

Administrative Record

The administrative record is made up of all the paperwork accumulated during permit processing. Federal and state laws require public agencies to compile everything connected with the process and make it available to the general public for the cost of copying: about 10 cents a copy. Your city hall may charge anywhere from fifty cents a copy to 2 dollars a copy. Protest the overcharge.

Don't fall for the line "you may read it in our office." No, you have the right to take the entire administrative record home with you. Don't leave without it.

This "mythic" project record looks like a real project record—but it is an abbreviated version that will be easier for you to understand.

Text in **black** is boiler plate used over and over again, dating back to the Precambrian.

Text in **red** is proposal specific and changes with each application. As you can see, there is not much red text.

Most of the administrative record can be assembled in about an hour, using computer generated material. The staff report is the only document a live planner has to actually spend time on, and then only on the Project Identification, Project Location and Setting, Project Description and Project Analysis sections.

When you are working on a real administrative record, you can't afford to waste time, so skim the **black** text, and focus on the **red** text. The mythic administrative record is only 68 pages long. A real administrative could be 500 pages long. And, of course, the real text will not be highlighted in red. You'll have to use your own highlighter to highlight your text.



Zoning Text Amendment		
ZTA	Miscellaneous	18

Miscellaneous items are sometimes very revealing. Look for interoffice memos, emails, and hand-written notes.

This section often includes letters sent in after the public response period has closed. You will be wise to look carefully and glean information from obscure references and seemingly meaningless notes and ramblings.



Zoning Text Amendment		
ZTA	CC Final Action	16



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

20XX Zoning Text Amendment XXX

This is to inform you that on **July 18, 20--**, the Sprawl City Council approved the above referenced application.

Approval shall take effect and be in full force and effect from and after thirty (30) days after its final passage.

If an appeal of the decision is filed with the city, it must be filed before the effective date of **August 18, 20--**.
If an appeal is filed, the decision is stayed until the appeal is resolved by city council action.

Very truly yours,

Jane Doe, City Clerk

cc: City Manager

enc: City Council Ordinance # _____

ORDINANCE NUMBER 260

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF SPRAWL,
CALIFORNIA

THE CITY COUNCIL OF THE CITY OF SPRAWL DOES HEREBY ORDAINS:

SECTION 1: **Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.**

SECTION 2: The City of Sprawl Zoning Text, designated as Exhibit "A", is hereby amended and changed from and after the effective date of this ordinance, to show **Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.**

SECTION 3: Ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4: The Sprawl Zoning Ordinance is hereby confirmed and continued in full force and effect.

SECTION 5: This ordinance shall be published once in the Hard Times, a weekly newspaper of general circulation in the City of Sprawl, and shall take effect and be in full force and effect from and after thirty (30) days after its final passage.

Introduced at a regular meeting of the City Council, held on July 17, 20--, and given a first reading at said meeting, and was given a second reading at a regular meeting of the City Council held on August 18, 20--, and after such reading, Council Member _____, seconded by Council Member _____, moved its adoption, and was thereupon Ordinance Number 260 was

adopted by the following vote:

AYES: Council Members: NOES: Council Members:

ABSENT:

Council Members:

ATTEST:

Mayor _____



Zoning Text Amendment		
ZTA	CC Packet Mailing	15



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

CITY COUNCIL INFORMATION PACKET DECLARATION OF SERVICE BY MAIL

I, Jane Doe, City Clerk, serviced a true copy of the Sprawl City Council information packet to the following persons:

_____, Councilmember	Hard Times Newspaper
_____, Councilmember	_____, Applicant
_____, Councilmember	_____, Applicant's Agent
_____, Councilmember	_____, Mayor
_____, Community Activist	_____, Community Activist
_____, Community Activist	_____, Community Activist

Each notice was sealed with postage fully prepaid and properly deposited in the United States Mail at Sprawl, California, at about 9 a.m. on July 1, 20--.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Jane Doe, City Clerk



Zoning Text Amendment		
ZTA	CC Staff Report	14

Mail Merge Staff Report Example

City of Sprawl Staff Report

Planning Permit: **Insert data file: 01_permit_type.rtf**

City Council Meeting

Insert data file: 13_PC_hearing_date.rtf

1. Project identification

Insert data file: 09_application_identification_block.rtf

2. Project locality and setting

Insert data file: 18_locality_and_setting.rtf

3. Project description

Insert data file: 19_proposal_description.rtf

4. Type of action—Legislative

The action has been deemed by the courts to be a legislative action. A legislative action is the exercise of the power to make rules by a body empowered to do so. There is no inherent concept of right or wrong in legislative action. Unless required by state law, a finding of fact is not required.

