



**CITY OF ARROYO GRANDE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**GENERAL PLAN AMENDMENT**

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed planning application form and payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Three (3) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	A. The mailing labels can be provided by the Community Development Department for an additional fee.
<input type="checkbox"/>	<input type="checkbox"/>	3. Ten (10) sets of exhibit(s) showing the requested changes:
<input type="checkbox"/>	<input type="checkbox"/>	A. Text, with existing words to be deleted lined through, and words to be added underlined; and
<input type="checkbox"/>	<input type="checkbox"/>	B. Map(s) with the area to be changed outlined in a heavy, black line and the proposed change clearly labeled.
<input type="checkbox"/>	<input type="checkbox"/>	a. The map shall be a copy of the actual General Plan land use map and other maps or figures included in the document that are proposed to be revised and shall be folded to 9" x 12". Assessor's book or street maps are not acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	b. An 8/12" x 11" reduction of each map or figure shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	4. Statement describing:
<input type="checkbox"/>	<input type="checkbox"/>	A. How the amendment carries out existing policies of the General Plan <u>or</u> why the proposed change in policies is warranted by new conditions or community desires; and
<input type="checkbox"/>	<input type="checkbox"/>	B. How the proposed change or changes relate to other General Plan elements.
<input type="checkbox"/>	<input type="checkbox"/>	5. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months, if found necessary by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	6. All exhibits submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	7. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.