

1. Application by one or more owners of the property affected by the proposed amendment; or by
2. Action of the Board of Supervisors; or by
3. Action of the Planning Commission; or by
4. Setting of hearing before the Planning Commission at the direction of the Director.

TIME FRAME FOR PROCESSING

Generally, action is taken by the Board of Supervisors within 10 or 12 weeks from the date when environmental review is completed.

APPLICATION PROCESS

STEP 1 PRE-APPLICATION RESEARCH/REVIEW - Before submitting your application, you should call or visit the public information counter for policies and regulations that could affect your proposal. In addition, you may submit a pre-application review for your proposal early in the planning process.

STEP 2 SUBMIT APPLICATION AT THE PUBLIC INFORMATION COUNTER - The submittal requirements for a Rezoning are listed in the Zoning/Development Application Submittal Checklist. Rezoning applications may be combined with a General Plan Amendment and/or Master Plan/Precise Development Plan applications. You should discuss the appropriateness of a combined application during your pre-application review.

All Rezoning applications are subject to environmental review, as required by the California Environmental Quality Act (CEQA). Please refer to the separate fact sheet entitled "Environmental Review" which contains submittal and a description of the environmental review process.

Please check with the planner at the information counter if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.

STEP 3 STAFF APPLICATION PROCESSING - A planner will be assigned to process your application. He/she will transmit your plans and any other pertinent materials to relevant public agencies for their review and comment.

STEP 4 DETERMINATION OF COMPLETENESS - The planner assigned to your project will review your application for completeness. State law requires that staff determine whether the application is complete within thirty (30) days from submittal. You will be sent an a Notice of Project Status informing you whether your application is complete or incomplete and, if incomplete, what items must be submitted before processing can begin.

STEP 5 PUBLIC NOTICE - Once it has been determined that a complete application has been submitted, a notice of public hearing will be sent to the owners of all properties with 500 feet of the exterior limits of the affected property, and published in a newspaper of general circulation within the County at least ten (10) days prior to the public hearing. The notice will state the time, date, and location of the public hearing. Additionally, the site of the proposed project will be posted with a copy of the notice at least 10 days prior to the date of the hearing on the project.

STEP 6 ACTION - The Planning Commission will hold at least one public hearing on the Rezoning application and then render its recommendation on the proposed Rezoning to the Board of Supervisors. Such recommendations will include the reasons for the recommendation and the relationship of the proposed amendment to the Countywide Plan and any applicable community and/or Local Coastal Plans.

The Board of Supervisors will hold at least one public hearing on the proposed Rezoning application. The Board may approve, modify or disapprove the recommendation of the Planning Commission. Any significant modification of the proposed zoning amendment will be referred back to the Planning Commission for report and recommendation.

In order for the Board of Supervisors to adopt an Ordinance approving a Rezoning, the Board must find that the proposed code amendment is consistent with the Countywide Plan and any applicable community and/or Local Coastal Plans. Action by the Board of Supervisors is final.

FOR FURTHER INFORMATION

◦ Visit the Marin County Community Development Agency’s public information counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m.- 4 p.m., or call (415) 499-6269.

◦ Please refer to Marin County Development Code Chapter 22.116. (For projects in the coastal zone, see Marin County Interim Title 22 Zoning Ordinance Chapter 22.90.

PETITIONER'S AFFIDAVIT

STATE OF CALIFORNIA
COUNTY OF MARIN

I, _____, being duly sworn, depose and say that I am one of the owners of the property described in the foregoing petition, that I hereby verify the validity of the signatures of the petitioners appearing on said petition and that the foregoing statements and all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.

Signed: _____

Address: _____

City: _____

Phone: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

Notary Public in and for the County of Marin
State of California

The petitioners have authorized the following person to represent them in matters relating to the foregoing petition and request the Planning Department to notify him of their report and recommendation on the petition; to notify him of the Commission hearing time, and in the preparation of their report, to direct any questions they may have concerning said petition or the affected property to him:

Business Number: _____

Home Number: _____

(Name and address of representative if other than petitioner named above)

TO BE FILLED IN BY PLANNING DEPARTMENT

Received by: _____ Date: _____