5. Finding of fact—required

If the planning commission wrote a finding of fact, the planning commission's written finding of fact must be considered by the city council.

6. Project analysis

Insert data file: 20_proposal_analysis.rtf

7. Finding of fact based on substantial evidence

Insert data file: 22_finding_of_fact.rtf

8. Responsible agency regulatory jurisdiction

A number of public and private entities, including city and county departments, special districts and public utilities, have regulatory jurisdiction over a variety of services, utilities, health, education and other amenities.

These entities are collectively called "responsible agencies".

The city council is legally required to include these responsible agencies in the decision-making process. The city council is legally obligated to consider recommendations submitted by responsible agencies. Failure to pro-

test the regulatory jurisdiction of responsible agencies can lead to serious problems such as denial of service, inadequate coverage or lengthened emergency response time. Responsible agency recommendations are presented as “conditions of approval”.

9. City departments’ conditions of approval

9.1 Building Inspection Conditions, Mr. Magoo: 800.555.9999

Insert data file: 24_conditions_building_inspection.rtf

9.2 Code Enforcement Conditions, Chief Inspector Clouseau: 800.555.9999

Insert data file: 25_conditions_code_enforcement.rtf

9.3 Economic Development Conditions, Lehman Brothers: 800.555.9999

Insert data file: 26_conditions_economic_development.rtf

9.4 Fire Marshall Conditions, Captain John Orr: 800.555.9999

Insert data file: 27_conditions_fire.rtf

9.5 Parks and Recreation Conditions, Leslie Knope: 800.555.9999

Insert data file: 28_conditions_parks_recreation.rtf

9.6 Planning Department Conditions, Ernest Egger: 800.555.9999

Insert data file: 29_conditions_planning.rtf

9.7 Police Department Conditions, Randy Adams: 800.555.9999

Insert data file: 30_conditions_police.rtf

9.8 Public Works Department Conditions, Dan Wooten: 800.555.9999

Insert data file: 31_conditions_public_works.rtf

10. Responsible agency conditions of approval

The planning commission’s written finding of fact must include assurance that responsible agency regulatory jurisdiction will be safeguarded—*Insert the complete documentation received from the agency:*

10.1 Air Pollution Control District Conditions, Ms. Breathless: 800.555.9999

10.2 Cemetery District Conditions, Mr. Coffin: 800.555.9999

10.3 Council of Governments Conditions, Mayor Mumbles: 800.555.9999

10.4 County Planning Division Conditions, Ms. Adrift: 800.555.9999

- 10.5 County Environmental Health Department Conditions, Dr. Dolittle: 800.555.9999
- 10.6 County Public Works Department Conditions, Mr. Pothole: 800.555.9999
- 10.7 Electric Company Conditions, Dr. Volta: 800.555.9999.
- 10.8 Fire District Conditions, Mr. Arson: 800.555.9999
- 10.9 Gas Company Conditions, Mr. Wind: 800.555.9999
- 10.10 Irrigation District Conditions, Ms. Waterbank: 800.555.9999
- 10.11 Local Agency Formation Commission Conditions, Ms. Genesis: 800.555.9999
- 10.12 Natural Resources Conservation Conditions, Dr. Treehugger: 800.555.9999
- 10.13 Pathogen (rodent/insect) Control Agency Conditions, Dr. McFly: 800.555.9999
- 10.14 Regional Water Quality Control Board Conditions, Dr. Greywater: 800.555.9999
- 10.15 School District Conditions, Dean of Students, Ed Rooney: 800.555.9999.
- 10.16 Solid Waste Company Conditions, Mr. Scraps: 800.555.9999
- 10.17 State Highway Commission Conditions, Ms. Leadfoot: 800.555.9999

11. Comments Received from the Public

The staff report writer needs to process exhibits by making them legible—straighten, crop, resize, rotate, or dehaze them. Then, convert the exhibits to PDF and insert them into the staff report. Readable comments can make a difference in the outcome of the public hearing.

