

**GENERAL PLAN  
AMENDMENT APPLICATION**



**GENERAL PLAN AMENDMENT  
SUPPLEMENTAL APPLICATION INFORMATION**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Parcel size (square feet or acres): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Describe surrounding land uses:

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

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SITE PLAN REQUIREMENTS**

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the development application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and Universal application packet.

**A. Application Checklist:**

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).

- One electronic copy of the site plan and all other applicable plans/information.
- One materials sample board (if applicable).
- One preliminary title report or copy of deed.
- The appropriate non-refundable filing fee.

**B. Letter of Justification. Submit a letter supporting the following findings.**

- An amendment to the General Plan, Development Code, or the Zoning Map may be approved only if all of the following findings are made, as applicable to the type of amendment. Provide a letter that discusses the following items:
  - The amendment is internally consistent with all other provisions of the General Plan;
  - The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and,
  - The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public emergency vehicle (e.g. fire and medical) access and public services and utilities (e.g. fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the proposed or anticipated uses and/or development would not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

**C. Site Plan Submittal:**

- Site Plan size.
- Title Block including applicant, agent, engineer, architect address and telephone numbers.
- Graphic scale and north arrow.
- Vicinity map (showing property location to major roads or major landmarks).
- Show location and dimensions of existing and proposed structures and walls. (Identify existing as a solid line and proposed as a dashed line).
- Label the use of all existing and proposed structures or area.
- Show the distance between structures and to the property lines.
- Show square footage of the structure(s) and percentage of structure coverage in relationship to the entire lot.
- Show site access, location and dimensions of adjacent street right-of-way, property lines, building setback lines, sidewalks and easements.

- Show off-street parking facilities, including parking area and layout, loading areas trash storage areas, dimensions and numbers of individual parking spaces (including handicapped spaces) and aisles.
- Indicate existing and proposed landscaping and exterior lighting.
- Show size and species of all trees 6 inches and greater, in diameter at breast height.
- Show location and size of all proposed and existing signs, fences and walls.
- Show location and general dimensions of watercourses and drainage ways on the site, including any proposed modifications.
- Show location and general dimensions of all existing and proposed culverts or bridges on the site.

#### **D. Project Elevations**

- Show Buildings (existing and proposed) from at least 4 directions (labeled by compass direction).
- Show height of all existing and proposed structures.
- Show exterior building materials (labeled).
- Show colors including all exterior surfaces and materials.