



GENERAL PLAN CONFORMITY FINDING

Purpose: A finding is an action taken by the Planning Commission to determine whether another action to be taken by a public agency conforms to the City's General Plan.

Application Meeting: General Plan Conformity Finding applications shall be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

Code Reference: California Government Code Section 65402.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check () the box if the item is required for your application.
- 1. A completed application form including:
 - Part I: Project information and property owner(s) signature authorizing the application. (For surplus property, current property owner(s) signature required; For property acquisition, prospective property owner(s) signature required.)
 - Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

■ 2. Plans including the following items:

■ a. Vicinity map showing a one-half mile radius of the site.

■ b. Accurately dimensioned site plan showing:

(1) Property lines.

(2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.

(3) Parking, vehicle circulation areas and driveways.

(4) Summary table providing lot size, gross floor area of buildings.

(5) Pedestrian ways and recreation areas.

(6) Toe-of-the-Hill and Ridgeline, where applicable.

(7) Fencing.

(8) Easements on the property.

(9) All land uses surrounding the project site.

■ 3. The number of plans to be submitted with the application are:

a. Ten (10) copies of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13".

b. One (1) copy of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

Your project planner will request you submit the following materials 21 days before your public hearing or action date.

c. Three (3) sets of full size plans.

- d. Fifteen (15) sets of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".
- e. CD-ROM with all the required plans in PDF format.

Full-size plans submitted should be no larger than 30" x 42".

If the project requires multiple application types, only submit the quantity of plans required by the type requesting the greatest number of sets.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Schedule Time Line: Complete applications for General Plan Conformity Findings are acted on by the Planning Commission generally within 40 days.

Appeal: Appeals of Planning Commission action are considered by the City Council. In either case, the appeal must be filed within ten days of the action appealed from. Contact the City Clerk's office at (510) 284-4060 for information regarding appeal of a Planning Commission action.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____