11.1 Comment one.

11.2 Comment . . .

12. Recommendation Options

The city council has the authority to take one of three actions on the application:

- 12.1 **Approve.** If the application, as submitted, meets all state, county, city and responsible agency regulations the city council approve it unconditionally.
- 12.2 **Approve with conditions.** If the application can be reasonably amended to meet all state, county, city and responsible agency regulations the city council may approve it stipulating certain conditions of approval.

12.3 **Deny.** If the application fails to comply with any state, county, city and responsible agency regulation or fails to serve the public interest, the city council may deny approval.

Insert data file: 23_advisory_committee_recommendation.rtf

Exhibit A: Current Zoning Text

Exhibit B: Proposed Zoning Text

Exhibit C: Draft Ordinance



Zoning Text Amendment		
ZTA	CC Response Letters	13

Response Letters

Letters supporting the zoning text amendment

Letters opposing the zoning text amendment



Zoning Text Amendment		
ZTA	CC Posting Declaration	12



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

DECLARATION OF POSTING

I, Jane Doe, City Clerk, posted a true copy of the attached Notice of a Sprawl City Council meeting on the door of the Sprawl City Council Chambers, the Klingon Building, Sprawl, California at or about **9:00 a.m. on June 23, 20--**.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Jane Doe, City Clerk

DECLARATION OF SERVICE BY MAIL

I, Jane Doe, City Clerk, serviced a true copy of the attached Notice of a Sprawl City Council meeting to the following persons:

_____, Councilmember	Hard Times Newspaper
_____, Councilmember	_____, Councilmember
_____, Councilmember	_____, Mayor
_____, Applicant	_____, Applicant's Agent
_____, Community activist	_____, Community activist
_____, Community activist	_____, Community activist

Each notice was sealed with postage fully prepaid and properly deposited in the United States Mail, at Sprawl, California, at or about **9:00 a.m. on June 23, 20--**.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Jane Doe, City Clerk



Zoning Text Amendment		
ZTA	CC Public Notices	11



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

Fax Transmittal

Send to: Hard Times Newspaper Fax No.:
2007543
From: Mary Smith, Acquisitions Department Date: **June 23,**
20--
Subject: Notice of Public Hearing Pages: 2
Message: Please run the attached advertisement in the Wednesday, **July 4, 20--**, edition of The Hard Times.

Send the billing to: Jane Doe, City

Clerk
City of Sprawl
Sprawl, CA 9000
(800) 123-4567

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Sprawl City Council will hold a public hearing Monday, **July 21, 20--**, at 9:30 A.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis

Environmental Assessment XXXX

Planning Commission Action

The planning commission, acting as an advisory body, took action on the application on **June 4, 20--**.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Jane Doe, City Clerk



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

MAILED NOTICE OF PUBLIC HEARING

As a participant specifically asking to be notified, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl City Council will hold a public hearing Monday, **July 21, 20--**, at 9:30 A.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis

Environmental Assessment XXX

Planning Commission Action

The planning commission, acting as an advisory body, took action on the application on **June 4, 20--**.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Jane Doe, City Clerk

POSTED NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Sprawl City Council will hold a public hearing Monday, **July 21, 20--**, at 9:30 A.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis **Environmental Assessment XXX**

Planning Commission Action

The planning commission, acting as an advisory body, took action on the application on **June 4, 20--**.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Jane Doe, City Clerk

APPLICANT'S NOTICE OF PUBLIC HEARING

City of Sprawl. As the applicant, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl City Council will hold a public hearing Monday, **July 21, 20--**, at 9:30 A.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis **Environmental**

