

## INSTRUCTIONS FOR FILING A GENERAL PLAN AMENDMENT

### INSTRUCTIONS

Please prepare and submit the required information listed below to the Planning Services Division of the Department of Planning, Building, and Code Enforcement by appointment with General Plan staff.

- 1. Completed Application Form.** Complete the attached forms and provide all requested information. A separate application shall be filed for each land use and text amendment.
- 2. General Plan hearings.** Pursuant to State law, the City may conduct up to four hearings, but in any event no more than four hearings, on General Plan amendments per calendar year, depending on the nature and number of amendments. To facilitate a comprehensive review of the cumulative implications of proposed amendments, General Plan hearings are scheduled at least two times per year.  
  
Proposed General Plan amendments that involve the conversion of employment land to non-employment uses, or that involve minor modifications to the Urban Growth Boundary or expansion of the Urban Service Area are considered only once a year during a General Plan hearing designated by the City Council for these purposes unless early consideration for continued processing or denial is recommended by the City.
- 3. Processing Time.** Typical processing time for a General Plan Amendment application is determined by the schedule of General Plan hearings before the City Council and by the environmental clearance process required for the application. The processing schedule must accommodate regulatory mandates and timelines for interagency referrals, public outreach, and environmental clearance. Proposals involving the preparation of Environmental Impact Reports (EIR) in accordance with the California Environmental Quality Act typically require at least nine (9) months of processing time. Applicants are encouraged to submit their initial proposal through the Preliminary Review Application process to obtain initial feedback from staff and information about tentative General Plan hearing dates.
- 4. Assessor's Parcel Map.** Submit a copy of the County of Santa Clara's Assessor's Parcel Map showing the subject property and/or region.

- 5. Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices for General Plan amendments will be mailed at least 10 calendar days before the hearing date. Notices will be sent to all property owners and residents within 500 feet for standard amendment request and a minimum of 1,000 feet for large or controversial amendments.
- 6. Other forms of Public Outreach.** Planning staff may determine that additional public outreach activities are appropriate for particular proposal(s). These additional means of public outreach include use of the Internet, community meetings, newspaper advertisements and public information packets delivered to neighborhood residents in advance of a community meeting or public hearing. Typically, all of these will be employed for proposals that are large or controversial per the City Council's Public Outreach Policy.
- 7. Environmental Review.** Under the California Environmental Quality Act (CEQA) an amendment to the General Plan is a "project" requiring environmental review. Each General Plan amendment request must be accompanied by an Application for Environmental Clearance and the required filing fee. All portions of the application must be completed. The Application for Environmental Clearance is the basis for the City's Initial Study used to determine whether any significant adverse environmental effects would result from the project. You will be notified if any additional technical studies (i.e., traffic, soils, and geology, archaeology, etc.) are required to complete the Initial Study.
- 8. Fees.** Each application needs to be submitted with all applicable filing fees (see current fee schedule). Checks are to be made payable to the City of San Jose. *Please note that fees are due for any amendment request deferred to a public hearing in the following calendar year.*
- 9. Withdrawal.** Withdrawal requests should be in the form of a letter addressed to the Director of Planning. Withdrawal of a General Plan amendment and refunds is at the discretion of the City of San Jose. Requests for withdrawal that are submitted within one week of the noticed hearing date shall be considered at the public hearing to allow an opportunity for the public to comment on the withdrawal request.

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.**



**TO BE COMPLETED BY THE APPLICANT**  
**(PLEASE PRINT OR TYPE. FOR ADDITIONAL INFORMATION USE A SUPPLEMENTAL SHEET )**

**REASON(S) FOR AMENDMENT REQUEST**

**THE FOLLOWING REQUIRED MATERIALS ARE ATTACHED:**

- Application for Environmental Clearance
- Assessor's Parcel Map(s)
- Application Fee(s) and Public Noticing Fees

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APPLICANT			
<b>That for the purpose of processing and coordination of this application, the following person is my (our) designated representative/contact person:</b>			
PRINT NAME OF APPLICANT	RELATIONSHIP TO OWNER(S)	NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # (    )	FAX TELEPHONE # (    )	E-MAIL ADDRESS	
CONTACT PERSON (IF DIFFERENT FROM APPLICANT)			
PRINT NAME OF CONTACT PERSON		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # (    )	FAX TELEPHONE # (    )	E-MAIL ADDRESS	
PROPERTY OWNER			
PRINT NAME OF OWNER		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # (    )	FAX TELEPHONE # (    )	E-MAIL ADDRESS	
PRINT NAME OF OWNER		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # (    )	FAX TELEPHONE # (    )	E-MAIL ADDRESS	

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PROPERTY OWNER			
<b>PRINT NAME OF APPLICANT</b>		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
<b>PRINT NAME OF CONTACT PERSON</b>		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
<b>PRINT NAME OF OWNER</b>		NAME OF FIRM, IF APPLICABLE	
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**NOTICE TO APPLICANT: Do not complete** this form. Present at time of application. Your application will be accepted **only** if **all** items are included in correct form and numbers. Please be advised, however, that the items on this check sheet do not necessarily constitute a complete application. Additional items may be required to complete the review of your amendment.

FILE NUMBER		STAFF	DATE RECEIVED
REQUIRED COPIES	DOCUMENTS		
1	<b>APPLICATION FORM correctly filled out</b> <input type="checkbox"/> Applicant(s) - Information <input type="checkbox"/> Property Owner(s) - Information <input type="checkbox"/> Contact Person identified		
1	<input type="checkbox"/> <b>COUNTY ASSESSOR'S MAP</b>		
5	<b>ENVIRONMENTAL REVIEW</b> <input type="checkbox"/> Draft EIR or		
2	<input type="checkbox"/> Completed Application for Environmental Clearance which includes: Vicinity and location maps Photographs Signed disclosure forms		
12**	<input type="checkbox"/> Initial Study prepared by an Environmental consultant		
2	<input type="checkbox"/> Some evidence that environmental review has been completed (i.e., prior Environmental Impact Report)		
<b>**Note:</b> 27 copies if State Clearinghouse review is required.			
<b>FEES</b> <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees <input type="checkbox"/> LAFCO fee			

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