

**GENERAL PLAN AMENDMENT and/or REQUEST FOR INITIATION**

**Applicant**

**Landowner**

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Address)

Telephone: Home \_\_\_\_\_  
 Email \_\_\_\_\_

Telephone: Home \_\_\_\_\_  
 Email \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

ASSESSOR'S MAP BOOK PAGE AND PARCEL: \_\_\_\_\_

SIZE OF PARCEL: \_\_\_\_\_ CURRENT GENERAL PLAN DESIGNATION: \_\_\_\_\_

PROPOSED GENERAL PLAN DESIGNATION: \_\_\_\_\_

DESCRIBE THE REASON FOR YOUR REQUEST, INCLUDING WHY YOU FEEL THE REQUESTED GENERAL PLAN AMENDMENT IS APPROPRIATE (ATTACH EXTRA SHEETS AS NECESSARY).

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

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

AND

\_\_\_\_\_  
 SIGNATURE OF LANDOWNER

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE OF STAFF

\_\_\_\_\_  
 DATE ACCEPTED

## GENERAL PLAN AMENDMENT AND/OR INITIATION REQUEST PROCEDURE AND APPLICATION

The City Council has adopted the following procedures:

1. Requests for an amendment and/or initiation shall be submitted to the Department of Planning, Building and Code Enforcement on forms provided by the City, together with the appropriate fee.
2. Requests will be received and processed at any time during the calendar year.
3. After submittal of a complete application, staff prepares a brief analysis of the request.
4. Council considers the analysis of the request at a noticed meeting and provides a tentative and advisory determination which shall not be construed as any form of obligation that the City Council will grant or deny an ensuing General Plan Amendment Application.

In order for your General Plan Amendment and/or Initiation Request to be deemed “complete” and ready for processing, please submit the following items and information:

General Plan Amendment Initiation:

- A General Plan Amendment and/or Initiation Request form, completely filled out and signed by the applicant and property owner with the following filing fee:

Initiation:                **\$1,829 + Trust Deposit** (for Project Planner & consultants)

Amendment:            **\$1,481 + Trust Deposit** (for Project Planner & consultants)

Data Processing Fee of \$4 will be required and Historical Data Input fee (one time per property) of \$18 may be assessed if necessary.

- Two (2) copies of a “vicinity map”, prepared to scale, which shows all neighboring properties within a 500’ radius of the subject property (applicant). The map shall include a 100’ radius line, taken from the subject property. The “Vicinity Map” must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500’ radius of the subject property (applicant). The name and address of every property owner (including applicant) and the Homeowner’s Association, if any must be typed on 8 ½” x 11” sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners’ mailing list must be prepared exactly as described in the attached instruction sheet.

NOTE: General Plan Amendment Initiation is an optional process which is to be used only when requested by the project applicant. Any applicant may file a General Plan Amendment without first processing a General Plan Amendment Initiation Request.

The City Council’s adopted procedures for a General Plan Amendent Iniation

\* Adopted on May 6, 1997.