Assessment XXX Planning Commission Action

The planning commission, acting as an advisory body, took action on your application on **June 4, 20--**.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Jane Doe, City Clerk

AUTHORIZED AGENT'S NOTICE OF PUBLIC HEARING

Mr. John Doe, City of Sprawl Planner. As the Applicant's authorized agent, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl City Council will hold a public hearing Monday, **July 21, 20--**, at 9:30 A.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis **Environmental**

Assessment XXX

Planning Commission Action

The planning commission, acting as an advisory body, took action on your application on **June 4, 20--**.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Jane Doe, City Clerk



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Zoning Text Amendment		
ZTA	PC Action Letter	10



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

June 2, 20---

RE: Rezone 08-06

This is to inform you that on **June 4, 20--**, the Sprawl Planning Commission approved the above referenced application, subject to the Conditions of Development attached to the planning commission resolution.

Approval becomes effective after 10 days, starting with the 1st day following the decision and ending at close of the 10th day following the decision, unless an appeal of the decision is filed with the city. If an appeal is filed, the decision is stayed until the appeal is resolved by city council action.

Very truly yours,

Mary Smith, Recording Secretary

cc: City Manager
City Engineer/Public Works Building
Department

enc: Planning Commission Resolution # _____

Planning Commission Meeting Minutes

Excerpt from the planning commission meeting, documenting the decision. (Usually only one or two paragraph)



Zoning Text Amendment		
ZTA	PC Final Action	9

Final Planning Commission Resolution

RESOLUTION _____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SPRAWL
RECOMMENDING THE CITY COUNCIL APPROVE A ZONING MAP AMENDMENT FOR 123
AIRPORT LANE, APN 222-150-10

WHEREAS, a complete application was lawfully submitted as summarized herein:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

WHEREAS, the procedures for a Zoning Map Amendment as set forth in the city code have been followed; and

WHEREAS, notice containing a brief description of this application and the date, time, and place of the planning commission public hearing was mailed to all persons expressing an interest in these proceedings, to all property owners within 300 feet of the site, and to all Responsible Agencies; and

WHEREAS, notice containing a brief description of the application and the date, time, and place of the planning commission public hearing was published in the Sprawl Bee, a newspaper of general circulation within the city; and

WHEREAS, the planning commission conducted a duly noticed public hearing on June 4, 20--; and

WHEREAS, all those in attendance desiring to be heard were given an opportunity to speak on this application; and

WHEREAS the planning commission considered all written and oral testimony presented in consideration of this application; and

WHEREAS, the planning commission finds that the applicant's proposal conforms with all applicable regulations of the city code.

NOW THEREFORE BE IT RESOLVED that the Planning Commission of the City of Sprawl hereby recommends the city council approve the applicant's proposal in accordance with:

1. Attachment 1: Current zoning text
2. Attachment 2: Proposed zoning text

PASSED AND ADOPTED by the Planning Commission of the City of Sprawl at its meeting held on June 4, 20--, by the following vote:

AYES: Smith, Jones, Green, Brown NOES:

McGoogle

ABSENT: None

ABSTAIN: None

Mortimer J. McGoogle III, Chairman

ATTEST:

John Doe, Secretary of the Planning
Commission

Attachment 1: Conditions of Development General Agreements

Hold Harmless Agreement

The applicant shall defend, indemnify and hold harmless the City of Sprawl or its agents, officers, and employees from any claim, action, or proceeding against the City of Sprawl or its agents, officers, or employees to attach, set aside, void or annul an approval of the Sprawl Planning Commission or City Council concerning this application.

Approval is valid for one year from the date it is issued.

The planning commission may grant a one-year time extension, if warranted, in accordance with Title____, Chapter____, Section____, of the Sprawl City Code.

