



## **INSTRUCTIONS FOR GENERAL PLAN AMENDMENT, ANNEXATION, REZONING AND/OR PREZONING APPLICATIONS**

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### **General Information**

A general guideline to the requirements of State and City law with regard to this planning application is given below. Requirements may vary depending on the characteristics of a proposal. Also, an Environmental Impact Report may be required.

Before submitting an application, the applicant is requested to discuss all questions about application requirements and City procedures with Planning Division staff.

### **Information to be Submitted by Applicant**

By State law, the General Plan is the controlling land use document of the City, and the Zoning Ordinance and map are primary implementation tools. Changes in text or maps of the General Plan must be consistent with the General Plan as a whole, and zoning changes must be consistent with text and maps of both the General Plan and Zoning Ordinances. Annexations are treated as General Plan changes.

- \_\_\_ 1. A complete written description of the proposal, with history and rationale.
- \_\_\_ 2. Maps (except in the case of text amendments only) indicating location of the proposal, plus the General Plan designations, zoning and land uses in the surrounding area, major streets, easements, open spaces and any other man-made or natural features pertinent to the change. **Submit 25 copies of “existing” and “proposed” exhibits plus one (1) photo ready copy of each exhibit.**
- \_\_\_ 3. Submittal materials, as required, for any actions being processed concurrently (such as subdivision, etc.).
- \_\_\_ 4. A thorough statement in support of the application addressing all relevant impacts and General Plan, Ordinance text, map discussion and designations.
- \_\_\_ 5. Fees are required pursuant the current Fee Schedule. Contact the Planning Division.
- \_\_\_ 6. Environmental Information Form.
- \_\_\_ 7. An electronic version of all plans and documents in Microsoft Word, PDF, or TIF format, (CD as applicable).

**NOTE:** Submittal of an application does **NOT** imply application acceptance. The staff will review the application materials which will be deemed complete and accepted **ONLY** if all required items have been included.