



## City of Reedley

Community Development Department  
1733 Ninth Street  
Reedley, CA 93654  
(559) 637-4200  
<http://www.reedley.com>

### ***General Plan Amendment Submittal Requirements***

Please use this information sheet as a checklist to assemble materials required for your General Plan Amendment application and bring it with you when you submit your application. If you have any questions about any item requested or if you wish to obtain information on processing schedules, please call the Community Development Department at (559) 637-4200. Ext. 222. The following items must be submitted in order to process your application. If your plans are not legible, or do not contain the required information listed below, your application will not be accepted as complete for processing and/or may extend the length of time needed to review this project.

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- ☐ Completed Master Application Form
  - ☐ Environmental Assessment Form
  - ☐ Application Fee (Plan Amendment and Environmental Assessment)
  - ☐ Preliminary Title Report and/or Supporting Deed Document (prepared within 60 days of submittal).
  - ☐ Letter of Owner Authorization (if owner is not the applicant)
  - ☐ Exhibits (clearly depicting subject and all adjacent properties)
    - Three copies (11"x17") of each exhibit
  - ☐ Staff consultation: Based on project scope additional information and/or planning studies may be required:
    - Traffic Impact Study
    - Air Quality Analysis
    - Historic Resources Inventory
    - Market Analysis
    - Other: \_\_\_\_\_
  - ☐ Submit a CD containing all of the above requested documents in a PDF format.

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Operational Statement must include the following:

- ☐ Project Site Address
- ☐ Assessor's Parcel Number (APN)
- ☐ Acreage to be amended
- ☐ Describe any existing development on the property
- ☐ Describe existing and proposed General Plan land use designations
- ☐ Is existing zone district designation consistent with the proposed planned land use? (See General Plan 2030 Update, Table 2.3 - Planned Land Use and Zone District Consistency Matrix, Page 28)
- ☐ Describe how this proposed planned land use designation is complementary to the surrounding setting.

- ☐ Describe how this proposed planned land use designation helps to implement the General Plan 2030 goals and objectives.
- ☐ Describe any contact or discussion you have had with your surrounding neighbors or other potentially impacted by this proposal.

Exhibits must include the following:

- ☐ Sheet size of 11" X 17"
- ☐ Title Block, including date of preparation
- ☐ North Arrow and Scale
- ☐ Depict existing structures
- ☐ Vicinity map depicting four major streets (1/2 square mile)
- ☐ General Notes:
  - Name of Land Owners
  - Site Address and Assessor's Parcel Number (APN)
  - Existing and proposed land use designation
  - Existing and proposed (if applicable) zone district designation

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I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review this project.

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Applicant's Signature

Date