Conditions of Approval

Transportation District Conditions, 800.555.9999

Complies with our regulations

Consolidated Fire District Conditions, 800.555.9999

Complies with our regulations

Unified School District Conditions, 800.555.9999

Complies with our regulations

Cemetery District Conditions, 800.555.9999

No comments returned during comment period Solid Waste

Company Conditions, 800.555.9999 Complies with our regulations

Natural Resources Conservation Service Conditions, 800.555.9999

Complies with our regulations

Gas and Electric Company Conditions, 800.555.9999

Complies with our regulations

Regional Water Quality Control Board Conditions, 800.555.9999

Complies with our regulations

Council of Governments Conditions, 800.555.9999

Complies with our regulations

County Environmental Health Department Conditions, 800.555.9999

Complies with our regulations

County Local Agency Formation Commission Conditions, 800.555.9999

Complies with our regulations

County Planning Division Conditions, 800.555.9999

Complies with our regulations

County Public Works Department Conditions, 800.555.9999

Complies with our regulations

Air Pollution Control District Conditions, 800.555.9999

Complies with our regulations

Irrigation District Conditions, 800.555.9999

Complies with our regulations

Vector Control District Conditions, 800.555.9999

Complies with our regulations



Zoning Text Amendment		
ZTA	PC Packet Mailing	8



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

PLANNING COMMISSION INFORMATION PACKET DECLARATION OF SERVICE BY MAIL

I, Mary Smith, serviced a true copy of the Sprawl Planning Commission information packet to the following persons:

_____, PC Chair	Hard Times Newspaper
_____, PC Vice Chair	_____, Applicant
_____, Commissioner	_____, Applicant's Agent
_____, Commissioner	_____, Mayor
_____, Commissioner	_____, Councilmember
_____, Commissioner	_____, Councilmember
_____, Commissioner	_____, Councilmember
_____, Commissioner (alternate)	_____, Councilmember
_____, Community Activist	_____, Community Activist
_____, Community Activist	_____, Community Activist

Each notice was sealed with postage fully prepaid and properly deposited in the United States Mail at or about **9 a.m. on June 1, 20--**, at Sprawl, California.

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Mary Smith, Recording Secretary Acquisitions Department



Zoning Text Amendment		
ZTA	PC Staff Report	7

Mail Merge Staff Report Example

City of Sprawl Staff Report

Planning Permit: **Insert data file: 01_permit_type.rtf**

Planning Commission Meeting

Insert data file: 13_PC_hearing_date.rtf

1. Project identification

Insert data file: 09_application_identification_block.rtf

2. Project locality and setting

Insert data file: 18_locality_and_setting.rtf

3. Project description

Insert data file: 19_proposal_description.rtf

4. Type of action—adjudicative

The action has been deemed by the courts to be an adjudicative or quasi-judicial act because it involves the application of a previously legislated rule to a specific set of existing facts.

5. Finding of fact—required

A finding of fact is required for an adjudicatory land use matter. The planning commission’s written finding of fact must include substantial evidence that a reasonable mind might accept as adequate to support the conclusion. Richardson v. Perales, 402 U.S. 389, 401 (1971); Gebhart v. SEC, 595 F.3d 1034, 1043 (9th Cir. 2010); Howard ex rel. Wolff v. Barnhart, 341 F.3d 1006, 1011 (9th Cir. 2003).

6. Project analysis

Insert data file: 20_proposal_analysis.rtf

7. Finding of fact based on substantial evidence

Insert data file: 22_finding_of_fact.rtf

8. Responsible agency regulatory jurisdiction

A number of public and private entities, including city and county departments, special districts and public utilities, have regulatory jurisdiction over a variety of services, utilities, health, education and other amenities.

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The planning commission is legally required to include these responsible agencies in the decision-making process. The planning commission is legally obligated to consider recommendations submitted by responsible agencies. Failure to protect the regulatory jurisdiction of responsible agencies can lead to serious problems such as denial of service, inadequate coverage or lengthened emergency response time. Responsible agency recommendations are presented as “conditions of approval”.

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11.1 Comment one.

11.2 Comment . . .

12. Recommendation Options

The planning commission has the authority to take one of three actions on the application:

- 12.1 **Recommend approval.** If the application, as submitted, meets all state, county, city and responsible agency regulations the planning commission may recommend the city council approve it unconditionally.

