



## GENERAL PLAN AMENDMENT APPLICATION CHECKLIST

**Deposit for GP Text or Map Amendment:**

[See Fee Schedule.](#)

(The final fee is dependent on each project application.  
Please read and sign the Cost Recovery Form.)

I am applying for a:

- General Plan **Text** Amendment
- General Plan **Map** Amendment

### Submission Checklist (Include this checklist with your submission)

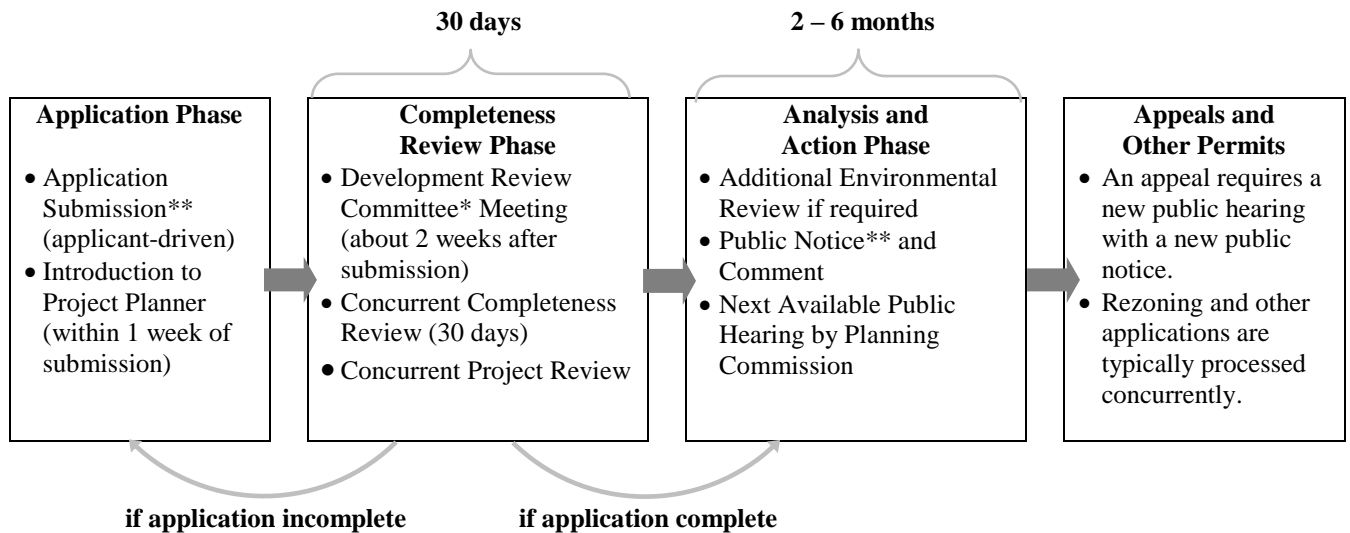
- [General Application Form](#) (available from the City's Planning Division counter or website)
- All applicable fees to be paid:**
  - Read and sign the [Cost Recovery Form](#)
  - Deposit for General Plan Text or Map Amendment
  - Deposit for Initial Study (Environmental Review, if applicable)
  - Additional Studies Deposit (if applicable)
- Detailed proposal statement and justification** for the type and purpose of the proposed amendment.
- Recent Title Reports** for the subject properties.
- [Environmental Information Questionnaire](#) (available from the City's Planning Department counter or website) The Planning Division will notify you as part of the completeness check should additional information, such as traffic reports, noise studies or visual impact studies, may be required to complete the environmental review process.
- Photos of the site** from a variety of angles, showing existing conditions, including buildings and vegetation.
- Requirements for all Plans and Exhibits:**
  - Eight** full-size sets of plans and exhibits
  - One** reduced size set (11" x 17") of plans and exhibits required
  - One digital copy in PDF format on compact disk or USB flash drive.
- Plans and Exhibits**
  - Plans must include:
    - Scale, north arrow and date.
    - Name and phone number of person preparing plan. A licensed architect, landscape architect and/or civil engineer should wet stamp and sign off final plans as appropriate.
    - Errors in dimensions or incomplete plans will require a submission of correctly revised drawings prior to application processing.

**Plans and Exhibits (continued)**

- Site Plan, accurately drawn to scale, showing:
  - Existing features of subject property and surrounding area within at least 300’ of the property.
  - General location or vicinity map of the proposed site in relation to major streets and geographic features, such as the Petaluma River.
  - All property lines with distances, including existing and proposed easements.
  - All existing features on the site including topography, any structures, street frontage improvements (i.e. curbs, gutters, sidewalks, edge of paving), utilities, power poles, easements, parking areas, trees, creeks, drainageways, etc. and name of adjoining streets, or right-of-way easements and nearest cross street.
  - Land uses on adjacent properties and location of structures and features including residences, buildings, power lines, drainageways and trees.
  
- Development Plan
  - Must have sufficient detail to ascertain the potential impacts of proposed changes, including: the general location of proposed uses, all building areas, outdoor use areas, access roads, driveways, parking areas, service or loading areas, drainage areas and landscape areas.

**Application and Processing Timeline for General Plan Amendments**

A General Plan Amendment application is a request to change the overarching plan document for the City of Petaluma. This process will require several public hearings and will take months to process.



\* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and identify any issues (but is not the decision-making body for project approval). You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions. The DRC meeting is not a public hearing.

\*\* The applicant is responsible for all costs associated with public noticing and processing the application.

## Purpose of a General Plan Amendment

The General Plan is a comprehensive and integrated statement of development policies and principles that guide future growth and development within a given community. The General Plan defines the public interest and reflects a community's vision and character, by establishing goals, objectives and policies for properties within the City.

The General Plan includes several mapped designations as well as written policies. A General Plan Amendment is required in order to change any of these maps or text, for example a change in a Land Use designation on the Land Use Map.

By State law, the City can only amend a General Plan Element up to four times per year. Separate amendments may be combined and evaluated together as one Amendment action. However, the effectiveness of the General Plan as a policy guide lies in its consistency and integrity in maintaining the public interest over the long term. Hence, the General Plan should not be changed without careful consideration.

## Criteria for Project Review

State law requires that any decision on a General Plan Amendment be supported by findings of fact. At a minimum, findings and supporting factual information must address the four following criteria:

- A. The proposed amendment must be found to be in the public interest.
- B. Any proposed changes must be found consistent and compatible with the rest of the General Plan and any implementation programs that may be affected. General Plan Amendment applications are reviewed for conformance with all of the goals, objectives, policies and programs of the General Plan.
- C. The potential impacts of the proposed amendment must be assessed and the proposed changes found not to be detrimental to the public health, safety, or welfare.
- D. The proposed amendment must be processed in accordance with applicable provisions of the California Code and the California Environmental Quality Act.

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### City of Petaluma Planning Division

11 English Street, Petaluma, CA 94952

Hours: 8 am– 5 pm

Monday through Thursday. Closed Fridays

T: (707) 778-4470

For faster responses, please e-mail us at:

[planning@ci.petaluma.ca.us](mailto:planning@ci.petaluma.ca.us)

URL: <http://cityofpetaluma.net/cdd/planning.html>