COMMUNITY DEVELOPMENT
Development Services

Print Form

GENERAL PLAN AMENDMENT INFORMATION SHEET

This type of development case is specified by the Zoning Ordinance (ZO) to be initiated by a property owner, the City Council, Planning Commission, or Director of Community Development. The purpose of a General Plan Amendment is to amend any portion of the City of Irvine General Plan, which is the legal document of goals, policies, and implementing actions regarding long-term development on the City. The City Council is the final approval body of a General Plan Amendment, with advisory recommendations from the Planning Commission and other commissions as appropriate.

The cost of processing your General Plan Amendment is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. Total cost varies according to the size of the project and the complexity of the issues. Your deposit check creates a Developer Deposit Case account to which processing time is charged. See Developer Deposit Form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your General Plan Amendment, and bring it with you when you submit your application. Be sure the appropriate person has signed all letters and forms. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Assistance Center at 949-724-6308.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

- ☐ Development Case Application
- ☐ Development Deposit Case Setup Form

SECTION B: LETTER OF JUSTIFICATION

- ☐ This letter should be addressed to the City. It should describe the project in your own words and explain *how it would benefit the community*. As a guideline, use the findings from the General Plan Amendment section of the ZO listed below. These will assist you in preparing your explanation:
  - The proposed general plan amendment is consistent with other elements of the City's general plan pursuant to Section 65300.5 of the State Government Code.
  - The proposed general plan amendment, if applicable, responds to changes in state and/or federal law pursuant to Section 65300.9 of the State Government Code.
  - The proposed general plan amendment has been referred to the County of Orange and any adjacent cities abutting or affected by the proposed action, the local agency formation committee (LAFCO), and any federal agency whose operations or lands may be affected by the proposed decision pursuant to Section 65352 of the State Government Code.
  - The proposed general plan amendment will not be detrimental to the public health, safety and welfare of the community.
  - A statement describing the consistency of the proposed general plan amendment with the existing zoning ordinance. If a zone change is being processed concurrently, the statement shall discuss the consistency of the proposed general plan amendment with the proposed zone change.

The Letter of Justification must also contain a statement of how the proposed General Plan Amendment conforms to the City of Irvine Zoning Ordinance. If a Zone Change is being processed concurrently with the General Plan Amendment, the statement shall discuss the consistency with the proposed Zone Change.

SECTION C: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

☐ A deposit of $12,000 is required.

SECTION D: DESCRIPTION AND DETAILS OF PROPOSED CHANGES TO THE GENERAL PLAN

These must clearly illustrate the components of the project. Remember that the staff, Planning Commission and Zoning Administrator are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.** Use the checklist to be sure your plans include the following **required** elements:

☐ Discussion of existing conditions such as a site description including location, gross acreage, topography, adjacent land uses, prior planning actions, disclosure of hazardous waste materials, (if applicable), and historical uses (if applicable)

☐ Identification of any proposed changes to specific General Plan element(s) and the support for those proposed changes

☐ Proposed modification to the City's General Plan text

☐ Proposed changes to statistical information such as, but not limited to General Plan, tables and charts

☐ Proposed changes to General Plan diagrams as defined by the City of Irvine's General Plan guidelines

☐ Project plans include the following:

- ☐ Scale (for example 1:20, or 1/8" = 1")
- ☐ Vicinity map
- ☐ North arrow
- ☐ Planning area boundaries
- ☐ City limits

SECTION E: PUBLIC NOTICE MATERIALS

Please note that the homeowners' associations which govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them of your intent to develop a project as soon as possible to receive their comments and address their concerns. Should you wish City staff to generate the mailing labels; staff time will be charged at the hourly rate to the project case.

☐ An electronic list of names and addresses for all of the following:

a. Each property owner and residential tenant, and all homeowners' and community associations governing property within 500 feet of the property line of the proposed project. Commercial tenants within 500 feet shall be included in the following instances only: 1) the subject of the application is a residential development which is proposed within 1,000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or

manufacture of hazardous materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.

b. Each local agency expected to provide water, sewage, schools, or other essential facilities or services to the project.

c. The property owner or the owner's duly authorized agent.

d. The project applicant.

☐ A map which is keyed to the above labels (stet).

☐ Electronic mailing labels may be submitted in any one of the following formats:

- Excel TEXT format with separate fields of information on a CD, **or**
- Excel with separate fields of information on a CD.
  NOTE: MS Word, Word Perfect, and other common formats will not work.
- Each field of information (Assessor's Parcel Number, Complete Name, Complete Street Address, City, State, Zip Code) must be separated by a tab key, tab delimited (preferred), or comma, comma-delimited.
- Project number and number of entries on the above list should be printed on the disk label.

Example of Preferred Format:

Cell 1 APN	Cell 2 Attention	Cell 3 Name	Cell 4 Company	Cell 5 Complete Address	Cell 6 Complete Address	Cell 7 City	Cell 8 State	Cell 9 Zip Code
123	J Jones	Payroll	Alton Ctr	567 Alton Pkwy	PO Box 19575	Irvine	CA	92623

For information or questions on formatting, please call the City Mail Center at 949-724-6012.

SECTION F: ADDITIONAL MATERIALS

Preliminary technical studies including, but not limited to, traffic (see "Traffic Study Guidelines" pamphlet), fiscal, and marketing, may be required at the discretion of the Director of Community Development.

The City Council, Planning Commission, Community Services Commission, Finance Commission or the Director of Community Development may require additional information to help illustrate your proposal. As stated in Section 2-37-3.b. of the Zoning Ordinance (ZO), the Director of Community Development may require additional materials to determine that your application is complete.

You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.

SECTION G: SUBMITTAL REQUIREMENTS

☐ A CD/DVD with PDF format files for the Letter of Justification Submit, project plans, exhibits and all associated studies and Affordable Housing Plan, as applicable. The plans must be black and white drawings with landscape orientation in PDF format. Pages in the set shall be the same sheet size.

☐ One hard copy of the project WQMP, if necessary

E-PLANS

E-plans should be on a DVD, CD or a flash drive. Please note that these will not be returned to the customer. The plans shall be black and white drawings with landscape orientation in PDF format. Pages in the set shall be the same sheet size.

Architect or Engineer of record stamps (renewal date, license & signature) should be on each appropriate plan sheet as required by law.

Naming Convention: The following list shows how each section of plans should be labeled. Each section shall be a separate PDF file. If a section is not applicable to your project then please do not include. Please do not submit a CD, DVD or flash drive with PDF files inside of file folders. Please test your PDF files to ensure they will open before submitting your CD, DVD or flash drive.

Summary Index Sheet listing all sheets within each PDF

- Title Sheets
- Project Summary and Code Summary Sheet
- Demolition Plan
- Site Plan
- Architectural (Floor Plans and Elevations)
- Landscaping
- Civil
- Other Reports -- Please Label, e.g., Acoustical Report, WQMP, etc.