- 12.4 **Recommend conditional approval.** If the application can be reasonably amended to meet all state, county, city and responsible agency regulations the planning commission may recommend the city council approve it stipulating certain conditions of approval.
- 12.5 **Recommend denial.** If the application fails to comply with any state, county, city and responsible agency regulation or fails to serve the public interest, the planning commission may recommend the city council deny approval.

Insert data file: 23_advisory_committee_recommendation.rtf

Exhibit A: Current Zoning Text

Exhibit B: Proposed Zoning Text

Exhibit C: Draft Ordinance



Zoning Text Amendment		
ZTA	Advisory Committee Findings	6



Zoning Text Amendment

ZTA

PC Response Letters

5

Under planning commission response letters, you will find letters from individuals, special interests, community watchdogs, and Responsible Agencies (agencies that have legal jurisdiction over some sort of public service).

Look for letter that support your position. They may be unknown allies. Also contact Responsible Agencies that hold views similar to yours or that didn't respond. They may be allies as well.

Responsible Agencies

Transportation District Fire District

School District Cemetery District Solid Waste Company

Natural Resources Conservation Service Gas and Electric Company

Regional Water Quality Control Board Council of Governments

County Environmental Health Department County Local Agency Formation Commission County Planning Division

County Public Works Department Air Pollution Control District Irrigation District

Vector Control District

Individuals

Good government groups Service organizations Homeowners associations Environmental organizations

Political organizations

County, state and federal governmental representative



Zoning Text Amendment		
ZTA	PC Posting Declaration	4



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

DECLARATION OF POSTING

I, Mary Smith, posted a true copy of the attached Notice of a Sprawl Planning Commission meeting on the door of the Sprawl City Council Chambers, the Klingon Building, Sprawl, California at or about **10 a.m. on May 1, 20--**.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Mary Smith, Recording Secretary

DECLARATION OF SERVICE BY MAIL

I, Mary Smith, serviced a true copy of the attached Notice of a Sprawl Planning Commission Meeting to the following persons:

_____, PC Chair	Hard Times Newspaper
_____, PC Vice Chair	Elementary School District
_____, Commissioner	High School District
_____, Commissioner	Local Government Services
_____, Commissioner	_____, Councilmember
_____, Commissioner	_____, Councilmember
_____, Commissioner	_____, Councilmember
_____, Commissioner	_____, Councilmember
	_____, Mayor

Each notice was sealed with postage fully prepaid and properly deposited in the United States Mail at Sprawl, California, **at or about 10 a.m. on May 1, 20--**.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Mary Smith, Recording Secretary



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

RESPONSIBLE AGENCY PERMIT REVIEW DECLARATION OF SERVICE BY MAIL

I, Mary Smith, serviced a true copy of the attached Responsible Agency Application Review Notice to the following:

City of Sprawl Public Works/City Engineer 111 Main Street Sprawl, CA 90000	City of Sprawl Police Department 111 Main Street Sprawl, CA 90000
City of Sprawl Building Department 111 Main Street Sprawl, CA 90000	County Planning Division 222 Dead End Street Snerk, CA 90000
City of Sprawl Fire Department 111 Main Street Sprawl, CA 90000	John Doe Monopoly Gas & Electric 1524 N. East Road Snerk CA 90000
Monopoly Telephone Co. 140 W. North Street Snerk, CA 90000	

Each notice was placed in the city department mail boxes or properly deposited in the United States Mail at or about **10 a.m. on May 1, 20--**, at Sprawl, California.

I declare under penalty of perjury that the foregoing is true and correct. Executed_,

Sprawl, California

Mary Smith, Recording Secretary



Zoning Text Amendment		
ZTA	PC Public Notices	3

Fax Transmittal

Send to: Hard Times Newspaper Fax No.:
2007543

From: Mary Smith, Acquisitions Department Date: **May 1,**
20--

Subject: Notice of Public Hearing

Message: Please run the attached advertisement in the Wednesday, **May 23, 20--**, edition of The Hard Times.

