



General Plan Amendment Checklist

Pre-Application Review: Prior to a formal submittal, a pre-application meeting with a staff planner is required to review the application requirements and preliminary plans in relation to City development policies, General Plan and zoning requirements along with any potential issues. At this time, an application with no fees will be accepted.

Application Authorization & Application Intake Meeting: City Council will hold a public meeting to discuss authorizing City staff to process a general plan amendment. If the City Council authorizes an amendment application to proceed, all applications **require** a submittal meeting with a Planner to be sure of each below stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

APPLICATION CHECKLIST:

- Completed Application Form & Fees: Property owner must complete and sign form. Fees must be paid upon City Council Authorization. Contact the City of Atascadero at (805) 461-5000 for current fee.
- Written Justification Statement, to include:
 - Reason for modifications of zoning regulations, development standards, or processing requirements as warranted by the design and amenities incorporated.
 - Special project goals, such as dedication of open space, natural features or historic resources, or unique development and design concepts.
 - Why the project will have a beneficial effect that could not be achieved under current zoning districts.
 - Why benefits derived from the overlay zone cannot be reasonably achieved through existing development standards or processing requirements.
 - Identify certain redeeming project features that compensate for requested modifications.
- Submit any maps, graphs or graphics necessary to illustrate intended project
- Preliminary Title Report: Shall be current within six (6) months. In locations where proposed use is within an existing tenant space written landlord approval may be substituted for a title report.
- Additional Information: Any additional information or reports supporting proposed modifications can be submitted to help expedite the staff review including environmental review & analysis. Ex: may include noise studies, soil studies, encroachment permits, well-abandonment permits, etc.
- Electronic PDF copy of all plans and supporting documents

Applicants: *This checklist includes all the items you must submit for a complete application at initial submittal. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of initial application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.*

[T:\~ CDD Templates & Forms\1.0 Applications\1.1 Checklists\2018 Update\GPA.doc](#)