



APPLICATION SUBMITTAL REQUIREMENTS FOR: **GENERAL PLAN AMENDMENTS**

PLANNING



General Plan amendments affect the entire community, consequently a question which may be asked of all General Plan amendment applications is, “Will this amendment, if adopted, benefit the Town or will it possibly have an adverse effect on the Town’s development?” Benefit, in this case, means promotion and enhancement of the Town’s goals and objectives as contained in the General Plan text and in related ordinances and policies. Conversely, adverse effects are defined as those effects which would hamper the attainment of the Town’s General Plan goals and objectives.

In reviewing a General Plan amendment application, the Town will consider the effect the proposed amendment will have on the service levels of public facilities and will examine how the proposed amendment will better implement the goals of the General Plan. To ensure proper evaluation of proposed General Plan amendments, the applicant must submit, along with his application, a letter addressing the following:

Goals: A detailed explanation of how the proposed General Plan amendment will implement the goals of the General Plan in a manner superior to the implementation that could be expected under the existing General Plan designation.

Benefit: A detailed explanation of how the proposed amendment will benefit the Town as a whole, in terms of:

- a. Land use patterns, with emphasis on compatibility with surrounding uses;
- b. Traffic circulation, both site specific and within the overall community;
- c. Community appearance and design;
- d. Economic consideration, including fiscal impact upon the Town and other affected agencies of both the existing and proposed General Plan designations;
- e. Social considerations, such as provisions for senior or other special housing.

Effects Upon Public Service Levels: Where applicable, a detailed explanation of how the proposed amendment will affect the following public services and environmental qualities:

- a. Schools
- b. Streets
- c. Utilities
 - i. Water District
 - ii. Sanitary District
 - iii. Flood Control District
- d. Park, recreation, and cultural facilities
- e. Police protection
- f. Fire protection
- g. Air, water, and noise pollution

A General Plan amendment application should include a completed Application form; payment of General Plan amendment and environmental impact initial study fees; a completed Environmental Impact Questionnaire form; a location map indicating the assessor parcel(s) requested to be changed, and existing use of the subject and surrounding properties.

Conceptual development plans, indicating the general location of proposed buildings, parking and landscaping areas, and photographs or conceptual renderings of building elevations are recommended (but not mandatory) as additional information which may be submitted at the time of the application.

All pending General Plan amendment applications will be discussed at the joint Town Council/Planning Commission study sessions held on the fifth Monday of each year. The purpose of this informal discussion is to provide policy direction to the staff and the applicant on the subject proposal. No public hearing is required.

General Plan amendments will be heard on the first regularly scheduled Planning Commission meeting in April, July, and October of each year. Complete applications must be submitted at least ninety (90) days prior to the scheduled hearing date. All General Plan amendments require hearings before the Planning Commission and Town Council, the latter of which is the final approving body.

Upon receiving a completed application for a General Plan Amendment, an initial study will be prepared and evaluated for EIR requirements. Determination of need for a focused or full environmental impact report may require rescheduling to the next available General Plan amendment hearing date. Staff requirements for focused or full environmental impact reports or any special studies or information considered necessary to process the application is appealable to the Planning Commission.