Send the billing to:

Mary Smith, Recording Secretary
City of Sprawl
The Klingon Building
Sprawl, CA 90000
(800) 123-4567

NOTICE OF PUBLIC HEARING



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

NOTICE IS HEREBY GIVEN that the Sprawl Planning Commission will hold a public hearing Tuesday, **June 4, 20--**, at 7:30 P.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Environmental Analysis

Environmental Assessment XXX

Planning Commission Action

The planning commission, acting as an advisory body, will take action on a recommendation to the city council.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Mary Smith, Recording Secretary Acquisitions Department

MAILED NOTICE OF PUBLIC HEARING

As a property owner of property located within 300 feet of the subject property, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl Planning Commission will hold a public hearing Tuesday, **June 4, 20--**, at 7:30 P.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

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Environmental Analysis Environmental Assessment XXX

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Your Right to Participate

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Mary Smith, Recording Secretary

POSTED NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Sprawl Planning Commission will hold a public hearing Tuesday, **June 4, 20--**, at 7:30 P.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

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Environmental Analysis **Environmental Assessment XXX**

Planning Commission Action

The planning commission, acting as an advisory body, will take action on a recommendation to the city council.

Your Right to Participate

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Mary Smith, Recording Secretary

APPLICANT'S NOTICE OF PUBLIC HEARING

City of Sprawl Acquisitions Department. As the applicant, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl Planning Commission will hold a public hearing Tuesday, **June 4, 20--**, at 7:30 P.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

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Environmental Analysis **Environmental Assessment XXX**

Planning Commission Action

The planning commission, acting as an advisory body, will take action on a recommendation to the city council.

Your Right to Participate

You are invited to express your opinion. If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in writing delivered to the planning commission at or prior to the public hearing. You may obtain a copy of the subject application from the planning department.

Mary Smith, Recording Secretary

AUTHORIZED AGENT'S NOTICE OF PUBLIC HEARING

As the Applicant's authorized agent, you are being given direct notice of the public hearing.

NOTICE IS HEREBY GIVEN that the Sprawl Planning Commission will hold a public hearing Tuesday, **June 4, 20--**, at 7:30 P.M. at the City Council Chambers, the Klingon Building, Sprawl, California, to consider the following permit application:

Project Description

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Environmental Analysis Environmental Assessment XXX

Planning Commission Action

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Mary Smith, Recording Secretary



Zoning Text Amendment		
ZTA	30 Day Letter	2



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
(800) 123-4567

May 1, 20--

City of Sprawl
The Klingon Building
Sprawl, CA 90000

Project Identification

Application Date: April 1, 20--
Applicant: City of Sprawl
Authorized Agent: Jane Doe, City Planner
Site Location: Citywide
Parcel Size: N/A
Site Zoning: N/A
GP Designation: N/A
Application: 20XX Zoning Text Amendment XXX
CEQA Status: Environmental Assessment XXX

Project Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

The application for your proposal was submitted to the City of Sprawl Acquisitions Department on April 1, 20--.

The application for the project was determined to be complete as defined by the California Government Code and city regulations, on May 1, 20--.

Your application will now proceed to the next step in application processing. Very truly yours,

Mary Smith, Recording Secretary



Zoning Text Amendment		
ZTA	Application	1



The City of Sprawl
The Klingon Building
Sprawl, CA 93000
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BASIC DEVELOPMENT PERMIT APPLICATION FORM

Owner	Agent
Address	Address
State/Zip	State/Zip
Phone	Phone

Property and Project Information

Property Address
Assessor's Parcel Number(s)
Existing Use
Proposed Use
Property Size

Signatures: I certify under penalty of perjury that and that the foregoing is true and correct. I am the:

- ☐ legal owner, empowered to sign for all other record owners,
- ☐ corporate officer empowered to sign for the corporation, or
- ☐ record owner's authorized agent.

I _____, the applicant, do hereby agree that should the City of Sprawl take any administrative, ministerial, adjudicative or legislative action approving the application or any related administrative, ministerial, adjudicative or legislative action necessary to allow the project to proceed, the applicant will defend, indemnify and hold harmless the City of Sprawl, its agents, officers and employees from any claim, action or proceeding to attach, set aside, void or annul the approval granted by the City of Sprawl, including the reasonable attorneys' fees and costs incurred by the City of Sprawl to defend such claim, action or proceeding so long as the City of Sprawl promptly notifies the applicant of any such claim, action or proceeding and the City of Sprawl cooperates fully in the defense.

