



GENERAL PLAN AMENDMENTS

An amendment to the General Plan may involve a land use designation change as indicated on the land use diagram or a change to policies, text, or maps in an element of the General Plan. If a proposed amendment is inconsistent with other text/maps in the General Plan, changes to these other areas must also be proposed. State Law requires a General Plan to be internally consistent. State Law also limits the number of times that the General Plan can be amended. Therefore, the city accepts General Plan Amendment applications only twice a year. These filing periods are **March-April** and **September-October**.

In instances where a proposal is in substantial conflict with City policies, the City Council will determine whether an application will be accepted for processing. The Planning Commission considers General Plan amendments at a public hearing and makes a recommendation to the City Council, which takes final action on the request at a public hearing.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Detailed Project Description

A detailed written description shall be submitted with the application. At a minimum, the description shall include the reason for the amendment, any changes to existing policy, and an explanation of how the amendment will not be detrimental to the public health, safety, and welfare.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Illustrations

Preliminary development plans or other illustrations as required by the Community Development Director to support the amendment application must be submitted. The type of illustrations required will depend on the nature of the proposal. Five (5) 8.5"x11" copies are required for each illustration submitted.

Posting of On-Site Signage (for items going to Planning Commission and/or City Council)

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.