



GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fee of \$6,990 + \$15.50/ac., plus per acre digitized mapping fee of \$220.00 for less than 50 acres or \$555.00 for 50 acres and more.
- 3. Public Notice fee of \$135.00
- 4. Scanning fee \$47.00
- 5. Legal publication fee for City Council hearing of \$85.00
- 6. County Clerk processing fee of \$50.00 to be paid at time of application submittal.
 - a. Fish & Wildlife Negative Declaration fee of \$2,210.25 (to be determined at PRC); or
 - b. Fish & Wildlife EIR fee of \$3,070.00 (to be determined at PRC)
- 7. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
 - b. Environmental Impact Assessment fee
 - \$3,395 mitigation fee
 - \$340 exemption
 - “Full Cost” environmental impact report
- 8. Twenty (20) 8.5"x11" copies of the General Plan Exhibit drawn to scale depicting the following:
 - Property boundaries with dimensions
 - Vicinity map
 - Legal description
 - Existing General Plan designation and proposed General Plan Designation
- 9. Legal description of the property on separate sheet.
- 10. Noticing package which includes:
 - a. Separate lists of property owners names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500 foot radius.
 - d. Two sets of gummed mailing labels for 500 foot property owner list and property occupant addresses list (when owner mailing address is different than property address).
- 11. Proof of ownership (i.e., latest Grant Deed).
- 12. Letter of authorization from the property owner if different than applicant.
- 13. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

GENERAL PLAN AMENDMENT APPLICATION
PAGE 2

B. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. Per California Government Code Section 65358, each element of the General Plan may be amended only four (4) times in any calendar year. For this reason, General Plan Amendments will be acted on approximately quarterly, and taken in conjunction with other amendment requests set for public hearing.
6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. ATTACHMENTS

None.