



## INSTRUCTIONS FOR FILING A CODE AMENDMENT

All of the following must be submitted before the Planning Division can process the application:

**1. Application Sheet**

To process the Code Amendment, the attached application sheet must be submitted.

**2. Filing Fee: \$7,720 Flat Fee\***

*\*Plus the actual cost of Attorney fees charged against an initial deposit as determined by the Director.*

**3. Request for Code Amendment**

Please submit a letter explaining the need for a Code Amendment and how the Code Amendment will conform to the existing General Plan.



# CODE AMENDMENT (CA) APPLICATION

A. **Project Coordinator/Applicant Information:**

Case No.  
\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I/we, the applicant(s), \_\_\_\_\_, herewith request the approval of a Code Amendment for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_