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## **Filing Requirements for GENERAL PLAN AMENDMENT**

### **PURPOSE**

The General Plan Amendment process is intended to allow for the change of the land use designation of a property, or group of properties, or allow for modification of the provisions of the General Plan Policy Document. Such amendments shall be “in the public interest” (Government Code Section 65356.1) and must be internally consistent with other sections contained within the General Plan.

City Council Policy No. 07-05 establishes the procedures that apply to proposed General Plan Amendments.

**Initiation of Proposed Amendments.** General Plan Amendment (GPA) applications may be initiated by the City Council, the Planning Commission, or owners of property included in the subject amendment.

**Timing of Filing Applications for Amendments.** The Planning Commission and the City Council may initiate General Plan Amendments at any time of the year. **The City will accept applications from private property owners for amendments to the Land Use Element during the months of January and June of each year.** The Community Development Director has the authority to determine how and when to carry out environmental review under the California Environmental Quality Act (CEQA), and may decide to defer processing private applications for General Plan Land Use Amendments for up to six months or more, so that a consolidated environmental review process may be conducted. The Director will also manage scheduling of public hearings, in order to ensure compliance with State laws that limit the frequency of amendments.

**Limitations on Frequency of Amendments.** Except as specifically provided in State Government Code Section 65358, no mandatory element of the General Plan may be amended more frequently than four times per year. Each amendment may include more than one change.

### **FILING REQUIREMENTS**

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. **Completed Uniform Application:** Complete all sections of the application. If a section of the application is not applicable to your project, please write, “Not applicable,” or N/A. Please do not write in the staff-only section of the application.

2. **Planning Entitlement Project Information Sheet:** This application will provide important project information that will help to expedite the application review process. Please complete all sections, providing as much detail as possible regarding the scope of your proposal. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A.
3. **Project Narrative/Letter of Request:** Provide a written description outlining the request for a General Plan Amendment.
  - Explain how the proposed amendment represents the best planned use for the property
  - Why is the proposed amendment in the best interest of the community?
  - Is there currently a public need for this amendment?
  - Does the amendment carry out existing policies of the general plan?
4. **Current Title Report:** Maximum 90 days old
5. **Santa Clara Valley Habitat Plan (SCVHP) Application:** Application materials can be found online at: [Santa Clara Valley Habitat Agency website.](#)
6. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
7. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
8. **Public Hearing Notice:** Fee to be collected