



General Plan Amendment

The General Plan is the City's blueprint for land uses and development throughout the community and surrounding planning area, promoting the orderly and balanced use of all City land and resources. Any proposed General Plan Amendment should therefore be made only when there are compelling and significant reasons for the change, and must also ensure the orderly use and development of real property in performance with General Plan goals and policies. Most General Plan Amendments require concurrent or subsequent approval of a Zone Change. See *Zone Change* information sheet for details. Any General Plan Amendment requires consideration and action by both the Planning Commission and City Council following noticed public hearings.

The General Plan can be amended only four times each year, and this limitation may affect the total amount of time it takes for the City to process and act on a proposed amendment. The process can take anywhere from six to twelve months or longer for more complex applications.

Where a Specific Plan requirement accompanies a General Plan amendment, applicants are encouraged to submit preliminary or conceptual plans as outlined below for City review prior to preparation of the specific plan document.

Pre Application Meeting: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, general plan and zoning requirements, and any potential development issues.

Application Submittal Meeting: All applications require a submittal meeting with a Planner by appointment to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

This checklist includes those items that must be submitted for a complete application. Additional items may be required following review by Community Development Staff as each project and project site is unique. If the application is not complete, a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (831) 223-5041 and ask to speak with a Planner.

Application Submittal Checklist:

- Completed Application Form & Fees** (see attached). Property owner must complete and sign form. Submit the Application Fee.
- Written Justification Statement.** To include:
 - Statement describing how the proposed amendment carries out existing policies of the General Plan or how the proposed revision to policies is warranted by new conditions or change in community values or needs;
 - Statement describing how the proposed amendment is consistent with other elements of the General Plan;
 - Graphic illustration of the amendment request – one 8½" x 11" or 11" x 17" copy of the General Plan Land Use Map indicating the area to be changed, with the proposed change clearly labeled;
 - Text exhibit, if applicable, with the existing language to be deleted lined through and proposed text to be added underlined.
- Plan Set.** To include twelve full sized (24" x 36") copies of all plans to be provided along with an 8½" x 11" reduction of each sheet. Each full-sized plan set to be stapled and folded to 9" x 12" size. (*Rolled plans will not be accepted.*) Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date applicant name or firm name preparing the plans. Plan sets shall include the following:

- **Title Sheet/Statistics Summary.** Include Sheet Index, Project Location/Vicinity Map showing ½ mile radius, gross site area, square footage tabulations for each existing and proposed building and use, other significant data in support of project.
- **Preliminary Site Plan.** Location, property boundaries and dimensions, existing buildings, fences, trees, topographic land features, easements & right-of-ways, and proposed schematic land uses, buildings and improvements. Preliminary plans shall indicate the relationship and functional aspects of proposed uses and development, including major building placement and orientation, roadway access and vehicular circulation, parking and major areas to be landscaped.

Note: Where a General Plan Amendment is accompanied by a project development application, a site plan shall be submitted as described in the applicable project application checklist.

- Completed Environmental Information Form.** See attached.
- Preliminary Title Report.** Shall be current within six months.
- Photo Board.** 8½" x 11" site photo board(s) showing project area and surrounding adjacent properties.

Public Hearing Notification Materials

- Assessor's Information.** Assessor's Parcel Map showing all properties within 300' of the boundaries of the subject property.
- Envelopes.** Stamped envelopes with addresses for all property owners within 300' of the boundaries of the subject property.
- List of property owners.** Copy of the list of property owners within 300' of the subject property.
- Additional Information.** Any additional information or reports that you believe may be required to expedite the staff review including environmental review & analysis. Examples may include noise studies, soil studies, encroachment permits, well abandonment permits, etc.