



General Plan Amendment

APPLICATION + SUBMITTAL REQUIREMENTS

THIS APPLICATION MAY ALSO BE USED FOR GENERAL PLAN TEXT AMENDMENTS

THE GENERAL PLAN IS THE CITY OF CALISTOGA'S FUNDAMENTAL LAND USE & DEVELOPMENT POLICY DOCUMENT THAT SERVES AS THE COMMUNITY'S "CONSTITUTION" FOR LAND USE & DEVELOPMENT. IT ESTABLISHES LAND USES, DENSITIES & INTENSITIES AS WELL AS POLICES THAT GUIDE DECISION-MAKING. THE GENERAL PLAN REFLECTS THE COMMUNITY'S VISION & CHARACTER. AN AMENDMENT IS REQUIRED TO CHANGE ANY OF THE TEXT OR MAPS IN THE GENERAL PLAN. THE MOST COMMON TYPE OF GENERAL PLAN AMENDMENT IS TO THE DESIGNATIONS ON THE LAND USE MAP. THE NUMBER OF TIMES THE CITY CAN AMEND THE GENERAL PLAN EACH YEAR IS LIMITED BY STATE LAW TO A MAXIMUM OF (4) TIMES PER YEAR OR ANY REQUIRED ELEMENT. EACH AMENDMENT MAY INCLUDE MORE THAN ONE CHANGE TO THE GENERAL PLAN. AFTER THE PLANNING COMMISSION REVIEWS THE REQUESTED AMENDMENT AT A PUBLIC HEARING, THEIR RECOMMENDATION IS FORWARDED TO THE CITY COUNCIL, WHO THEN HOLDS ANOTHER PUBLIC HEARING BEFORE MAKING A DECISION ON THE APPLICATION THROUGH THE ADOPTION OF A RESOLUTION. ANY PROPOSED CHANGES MUST BE FOUND TO BE IN THE PUBLIC INTEREST & CONSISTENT & COMPATIBLE WITH THE REST OF THE GENERAL PLAN & ANY IMPLEMENTATION PROGRAMS THAT MAY BE AFFECTED.



APPLICATION SUBMITTAL & REVIEW

- WITHIN 30 DAYS OF RECEIPT OF APPLICATION, THE CITY SHALL NOTIFY THE APPLICANT IN WRITING AS TO WHETHER SUCH APPLICATION IS COMPLETE.
- IF THE APPLICATION IS DETERMINED TO BE INCOMPLETE, THE CITY SHALL INFORM THE APPLICANT OF ADDITIONAL INFORMATION REQUIRED OR THE PROCEDURE BY WHICH SUCH APPLICATION CAN BE MADE COMPLETE.
- UPON RECEIPT OF ADDITIONAL MATERIALS, A NEW 30-DAY PERIOD SHALL BEGIN DURING WHICH THE CITY SHALL DETERMINE COMPLETENESS.
- ONLY A COMPLETE APPLICATION SHALL BE PROCESSED PURSUANT TO THE REQUIREMENTS OF THIS TITLE.
- THE FILING OF THE APPLICATION SHALL NOT PRECLUDE THE SECURING OF ADDITIONAL INFORMATION NECESSARY FOR THE PROPER CONSIDERATION NOR DOES IT INSURE THAT THE APPLICATION COMPLIES WITH THE LAW & WITH THE REQUIREMENTS OF THIS TITLE.
- IF OTHER APPROVALS ARE REQUIRED BY THIS TITLE, OTHER REQUIRED APPLICATIONS MAY BE FILED AND PROCESSED CONCURRENTLY WITH THE RELATED ENTITLEMENT REQUEST(S), & SHALL BE ACTED UPON SIMULTANEOUSLY BY THE DECISION-MAKING AUTHORITY.



SUBMITTAL CHECKLIST

NOTE: PLEASE CHECK WITH STAFF IF YOU HAVE QUESTIONS ABOUT ITEMS ON THIS LIST

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| <input type="checkbox"/> COMPLETED & SIGNED GENERAL PLANNING APPLICATION | <input type="checkbox"/> ENVIRONMENTAL REVIEW FORM | <input type="checkbox"/> OTHER REQUIRED PLANNING APPLICATIONS AND/OR DEVELOPMENT AGREEMENT |
| <input type="checkbox"/> TITLE REPORT (LESS THAN 6 MONTHS OLD) | <input type="checkbox"/> LOCATION MAP | <input type="checkbox"/> WRITTEN STATEMENT |
| <input type="checkbox"/> APPLICATION FEE/INITIAL DEPOSIT | <input type="checkbox"/> SITE PHOTOS | <input type="checkbox"/> JUSTIFICATION QUESTIONNAIRE *SEE BELOW |
| | <input type="checkbox"/> AREA DEVELOPMENT MAP | |



