

Zoning Amendments

General

Zoning Districts are established to regulate the use(s) and development standards of each property in the City. Zoning relates to the nature of allowed uses, such as residential, commercial, industrial, office and public uses, and provides regulations and development standards within each of these districts.

Any zoning district established by the Zoning Ordinance (or the boundaries of any district) may be changed, amended or altered. Any property in the City may be zoned or rezoned whenever public necessity, community welfare and property zoning practice indicate a change is warranted. The zone change should be consistent with the City's General Plan and other City regulations.

How to determine the zoning information of any property

For information about the zoning of any property, visit the Permit Center located at City Hall, 1500 Warburton Ave, Santa Clara or call the Planning Division at (408) 615-2450. To accurately provide information, inquiries must include the property's assessors parcel number (APN), street address or the property owner's name in order to determine the zoning classification. The City's Zoning Map can also be found online at: [City of Santa Clara Zoning Map](#) (3.16MB)

For information on the allowed land uses and development activities under each zoning classification, see the City's Zoning Regulations. The zoning regulations are available at the Planning Division or [online](#).

Applications

An application to the Planning Division must be accompanied by twelve (12) copies of fully dimensioned site plans, floor plans and elevation drawings of proposed structures and one 8 ½" x 11" reduced copy of each of the drawings. Applications must have the property owner's signature prior to submittal. Detailed instructions and submittal requirements are provided on the application form. Such application shall be accompanied by a non-refundable fee as shown in the Planning Application Fee Schedule.

Zoning map changes may be originated by the City Council, the Planning Commission or the property owner. Amendments of the text of the Zoning Ordinance are initiated by the City Council or the Planning Commission.

Zoning Amendment Process

When an application is received in Planning, it is date-stamped, receipted and tentatively scheduled for the Project Clearance Committee (PCC) meeting. All inter-departmental concerns regarding the proposed project including necessary design changes, recommended conditions of approval and environmental findings are discussed at the PCC meeting. The applicant and/or a representative is encouraged to attend. The Committee must determine if the application contains all necessary information in order to be deemed complete. When the Committee determines a Negative Declaration or Environmental Impact Report is required, the appropriate process must

be completed prior to scheduling the item for a fully noticed public hearing. Copies of the PCC minutes are mailed to each owner and applicant within approximately five to ten days after Project Clearance Committee review.

Staff prepares a report for the items on the Planning Commission agenda. At their meeting, the Planning Commission reviews staff recommendations, public testimony and the applicant's presentation. The Commission then makes a recommendation to the City Council for either approval or denial of the application based on specified findings. Findings are usually accompanied by recommended conditions.

Zoning Pending Annexation

Property cannot be annexed to the City without rezoning. Should a property owner petition the City for annexation, a simultaneous application for Zoning Pending Annexation should be submitted. This application can be obtained from the Planning Division in City Hall, 1500 Warburton Avenue.

Planning Commission and Council consideration of the Zoning application may occur but will not become final until the Council has adopted a Resolution of Intention to Annex, as prepared by the Engineering Department. The Zoning Pending Annexation procedure is otherwise the same as the rezoning procedure established above.

Planning Commission Meeting Dates

The [Planning Commission](#) conducts public hearings generally once or twice a month on matters such as Rezoning. Planning Commission meeting dates are available at the Permit Center or can be found [online](#).

Public Noticing Requirements

At least ten days prior to the Planning Commission meeting Notices of Hearing are mailed to all property owners within a three hundred foot radius of the application property. Ten days prior to the meeting, four notices are posted in at least three conspicuous places near or on the affected property. Concerned citizens may contact the Planning Division and submit written comments regarding an application. They may also address the Planning Commission at the public hearing regarding the proposal. If a concerned citizen later chooses to challenge a land use decision of the Planning Commission (or Council), he or she may be limited to raising only those issues raised at the public hearing or in written correspondence delivered to the Planning Division or Planning Commission at, or prior to the public hearing.

Following the Commission hearing, notices may need to be prepared and distributed for those items which are forwarded to the City Council for final approval. The City Clerk prepares the Council agenda and may be contacted at (408) 615-2220 regarding the scheduling of specific agenda items.

The Council, after hearing the applicant's presentation and taking public testimony, acts to either approve or deny the proposed project. If significant new information is presented at the Council meeting, the Council can also refer the matter back to the Planning Commission for a new hearing. If approved, zone changes are effective upon conclusion of the Council's period of

reconsideration of their action (typically seven days). Amendments to the text of the Zoning Ordinance become effective thirty days following the date of Council final adoption of the ordinance, unless an Emergency Ordinance is adopted.