



General Plan Amendment Application Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with Planning Division staff to confirm specific requirements and determine if other applications are required.

- APPLICATION FORM.** Include signature and contact information of the legal property owner and applicant and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application.
- FILING FEE*.** See Fees and Charges Resolution for current year.
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- ENVIRONMENTAL FACT SHEET.** Including supplemental studies as required.
- WRITTEN STATEMENT.**
 - State the section of the General Plan that is proposed for amendment, including element, page numbers, and maps.
 - Description of proposed text changes.
 - Description of proposed map changes.
 - State the reasons for the General Plan Amendment.
- EXHIBITS.**
 - An 8 1/2" by 11" site map showing the boundaries of the proposed amendment and the surrounding properties with the current and proposed General Plan designations shown for all properties.
 - Other exhibits deemed necessary to evaluate the proposal as follows:

Note: Any element of the General Plan can be amended a maximum of four times per year. This means that the City Council cannot hold more than four hearings per year on applications to amend the General Plan for each element. When there are more than four pending applications for General Plan amendments in a year, the hearing date for an application may be delayed until a number of applications can be grouped together. The Planning Commission considers General Plan Amendments after all environmental documentation is complete. The Commission makes a recommendation to the City Council, who makes the final decision.

* The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.

PLEASE CALL THE PLANNING DIVISION AT (925) 671-3152 FOR AN APPLICATION APPOINTMENT.

General Plan Amendment Submittal Requirements

FOR STAFF USE ONLY

FILE NUMBER _____ ASSOCIATED FILES _____
PLANNER _____ DATE _____
PROJECT NAME _____
PROJECT ADDRESS _____
GENERAL PLAN _____ ZONING _____