



## General Plan Amendment Checklist

The submittal information shall be provided to the Community Development Department. All submittal information shall be presented along with the Planning Application form, related fees and any additional information required by the Community Development Department before the application can be accepted as complete.

Upon receipt of this information the Community Development Department will determine within 30 days if the application is complete. After this, the level of environmental review must be determined. Once the environmental review is completed the project can be scheduled before the Planning Commission within four to six weeks. The Planning Commission meets on the second and fourth Tuesday of every month. Afterwards, the City Council will review the application.

The applicant and/or his representative should attend any meetings. Failure to do so may result in the application being continued.

Size Limit : Plans should not be larger than 30" x 42" trimmed.

**Please fold all plans** into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size. **Unfolded plans will not be accepted.**

Scale : The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### SUBMITTAL REQUIREMENTS

- Application Form**  
Complete and signed by applicant and property owner.
- Fee/Deposit:**  
Total application processing fee deposits are determined by the Community Development Department with the final amount based on processing time spent by Staff and consultants. Please make check payable to the City of Healdsburg.
- Location Map:**  
Indicate the subject parcel(s) and adjacent streets on an 8 ½" x 11" map.
- Environmental Assessment Form :**  
Added information such as traffic reports, noise studies, or visual impact studies may be required.
- Title Report :**  
A preliminary title report, prepared within three months of filing application, including a complete legal description.
- Written Statement :**  
Complete the attachment Statement of Justification for a General Plan Amendment. It should describe why an Amendment is needed and why you believe such as amendment is justified. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs.

