



6000 Heritage Trail, Clayton, CA 94517
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www.ci.clayton.ca.us

General Plan Amendment Application

Mark all that apply: ☐ Map Amendment ☐ Text Amendment

Below: Office Use Only

File No: _____ Deposit: _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Project Contact Information:

Applicant/Property Owner:

Applicant Name: _____ Applicant Email: _____

Property Owner Name: _____ Property Owner Email: _____

Master Developer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Architect/Designer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Land Planner:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Landscape Architect:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Civil Engineer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Instructions:

1. Discuss your project with the Community Development Director or a staff member before you begin to put this application together.
2. Make sure that every submittal requirement is completed, unless otherwise directed by the Community Development Director. (Incomplete applications will not be processed.)
3. Once all of the submittal requirements have been met, the Community Development Director shall schedule the matter before the Planning Commission.
4. The Planning Commission shall hold a public hearing to review the proposed General Plan Amendment application.
5. The Planning Commission shall make a recommendation with conditions, as warranted, to the City Council if the application is passed by an affirmative vote of the majority of the commissioners.
6. The City Council shall review the General Plan Amendment request and recommendation from the Planning Commission.
7. After a public hearing and review, the City Council shall approve the request, with conditions, as warranted, or shall deny the request.

NOTE 1: Pursuant to State law, the City may conduct up to four hearings, but in any event no more than four hearings, on General Plan amendments per calendar year, depending on the nature and number of amendments. To facilitate a comprehensive review of the cumulative implications of proposed amendments, General Plan hearings are scheduled at least two times per year.

NOTE 2: Under the California Environmental Quality Act (CEQA) an amendment to the General Plan is a "project" requiring environmental review.

2. Submittal Requirements:

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by the Community Development Director.

☐ Community Development General Application Mark all that apply: ☐ Map Amendment ☐ Text Amendment

☐ General Plan Amendment Application

☐ Environmental Review Application

☐ Development Plan Permit Application, if applicable

☐ Processing Deposit \$ _____ (Make check payable to the City of Clayton)

☐ Title Report or copy of a Preliminary Title Report prepared for the current owner

☐ Legal description of subject parcel(s)

☐ Current zoning map showing existing and proposed zoning classification(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ Current General Plan map showing existing and proposed general plan designation(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aeriels such as Google Earth maps, and perspective photographs.

☐ **Site Opportunities/Constraints Analysis:** Use maps, graphics, and text to answer the questions below, as applicable

I. Environmental:

- | | |
|--|---|
| 1. Existing natural land features | 6. Water bodies and wetlands |
| 2. Type and diameter of trees 6" or larger in diameter at 4'6" above natural grade | 7. Flood hazard areas |
| 3. Topography (at 2' contour intervals) | 8. Surface and subsurface geology plus geological hazards such as earthquake faults |
| 4. Soils- summarize soils report findings | 9. Natural features including view sheds and ridge lines |
| 5. Drainage patterns | 10. Archeological sites |

II. Existing Improvements:

1. Location and dimensions of all existing structures/improvements
2. Show roads, paths, parking areas and all other improvements (patios, pools, decks)
3. Identify all on-site and off-site improvements to be retained showing location and dimensions

III. Easements:

1. The location, dimension, and purpose of all existing easements on the property.

☐ Circulation Plan:

1. Show proposed, on-site, public right-of-way, walkways, paths, trails, etc. Identify pavement width and type
2. Show the relationship of the proposed circulation facilities to the existing facilities (including, but not limited to: streets, highways, pedestrian walkways, public transit, bicycle paths, hiking and equestrian trails, etc.)

☐ Community Facilities Plan:

1. The location of significant historical, cultural and archaeological features of the site, including methods proposed to preserve and incorporate such elements into the proposed project
2. The proposed layout, dedication and/or reservation of school sites library sites, and public open space and usable recreation areas including parks and playgrounds

☐ Additional Reports/Statements:

1. Preliminary storm drainage plan
2. Soils report for subject area
3. Geotechnical report for the subject area
4. Preliminary sewer disposal plan
5. Preliminary public utilities plan (including cable TV.)
6. Feasibility analysis of all public or quasi-public recreational and educational areas and facilities proposed to be located within the development. This analysis shall include a statement of anticipated financing, development and long-term maintenance
7. Residential density analysis of the subject area and the estimated population, both adult and school-age, resulting therefrom. The proposed number of school-age children shall be integrated with the analysis of educational needs and proposed facilities
8. Any additional information as may be required by the Community Development Director

Letter of Explanation:

If both a map and a text amendment are being proposed, the below questions must be answered for each.

1. Summary of the proposed amendment
2. Written justification for the amendment, including public benefit
3. Identify the impacts on applicable objectives of the General Plan
4. Explain how potentially negative influences are to be mitigated
5. Explain how the proposed amendment supports the goals and objectives of the following General Plan Elements:
 - a. Land Use Element [III]
 - b. Circulation Element [III]
 - c. Housing Element [IV]
 - d. Community Design Element [V]
 - e. Open Space/Conservation Element [VI]
 - f. Safety Element [VII]
 - g. Noise Element [VIII]
 - h. Community Facilities Element [IX]
 - i. Growth Management Element [XI]

Mailing Envelopes and Addresses:

1. List of names and addresses of all legal owners of property within a 300' radius of the subject parcel(s).
2. Envelopes: prepare a complete set of addressed and stamped legal size envelopes for all listed property owners. Do not place return address on envelopes.
3. Ownership Map: County Assessors map showing subject parcel(s) highlighted or outlined and a boundary line indicating all properties located within a 300' radius of the subject parcel(s). (Will be provided by City Staff if applicant is not using a Title Company.)

3. Important Implementing Information from the City of Clayton General Plan:

Purpose of the General Plan is to accomplish the following:

1. Identify the community's environmental, social economic goals.
2. State the local government's policies on the maintenance and improvement of existing development and the location and characteristics of future development needed to achieve community goals.
3. Establish within local government the ability to analyze local conditions and to respond to problems and opportunities concerning community development in a way consistent with local, regional, and state goals and policies.
4. Provide citizens with information about their community and with opportunities to understand and participate in the planning and decision-making process of local government.
5. Identify the need for and methods of improving the coordination of community development activities among all units of government.
6. Create a basis for subsequent planning efforts, such as the preparation of specific plans and special studies.

General Plan Goals:

(Amended by Resolution 64-98, dated 12/1/98)

1. To maintain the rural character that has been the pride and distinction of Clayton.
2. To encourage a balance of housing types and densities consistent with the rural character of Clayton.
3. To preserve the natural features, ecology, and scenic vistas of the Clayton area.
4. To control development through appropriate zoning, subdivision regulations and code enforcement.
5. To provide a comprehensive integrated greenbelt system, which includes bicycle, equestrian, and walking paths and is connected to regional systems.
6. To encourage a pedestrian oriented community with areas of open space and recreational facilities for public use.
7. To enhance the sense of identity and pride in and to encourage historical awareness of Clayton.
8. To ensure an adequate commercial tax base for Clayton.
9. To create and maintain an attractive Town Center area and to make it the commercial, civic, and cultural focus for the community.
10. To provide housing opportunities which serve the varied social and economic segments of the Clayton Community.

NOTE: In order to perform a complete analysis to fully answer the questions in this application, read the goals and objectives for each of the nine (9) General Plan Elements found in the City of Clayton's General Plan. The General Plan can be found online at www.cityofclayton.org under the "Community Development" tab or by visiting the 3rd floor of Clayton's City Hall at 6000 Heritage Trail, Clayton CA 94517.

4. Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand the goals, policies, objectives and elements of the General Plan.

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____