Dated: _____ Signed: _____

Applicant

Write a defense of your proposal for presentation to the decision-making body. Describe as fully as

possible the scope of your proposal, proposed land uses, benefits to the community, and other aspects. Use as many pages as you wish.

-
1. ☐ **FILING FEE.** Payment for each permit requested. (See attached list of permits.)
 2. ☐ **LETTER OF AUTHORIZATION.** If the applicant is an agent, or one of multiple owners, a letter signed by all property owners authorizing representation by the single individual.
 3. ☐ **ENVIRONMENTAL QUESTIONNAIRE.** One (1) completed information form.
 4. ☐ **PROPERTY OWNER LIST.** A list of property owners who own property within 300 feet of the subject property. Detailed requirements are attached following the application form.
 5. ☐ **LEGAL DESCRIPTION.** Legal description of the site in a metes and bounds format.
 6. ☐ **RECORDED DEED.** One (1) copy of the recorded deed of the site.
 7. ☐ **PRELIMINARY TITLE REPORT.** A preliminary title report prepared by a qualified Title Insurance company, that shows all easements affecting the site.

30 DAY LETTER

Within 30 days from the date you submit your application, the planning department will determine if your application is legally complete. If it is not, you will be notified by Certified Mail and given an opportunity to make the required corrections to your application.

Your application cannot be presented for public hearing until it is complete.

APPLICATION TIMELINE

<u>Min</u>	<u>Max</u>	Average Days Required for Processing
1	30	Completeness review by planning staff
15	21	Public review of application
3	14	Staff report preparation
19	65	Sub Total — Planning commission public hearing

<u>10</u>	<u>10</u>	Appeal period
29	75	Total

A city council hearing will follow the planning commission hearing. That means the total time will be increased by **21 days, or more.**

Statutory review and posting periods mandated by state law cannot be shortened by the city. Always submit your application well ahead of time.

Regular Meeting date ² Second Tuesday of the month	Last day to submit complete application ¹ for public hearing ³
July 9, 20--	June 10, 20--
August 13, 20--	July 15, 20--
September 10, 20--	August 12, 20--
October 15, 20--	September 16, 20--
November 12, 20--	October 14, 20--
December 10, 20--	November 11, 20--
January 14, 20--	December 16, 20--
February 11, 20--	January 13, 20--
March 11, 20--	February 10, 20--
April 15, 20--	March 17, 20--
May 13, 20--	April 14, 20--
June 10, 20--	May 12, 20--

NOTES:

1. Subject to available space on agenda and required time limits. Ordinarily no more than four public hearings, or a total of six items of business will be scheduled per meeting.
2. The regular meeting date is the second Tuesday of the month. Meetings may be cancelled due to lack of business or a known lack of quorum. A supplemental meeting may be scheduled for the fourth Tuesday of the month if needed.
3. Application deadline allows time for two weeks posting of public notice for applications that require a public hearing: Additional notification time is required for CEQA notification and application review by public schools.

SAMPLE AUTHORIZATION LETTER

Date

City of Sprawl PO Box 248
Sprawl, CA 95320

RE: Authorizing an agent to act in my behalf City of Sprawl:

I (we) authorize the below named individual to represent me (us) as the applicant for a City of Sprawl administrative, ministerial, adjudicative or legislative action or actions in regard to processing and approving an application, or for any related action necessary to allow the application to proceed:

Name

Street City, State, Zip Code

Sincerely,

Record Owner of the Property _____

Record Owner of the Property _____

Record Owner of the Property _____

ZONING TEXT AMENDMENT APPLICATION FORM

SUPPORTING DOCUMENTATION

1. ☐ BASIC APPLICATION FORM. One (1) completed application form.
2. ☐ ZONING TEXT. Copy of the existing zoning text to be replaced and new text to be inserted.

Proposal Information

Existing zoning text: _____

Proposed zoning text: _____