



#### RE: General Plan Amendment

Thank you for your interest in developing your property in the City of Sutter Creek. In order to amend a General Plan land use policy, designation or density on a parcel, an application must be made for a General Plan amendment. General Plan amendment applications are evaluated on the basis of environmental constraints, protection of historic resources, availability of public services, projected population and employment levels, planning policies, and other General Plan goals, objectives, and policies. Most General Plan amendments also require a concurrent zone change to maintain consistency with related plans and codes.

#### Procedure:

Upon receipt of an application for a General Plan Amendment, staff will review the history of the general plan land use designation of the parcel. Referrals are sent to various agencies for review. Based on those responses and staff review, additional information may be required. Staff will then prepare an initial study, and if no significant environmental impact is found, a Negative Declaration will be recommended. If impacts are identified, additional reports may be required.

After environmental review is completed, staff will evaluate the proposal for consistency with the goals, objectives, and policies of the General Plan. The project will then be set for public hearing before the planning Commission who will then make a recommendation to the City Council. Legal notices will be posted and mailed to neighboring property owners.

#### Required Application Materials:

1. Completed application.
2. Indemnification Agreement.
3. Site Plan
4. Required fees.