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## **HOW TO SUBMIT A GENERAL PLAN AMENDMENT APPLICATION**

- 1. PREFACE:** A General Plan Amendment is for projects that require a change to land use designations as set forth by the Inyo County General Plan that establishes where certain uses of land, building densities and other matters are established.
- 2. CONSULTATION:** To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.
- 3. PLANNING DEPARTMENT MAIN APPLICATION:** The Main Application Form must be completed in its entirety with the General Plan Amendment box checked and must be signed by the authorized property owner of the property for which the General Plan Amendment is being sought. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.
- 4. ENVIRONMENTAL INFORMATION FORM:** This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).
- 5. GENERAL PLAN AMENDMENT APPLICATION PACKAGE:** Submission of the following normally constitutes a complete application:
  1. One original Main Application Form with the General Plan Amendment box checked and the Environmental Information Form filled out.
  2. One original Processing Fee Agreement Form.
  3. At a minimum, one 18"x26" print and one 8.5"x11" print of the plot plan depicting the project for the requested General Plan Amendment. The plot plan must show the existing General Plan designation and the proposed General Plan designation. Frequently a General Plan Amendment is done in conjunction with a Zone Reclassification; a single plot plan can satisfy both a General Plan Amendment and a Zone Reclassification if both the general plan and zonings designations are indicated on the plot plan. The plot plan must also include parcel measurements (perimeter - each side, and area), and as appropriate (please consult with Planning Staff), depiction of existing buildings and measurements from each building to the parcel perimeter lines and between each building.

**6. FILING FEES:** Fees are required to initiate the processing of the General Plan Amendment. County fees for the General Plan Amendment application and environmental review are indicated on the Planning Department's fee schedule.

**NOTE: THIS APPLICATION REQUIRES A PUBLIC HEARING BEFORE THE INYO COUNTY PLANNING COMMISSION AND A PUBLIC HEARING BEFORE THE INYO COUNTY BOARD OF SUPERVISORS. YOU OR A REPRESENTATIVE MUST BE PRESENT AT BOTH TO ANSWER ANY QUESTIONS. FAILURE TO APPEAR MAY RESULT IN THE PUBLIC HEARING BEING CONTINUED OR THE APPLICATION DENIED.**