



CITY OF PLACENTIA  
DEPARTMENT OF DEVELOPMENT SERVICES  
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**GENERAL PLAN AMENDMENT  
SUBMITTAL REQUIREMENTS**

**THIS WORKSHEET SUMMARIZES PLACENTIA'S GENERAL PLAN AMENDMENT (TEXT AND MAP) SUBMITTAL REQUIREMENTS. THE PROCEDURES FOR AMENDING THE GENERAL PLAN ARE OUTLINED IN GOVERNMENT CODE SECTIONS 65350 -65362.**

**THE PURPOSE OF A GENERAL PLAN AMENDMENT IS TO PERIODICALLY REVIEW AND AMEND THE GENERAL PLAN BASED ON PREVAILING NEEDS. AMENDMENTS TO ANY ONE OF THE MANDATORY ELEMENTS OF THE GENERAL PLAN ARE LIMITED TO FOUR (4) TIMES IN ONE (1) CALENDAR YEAR [GOVERNMENT CODE SECTION 65358(b)]. EACH AMENDMENT MAY INCLUDE MORE THAN ONE (1) CHANGE TO THE GENERAL PLAN.**

**THE CITY COUNCIL CONSIDERS A GENERAL PLAN AMENDMENT AFTER FIRST RECEIVING A RECOMMENDATION FROM THE PLANNING COMMISSION. THE CITY COUNCIL MUST FIND THAT:**

- **THE PROPOSED GENERAL PLAN AMENDMENT WILL NOT BE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, OR WELFARE.**
- **THE PROPOSED GENERAL PLAN AMENDMENT IS CONSISTENT WITH THE REST OF THE GENERAL PLAN.**

**ADDITIONALLY, AN AMENDMENT TO THE GENERAL PLAN CONSTITUTES A "PROJECT" UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND, THEREFORE, THE AMENDMENT MUST BE EVALUATED FOR ENVIRONMENTAL IMPACTS.**

**A PROJECT WILL NOT BE SCHEDULED FOR A PUBLIC HEARING UNTIL ALL INFORMATION HAS BEEN DETERMINED TO BE ADEQUATE AND COMPLETE. THE FOLLOWING SHALL BE INCLUDED AT THE TIME OF APPLICATION SUBMITTAL:**

- 1. FEES: As per the most current adopted fee schedule. Make check(s) payable to "City of Placentia".
- 2. COMPLETED APPLICATION WORK SHEET:
- 3. PROOF OF COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) consisting of one of the following determinations:
  - a. Project is Categorically Exempt
  - b. Initial Environmental Assessment and determination of requirement for either:
    - A Negative Declaration
    - A Mitigated Negative Declaration
    - A Draft Environmental Impact Report (EIR)
- 4. PUBLIC NOTIFICATION LIST AND MAP (RADIUS MAP): Three (3) sets of typed, gummed address labels containing the names and addresses of all property owners within a five hundred (300) foot radius (either wholly or partially) of the exterior boundary lines of the property involved, and a map of such. Each mailing label must contain the

assessor parcel number above the name of the owner and applicable address. The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate according to the latest available County of Orange assessment roll.

If a property is located within an integrated commercial/retail or industrial development, please also include three (3) sets of typed, gummed address labels containing the names and addresses of all business owners within the development.

Ten (10) calendar days prior to the review decision date, the property owners within a five-hundred (300) foot radius of the subject property shall be notified by mail of the application.

5. SIXTEEN (16) SETS OF PLANS AND TWO (2) ELECTRONIC COPIES (PDF FORMAT) drawn to engineering/architectural scale, fully dimensioned, and indicating the following:

\*Additional sets of plans may be requested if the proposed development project is appealed to City Council.

SITE PLAN:

- Title block including name of project, location, name, address, telephone number, applicant and architect/engineer
- North arrow, scale of plan (not to exceed 1" = 100' or less than 1" = 20')
- Vicinity map showing closest major streets, distances to cross streets and surrounding land uses
- Legal property lines, lot dimensions (per most current Orange County Assessor's Parcel Map)
- Footprint of structures and dimensions (if applicable).
- All proposed structures and existing structures on properties immediately adjacent to the subject site
- Setback dimensions of the proposed building(s) to all property lines and structures
- All existing and proposed easements and dimensions
- Proposed area to be changed shall be shaded in a manner that will make the change(s) prominent
- Site summary table including:
  - Assessors Parcel Number
  - Legal description of the property (Tract/Parcel Map and Lot(s)/Parcels(s))
  - Zoning designation
  - Existing land use
  - Existing General Plan designation (shown in "strikethrough" text)
  - Proposed General Plan designation (shown in "redline" text)
  - Proposed land use
  - Total Gross Area in square feet and acres
  - Total Net Area in square feet and acres
  - Square footage of existing buildings on site

- 6. Plan(s) shall be folded to approximately 8.5" x 12".
- 7. ONE (1) 8.5" X 11" COPY of submittal plan(s)
- 8. REVISED GENERAL PLAN TEXT AND/OR TEXT CHANGES: Redline (proposed text) and strikeout (deleted text) copy of all sections(s) of the General Plan text proposed to be amended
- 9. Provide a Letter of Justification that thoroughly outlines the rationale for the General Plan Amendment request. This justification shall answer the following questions:
  - Will the General Plan Amendment be consistent with the goals and objectives of all of the elements of the latest adopted General Plan?
  - Will the proposed amendment have a significant impact on traffic circulation and on the planned capacity of the street system?
  - Will the proposed amendment have a significant impact on the general welfare of persons residing in the community?
  - Is the amendment compatible with the existing and proposed development within the district and its surroundings?
  - Would the proposed amendment result in a significant impact on the environment or in the neighborhood in which it is proposed?

***\*PLEASE NOTE THAT THE ITEMS LISTED ABOVE ARE MINIMUM REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED FOR CLARIFICATION DURING THE REVIEW PROCESS.***