SUBMITTAL REQUIREMENTS

- ☐ (1) HARDCOPY OF ALL REPORTS, FORMS, LETTERS, ETC. IN 8.5"x11" SIZE
- ☐ (1) HARDCOPY OF ALL EXHIBITS, MAPS, PHOTOS, ETC. IN 11"x17" SIZE (MAX)
- ☐ PDF OF ALL APPLICATION MATERIALS EMAILED TO planning@calistogaca.gov OR A THUMB DRIVE WITH PDF VERSIONS OF APPLICATION MATERIALS



JUSTIFICATION QUESTIONNAIRE

PLEASE PROVIDE A WRITTEN RESPONSE FOR EACH OF THE QUESTIONS LISTED BELOW ON A SEPERATE PAGE OR INCLUDE IT IN THE WRITTEN STATEMENT:

- DESCRIBE THE PURPOSE AND OBJECTIVES OF THE PROPOSED GENERAL PLAN AMENDMENT, INCLUDING ISSUES OR CONDITIONS IT IS INTENDED TO ADDRESS.
- IDENTIFY & EXPLAIN ANY CHANGES IN CIRCUMSTANCES, NEW INFORMATION, OR ADDITIONAL EVIDENCE THAT HAS EMERGED SINCE THE CURRENT GENERAL PLAN WAS ADOPTED THAT SUPPORT THE PROPOSED AMENDMENT.
- DISCUSS ANY NEIGHBORHOOD PLANS, PLANNING STUDIES, OR RELATED ANALYSES THAT INDICATE A NEED OR JUSTIFICATION FOR THE PROPOSED AMENDMENT.
- ANALYZE THE POTENTIAL IMPACTS OF THE PROPOSED ON SURROUNDING LAND USES & EXPLAIN HOW THE PROPOSAL IS CONSISTENT WITH THE GENERAL PLAN LAND USE DESIGNATION AND APPLICABLE POLICIES FOR THE SITE & ADJACENT AREA.





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THE FOLLOWING LIST OUTLINES THE SPECIFIC REQUIREMENTS FOR EACH OF THE SUBMITTAL CHECKLIST ITEMS.

SITE PHOTOS: CLEARLY SHOW THE VIEWS OF AND FROM THE PROJECT SITE, INCLUDING NEIGHBORING DEVELOPMENT. INCLUDE A KEY MAP INDICATING WHERE THE PICTURES WERE TAKEN FROM & IN WHAT DIRECTION THEY WERE TAKEN. LABEL THE PICTURES ACCORDINGLY.

WRITTEN STATEMENT: THE WRITTEN STATEMENT SHOULD CONSIST OF THE PROPOSED DRAFT AMENDMENT TO THE GENERAL PLAN TEXT OR ZONING MAP. CHAPTER 17.39 OF THE ZONING ORDINANCE STATES THAT ALL APPLICATIONS REQUESTING APPROVAL OF A GENERAL PLAN AMENDMENT BE BROUGHT TO THE CITY COUNCIL FOR CONSIDERATION OF WHETHER A DEVELOPMENT AGREEMENT WOULD BE APPROPRIATE FOR THE PARTICULAR DEVELOPMENT. IF A DEVELOPMENT AGREEMENT IS DESIRED, PLEASE IDENTIFY AS PART OF THE APPLICATION, A SUBSTANTIVE SUMMARY OF THE POINTS PROPOSED, INCLUDING JUSTIFICATION FOR THESE TERMS, FOR INCLUSION IN A DEVELOPMENT AGREEMENT.

AREA DEVELOPMENT:

- PROPERTY ADDRESS & ASSESSOR'S PARCEL NUMBER(S)
- NAME & ADDRESS OF PROPERTY OWNER & DEVELOPER (IF APPROPRIATE)
- NORTH ARROW & SCALE
- LEGAL BOUNDARIES OF THE SUBJECT PARCELS
- EXISTING BUILDING LOCATIONS, PAVING, FENCES, DITCHES, UTILITY LINES, & A NOTATION OF WHETHER EXISTING FEATURES WILL BE REMOVED OR MAINTAINED
- PROPOSED DEVELOPMENT PLANS
- SURROUNDING USES
- STREETS, DRIVEWAYS, & STRUCTURES WITHIN 300 FEET OF THE SUBJECT PARCELS

NOTE: AN AREA DEVELOPMENT MAP IS A SEPERATE REQUIRMENT FROM A SPCIFIC, DETAILED SITE PLAN. IF ANOTHER APPLICATION SUCH AS DESIGN REVIEW OR USE PERMIT ARE PROCESSED SIMULTANEOUSLY WITH THIS APPLICATION, THE DETAILED SITE PLAN & OTHER APPLICATION REQUIREMENTS OF THAT APPLICATION ARE REQUIRED WITH THE PROJECT SUBMITTAL.