



# GENERAL PLAN AMENDMENT SCREENING REQUEST

**Purpose:** To provide an opportunity for the Planning Commission and City Council to screen potential General Plan Amendment applications that would result in land use changes allowing additional market rate housing, including mixed-use and mixed-income projects.

**Application Submittal Meeting:** General Plan Amendment Screening Requests may only be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

**Application Deadlines:** Applications received by **June 15<sup>th</sup>** (or the first business day following June 15<sup>th</sup>) will be assembled and placed upon a Planning Commission Agenda during the month of August and on a City Council Agenda during the month of September. Applications received by **November 15<sup>th</sup>** (or the first business day following November 15<sup>th</sup>) will be assembled and placed upon a Planning Commission Agenda during the month of January and on a City Council Agenda during the month of February.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this application submittal checklist have not been included. Applications will be reviewed for completeness within five working days. If specified submittal requirements are not provided, the applicant will be given five days to provide missing information. Otherwise, the application will be held over to the next review cycle.

**This Submittal Checklist is a part of your application:** This checklist shall be signed and returned with your other application materials. 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.

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

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

## Submittal Requirements:

### NOTE:

- Indicates an item that is always required.
- Indicates an item that 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.

### ■A. A completed application form including:

- Part I: Project information and the current property owner(s) signature authorizing the project proposal.
- 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.
- Part V: Development Statistics.

### ■B. A written project description organized by the following topics:

1. Existing and proposed general plan land use designation
2. Existing and proposed zoning designation.
3. Justification for the proposed land use change.
4. A detailed description of proposed development of the site.
5. Calculation of proposed net residential density (a “net” acre includes the area that can be used for development, including parcels for housing units, the private access streets and driveways that serve them, and private facilities and common areas developed for the use of project residents. Net acreage excludes public streets, public parks, utility easements that cannot be privately used, and lands that are unbuildable due to natural constraints such as flood plains and fault zones.)
6. Description of any known development constraints (e.g., potential historic resources, biological resources, geotechnical issues, etc.)

7. Proposed community benefits, including:
  - a. Specific details regarding how the proposed community benefits exceed standard requirements.
  - b. Specific terms and conditions of the proposed community benefits.

■C. Plans submitted in conjunction with the application shall include the following items:

1. Vicinity map showing a half-mile radius from the project site.
2. Context map showing the location and all land uses, structures, driveways, parking areas, trees, and drainage courses on the site and within 200 feet of the perimeter of the site. The context map may be on the site plan or submitted on a separate sheet.
3. A site constraints and opportunities analysis map. Consider: easements, natural features, views, access, topography, etc.
4. Schematic site plan showing:
  - a. Property lines.
  - b. General topography.
  - c. Location and general configuration of proposed land uses.
  - d. Existing and proposed vehicular, bicycle and pedestrian circulation.
  - e. Existing and proposed open space and/or recreation areas.
  - f. Easements on the property as identified in the preliminary title report.
  - g. Adjacent street rights-of-way and proposed street improvements, including median dividers.
  - h. Existing utilities (location of water, sewer, storm drainage, gas lines etc.)
  - i. Existing buildings to remain or proposed for removal. All buildings over 50 years of age may require subsequent analysis to determine if they are potential or eligible historic resources.
  - j. Existing trees proposed or required to be preserved showing trunk locations and accurate canopy outline. Groves may be shown in one outline.
  - k. Estimated net site area.

■D. Project Submittals. The number of plans and other items required to be submitted:

1. Seven (7) sets of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13").
2. Ten (10) sets of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
3. Seven (7) copies of the written project description.

4. One (1) web-ready (not to exceed 10 mb) pdf format copy of the plan set formatted to read as an 11" x 17" sheet.
5. One (1) pdf format copy of the written project description.
6. One (1) pdf format copy of any additional supporting documentation.

**Hearing & Other Notifications:** The City will require that you post a courtesy sign to notify passers by approximately one month before the Planning Commission hearing. Requirements and instructions for posting of an on-site courtesy sign is available online here: <https://fremont.gov/DocumentView.aspx?DID=4755>

The City will also notify all property owners, as well as business and residential tenants within a 300-foot radius. As with all other costs, you will be charged for staff time to 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:** Applications received by June 15<sup>th</sup> (or the first business day following June 15<sup>th</sup>) will be assembled and placed upon a Planning Commission Agenda during the month of August and on a City Council Agenda during the month of September. Applications received by November 15<sup>th</sup> (or the first business day following November 15<sup>th</sup>) will be assembled and placed upon a Planning Commission Agenda during the month of January and on a City Council Agenda during the month of February.

**Fees:** An initial deposit is due at the time of application submittal. Please view the Planning Application, found at [www.fremont.gov/permit](http://www.fremont.gov/permit), for the current deposit amounts. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_ For  
 proposal: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_