



City of Rancho Cucamonga
Planning Department
(909) 477-2750

CHECKLIST FOR GENERAL PLAN AMENDMENT (LAND USE)



A General Plan Amendment (GPA) may be granted by the City Council to change the land use designation where sufficient findings can be made to ensure that the change will be beneficial to the City and surrounding area and will be in conformance with adopted General Plan goals, policies and objectives.

The City's General Plan Amendment process has been developed pursuant to State Planning Law Section 65358.

SECTION 1: Filing Requirements

- 1. See page 2 for filing deadlines. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted. The actual scheduling of applications is dependent on the requirements for a complete submittal including, but not limited to, a minimum 90-day state mandated Tribal Consultation Notification.
- 2. Uniform Application Parts 1, 2, and 3.
- 3. One site plan, drawn to scale on a 8-1/2" x 11" format, indicating the subject property, any improvements, current Development District and General Plan designations, present land use, and special features or landmarks. All other properties within five hundred feet (500') shall be shown and shall include the land uses, Development District, and General Plan designation. (See examples provided).
- 4. A written justification outlining the reasons for the amendment request, and why the proposed change would be the best land use planning for the subject area and the City.
- 5. One 8-1/2" x 11" black and white photo reduction (PMT) of the site plan.
- 6. One legal description of property/area for which amendment is being requested.
- 7. One GPA Map on 8-1/2" x 11" sheet graphically depicting area of which amendment is being requested. (See example provided.)
- 8. Part I of the Initial Study (environmental assessment)
- 9. Public Hearing Information:
 - a. Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.**
 - b. Radius Map drawn on the Assessor's Parcel Maps, and spliced together into an 8-1/2" x 11" format, indicating the subject property or subarea with a 660 foot radius drawn around the property. (See example provided).
 - c. Additional public hearing/notice information and fee may be necessary as determined by the Planning Director upon completion of review of the Initial Study.

SECTION 2: Filing Fees

Contact the Planning Department to determine which fees are applicable: All fees shall be calculated to the nearest hundredth of an acre (i.e. 14.25 acres), based upon the gross acreage of the proposed project.

- GPA.....See current fee list.
- Environmental Assessment.....See current fee list.
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.
- Environmental Challenge/AppealSee current fee list.
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all cost related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.
- Rancho Cucamonga Fire Protection Review..... Submit receipt showing payment.

SECTION 3: Additional Submittal Requirements

Any of the following items may be required based upon further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinance. The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.

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| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Drainage Report |
| <input type="checkbox"/> Alquist-Priolo Study (geologic) | <input type="checkbox"/> Noise Study |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Hillside Development | <input type="checkbox"/> Air Quality |

ANNUAL FILING DATES

The following GPA review schedule was adopted by the City Council

1. The 2nd meeting of the Planning Commission in the month of January. The deadline for submittal shall be no later than 5:00 p.m., November 15, of the preceding year. (See note below.)
2. The 2nd meeting of the Planning Commission in the month of May. The deadline for submittal shall be no later than 5:00 p.m., March 15, of the same year. (See note below.)
3. The 2nd meeting of the Planning Commission in the month of September. The deadline for submittal shall be not later than 5:00 p.m., July 15, of the same year. (See note below.)
4. One floating date which may be scheduled as necessary by the City Council or Planning Commission.
5. In the event the submittal deadline falls on a weekend, the following Monday shall be the deadline.

Note: If any of the filing submittal deadlines are not used, the Planning Director may make a determination as to when it may be scheduled.

GENERAL PLAN AMENDMENT-
SITE PLAN

