



## Zone Text Amendment - Submittal Requirements Checklist

This submittal requirements checklist details the documents and information necessary to file a complete Zone Text Amendment application with the Planning Services Division. Potential applicants are encouraged to consult with Planning staff in order to identify all necessary submittal documents prior to application filing. Submittal requirements may vary by project and are dependent upon the specific development proposal, land use, and other factors.

**GENERAL REQUIREMENTS** – All documents, plans, or exhibits must be **clear and legible**.

- Land Use Application** – Completed [Land Use Application](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Project Description** – Completed written [Project Description](#) for the development proposal. A thorough, detailed, and quantified project description is required for a complete application and will facilitate the project review and permitting process, reduce processing timelines, and help ensure a well-designed project.
- Environmental Evaluation Questionnaire** – Completed [Environmental Evaluation Questionnaire](#) for the development proposal. A thorough, detailed, and quantified environmental evaluation questionnaire is required for a complete application.
- Electronic Copies** – Provide electronic copies of all application materials on CD in PDF or JPEG format. Electronic copies may be shared via Microsoft OneDrive or emailed to [planning@solanocounty.com](mailto:planning@solanocounty.com).
- Application Filing Fees** – Application fees are paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.
- Agreement for Supplemental Application Processing Fees** – Completed [Agreement for Supplemental Application Processing Fees](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.