



GENERAL, MASTER OR SPECIFIC PLAN AMENDMENT CHECKLIST

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- General, Specific or Master Plan Amendment Checklist (Page 1 of this Document)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. See instructions on the following page for those requirements.

PROJECT DOCUMENTS:

- Amendment (General, Master, Specific Plan) Criteria Narrative
- Plan Text Change*
- Neighborhood Context Map
- Sewer Capacity Study*
- Traffic Analysis (Required for any changes to land use or Transportation Diagram)*

PROJECT PLAN SET COMPONENTS:

- Diagram Amendment*

*May be required, see plan sheet requirements and document requirements linked below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

PLAN AMENDMENT INFORMATION & PROCESS

A Plan Amendment may include revisions to text or diagrams within the Plan document. Plan Amendments may include changes to the residential density, or the type of land use shown on the land use diagram, or other Plan diagrams such as a Transportation exhibit. Amendments may also include a revision to existing Plan Goals or Policies.

General and Specific Plan Amendment receive a recommendation by the Planning Commission during a public hearing and are acted on by the City Council. Master Plan Amendments may require recommendations from other City review authorities during a public hearing, prior to Council action.

An amendment to the General Plan, Master Plan or a Specific Plan may be approved only if all the following findings are made, as applicable to the type of amendment.

1. The proposed amendment ensures and maintains internal consistency with the goals and policies of all elements of the Plan;
2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
3. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested/anticipated land use developments; and
4. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).