



# GENERAL PLAN AMENDMENT INFORMATION SHEET

This type of development case is specified by the Zoning Ordinance 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.

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## SECTION A - City Documents

- \_\_\_ Development Case Application
- \_\_\_ Developer Deposit Case Set-up 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 Zoning Ordinance 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

statement  
the proposed

existing zoning ordinance. If a zone change is being processed concurrently, the shall discuss the consistency of the proposed general plan amendment with 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 \$12,000.00 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.** Submit ten sets of project information, with plans folded to approximately 8 1/2" x 14". 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 including the following:
  - \_\_\_\_\_ scale (for example 1:20, or 1/8" = 1')
  - \_\_\_\_\_ vicinity map
  - \_\_\_\_\_ north arrow
  - \_\_\_\_\_ planning area boundaries
  - \_\_\_\_\_ city limits
  - \_\_\_\_\_ one set of 11" x 17" reduced project site plan

**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.

\_\_\_\_\_ A listing of all names and addresses for:

- a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (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 1000 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.

\_\_\_\_\_ Mailing labels may be submitted in any one of the following formats:

- Saved in TEXT format Excel with separate fields of information or Excel with separate fields of information (MSWord, Word Perfect, and other common formats will not work) on an IBM formatted floppy disk. Each field of information (assessor's parcel number, name, street address, city, state, zip code) must be separated by a tab key, tab-delimited (preferred), or comma, comma-delimited. The project number and number of entries on the above list should be printed on the disk label. **(Preferred format)** *For information or questions on formatting, please call Mason Effertz at (949) 724-6012.*
- Two sets of labels affixed to a number 10 size envelope in order for the mail room "stuffing machine" to automatically insert the notices and *with the following preprinted return address:*

City of Irvine Community Development - Project Entitlement  
P.O. Box 19575  
Irvine, CA 92623-9575

\_\_\_\_\_ A map which is keyed to the above mailing list of property owners and labels.

## **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, 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.