



General Plan Amendment Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, the General Plan, zoning requirements, and any potential issues.

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 Planning staff** to be sure of each below stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all large format plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

I. General Application Materials:

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Title Report** – Must be current within six months.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.

II. Additional Materials:

- Justification Statement** – to include:
 - Reason for modifications of General Plan text or land use diagram.
 - Special project goals, such as dedication of open space, natural features or historic resources, or unique development and design concepts, as applicable.
 - Why the project will have a beneficial effect that could not be achieved under current designation/requirements.
- Other Supporting Documents** – Additional information may be required based on the nature of the request. Ex: noise studies, soil studies, traffic analysis, biological studies, etc.