



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
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APPLICATION REQUIREMENTS FOR GENERAL PLAN AMENDMENT

A General Plan amendment is required for property owners who wish to change the General Plan Land Use designation for their property, or amend the text of the General Plan.

APPLICATION REQUIREMENTS FOR GENERAL PLAN AMENDMENT:

- Required processing deposit of \$2,500. It will most likely be the case that additional fees for processing the application will be charged to the applicant.
- Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
 - \$200 fee for a Notice of Exemption, or
 - \$3,000 deposit for an Initial Study/Negative Declaration, or
 - \$5,000 deposit for an Initial Study/Environmental Impact Report
- Planning Application Cover Page
- General Plan Amendment form (see attached)
- Applicant Agreement to Pay Processing Fees for Land Use Application form

ADDITIONAL REQUIREMENTS FOR LAND USE DESIGNATION CHANGES:

- 5 copies of the Site Plan (drawn to scale). Include the following information:
 - Applicant's name, address, and phone number
 - Vicinity map showing an overview of the project location in San Juan Bautista
 - North Arrow and scale
 - Assessor parcel number(s) of the project site
 - Property lines and dimensions of the project site and surrounding properties
 - Name and boundaries of adjacent streets
 - Access to the site.
 - Location of existing and proposed building and structures, including signs
- Two typewritten copies of the legal description of the property
- Environmental Information Form
- Other materials that the City Planner determines as necessary to review the project, such as noise, traffic, and geologic studies. Please contact the Planning Department to determine if additional materials will be required.

- City staff to do: Typed mailing labels addressed to the current property owners and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant". This information can be obtained from the Assessor's Roll at the San Benito County Assessors office.
- Photographs of the project site and surrounding properties

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

GENERAL PLAN AMENDMENT FORM

Name of Project Applicant: _____

Mailing Address: _____ Phone: _____

LAND USE DESIGNATION CHANGES ONLY:

Project Location (address and/or Assessor's Parcel Number(s)): _____

Size of project site (Number of acres): _____

Current General Plan Land Use Designation(s): _____

Proposed General Plan Land Use Designation(s): _____

Current Zoning Designation: _____

Is there an application to rezone the property? () yes () no If yes, what is the proposed zoning designation of the property? _____

Current use of the property: _____

Proposed use of the Property: _____

Explain the benefits of the proposed land use designation for this property: _____

Explain why the property involved in this application is more suitable for the uses associated with the proposed land use designation than the uses associated with the existing land use designation: _____

TEXT CHANGES ONLY:

Page number(s) of the proposed General Plan Text change: _____

