



General Plan Amendment Application

INSTRUCTIONS FOR FILING A PROPERTY DEVELOPMENT GENERAL PLAN AMENDMENT APPLICATION

Application Filing Fee: \$1,500.00

Prior to submittal of any General Plan Amendment application, a Site Plan Review must be conducted. If after a Site Plan Review it is determined that a General Plan Amendment is necessary, a General Plan Amendment application must be completed. Fees paid for a Site Plan Review may be deducted from the Application Filing Fee for the General Plan Amendment application. Building permits and plan check may be required.

The applicant shall prepare all required exhibits. All plans, legal descriptions and supporting documents must be submitted on sheets not less than 8 ½" X 11". Plans must be carefully drawn and easily readable. If a plan is not so drawn, it will not be accepted for filing. All applications not containing the required documentation will be returned and may result in delay of City Council consideration.

Decision by the City Council is final and not subject to appeal. Applications denied may not be submitted for consideration again in similar scope for a period of one (1) year from date of denial. Approved applications are subject to conditions of approval and applicable timelines.

Required Documents and application checklist:

Did You Include It?

1. **A completed General Plan Amendment application with detailed proposal description**
2. **PLOT PLAN** – Fifteen (15) copies drawn to scale containing at a minimum the following information (plans must be folded no larger than 8 ½" X 14" and include one clean 8 ½" X 11" copy to be scanned for public viewing):
 - a. Tile Block (including applicant's name, project name, date drawn, and directional indicators).
 - b. Property lines of the subject property, including dimensions.
 - c. Buildings, existing and proposed, showing location, size and setbacks from property lines.
 - d. Property data and calculations showing the following:
 - i. Lot dimensions and net lot area.
 - ii. Existing and proposed building areas.
 - iii. Building setback requirements and proposed building setbacks.
 - iv. Lot coverage calculations including lot coverage allowed and lot coverage requested (expressed in figures and as a percentage).
 - v. Floor area allowed, requested floor area, and floor area ratio.
 - vi. Existing and proposed building heights.
 - e. Exterior elevations and floor plans for all proposed and existing structures.
 - f. Location of structures on adjoining properties showing setbacks from property lines.
 - g. Street names, locations, and width of right-of-way.

- h. Easements, location, purpose and dimensions.
- i. Parking areas.
- j. Walls and fences, existing and proposed, showing type, location, and height.
- k. Landscaped areas, existing and proposed.
- l. Topography.
- m. Signs, location, height, dimensions and a copy, if applicable.
- n. Other outdoor structures and facilities; show location and use.

3. **LETTER OF JUSTIFICATION** – One (1) copy *written by the applicant* that clearly describes and explains the basis for the request, explain how it would benefit the community, and how the proposed exception is justified in reference to Municipal Code regulations.

For a General Plan Amendment to be approved, the City Council **must** make findings of fact that establish that the circumstances in the paragraphs below do apply:

- i. The proposed General Plan Amendment is consistent with other elements of the City's general pursuant to section 65300.5 of the State Government Code.
- ii. The proposed General Plan Amendment, if applicable, responds to changes made in State and/or Federal law pursuant to section 65300.9 of the State Government Code.
- iii. The proposed General Plan Amendment has been referred to the County of Orange and any adjacent cities abutting or affected by the proposed action, the local agency formation committee (LAFCO), and any Federal agency whose operations or lands may be affected by the proposed decision pursuant to section 65352 of the State Government Code.
- iv. That the proposed General Plan Amendment and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, welfare or morals.
- v. That the proposed General Plan Amendment will not contribute to a limiting of permitted uses in the adjacent residential land use designation.
- vi. A statement describing the consistency of the Proposed General Plan Amendment with the Existing Zoning Ordinance. If a Change of Zone is being processed concurrently, the statement shall discuss the consistency of the proposed General Plan Amendment with the Change of Zone.

4. **LEGAL DESCRIPTION** – One (1) copy of the property involved, including a description of easements and rights-of-way that provide access thereto. In some cases, a copy of the recorded grant deed may be required.

5. **PUBLIC NOTICE** – Furnish two (2) sets of self-adhesive labels for all persons whose names and addresses appear on the most recent assessment roll for Orange County as owning property within a distance of 300 feet from the exterior boundaries of the property to which the applications pertains. A radius map showing the property in question and the 300-foot radius must be included. The radius is measured by traversing 300 lineal feet from every corner extremity of the subject property. All properties within the radius, even if they intersect the radius line must be notified.

6. **FILING OF APPLICATION** – The applicant must present all exhibits in person at City Hall, 17855 Santiago Boulevard. Filing hours are 8 a.m. to 4 p.m. Monday through Friday. Applications must be submitted by the first Tuesday of

the month to be heard at the regularly scheduled City Council meeting held on the fourth Tuesday of the month. When all required documents and exhibits have been completed and accepted, the date of the public hearing will be set. The applicant or his authorized agent should be present at the public hearing.

A SEPARATE GENERAL PLAN AMENDMENT APPLICATION, TOGETHER WITH FEE, MUST BE FILED FOR EACH SEPARATE GENERAL PLAN AMENDMENT ON A SUBJECT PROPERTY.



General Plan Amendment Application

Please fill out this form completely in order to be considered for a General Plan Amendment. This form and all of the required documentation and applicable fees are due to the City of Villa Park no later than the first Tuesday of a month to be considered at the City Council Meeting on the fourth Tuesday of the Month.

Applicant Information		
Applicant:		
Address:		
Phone:	Fax:	
Email Address:		
Property Owner Information		
Name:		
Address:		
Phone:	Fax:	
Email Address:		
Property Information		
Address:		
Tract:	Lot #:	APN#:
Lot Size:		
Current Zoning Designation:		
Proposed Zoning Designation:		
Total Building Square Feet:		
Number of Stories:		

