GENERAL PLAN AMENDMENT
APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

❑ Completed **Checklist** (this form).

❑ Completed **Planning Permit Application.**

❑ **Project Description**. This should be a detailed written description of the proposed General Plan Amendment (GPA). The required elements of the project description are:

    A. The specific change requested, including the Chapter or Element of the General Plan (GP) impacted. If the proposed GPA effects certain properties, identify those properties by address and current GP Land Use designation, and describe current land uses.

    B. The need for the requested change, including any development plans associated with the GPA.

    C. What changes or events have occurred or what new evidence has arisen since the GP was adopted that warrants a change at this time? Have detailed neighborhood plans or other studies revealed the need for this GPA?

    D. If the requested GPA effects specific properties, such as a change in Land Use designation, describe the effect the proposed change will have on the subject properties and surrounding land uses and how this will further achievement of GP goals.

    E. How the proposed amendment would be beneficial to the public interest, health, safety, convenience, or welfare of the City.

❑ For **proposals that affect specific properties**:

    A. List of properties, addresses, Assessor's Parcel Numbers, property owners, and property owner contact information including address, email, and phone.

    B. Scale drawing depicting the GP Land Use designation, zoning, and existing land use of the subject parcel(s) and surrounding parcels within 300 feet.

    C. Preliminary Title Report(s). A current title report (within the last 90 days). Detailed ownership must be provided, including a full listing of all "et al" owners.

❑ **Neighborhood Context Map** showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is adequate)

❑ For a **specific text amendment** to the GP, provide the proposed text.

❑ If the GPA is associated with a development plan or a change in a GP land use feature, provide a **draft plan** showing the proposed improvements or changes.

- ❑ **Environmental Overview Form.** Check with Community Development staff to determine whether this form is required. The <u>Environmental Overview Form</u> is available on the City's website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources, geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant's expense, as well as environmental impact analyses, upon submittal.**

- ❑ **Filing fee.** See the current City of Cotati <u>Fee Schedule</u>. Fees and/or initial deposits will be determined at the time of application submittal.