

# AN APPLICANT'S GUIDE

## General Plan Amendment



### City of Pomona Planning Division

#### PURPOSE

The Pomona General Plan is a comprehensive statement policies for the City. A General Plan Amendment is required in order to change any text or maps in the General Plan. The most common type of General Plan Amendment is to the plan's Land Use Map. The Land Use Map establishes the city's intentions for all land in Pomona with respect to land use type, density or intensity, and open space preservation. Although state law permits a limited number of amendments to a General Plan each year, it is a document that should not be changed without careful consideration. The effectiveness of the General Plan as a policy document is in its consistency over the long term. Applications for General Plan Amendments are reviewed carefully by the Planning Commission and the City Council.

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#### APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One copy of completed and notarized application signed by the property owner
- ☐ One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property.
- ☐ List of property owners and occupants within 400 feet of proposed project typed on two sets of mailing labels. A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- ☐ Twenty (20) copies of a map/maps showing existing and proposed General Plan designation, land use, and zoning for the area within 400 feet of the subject site. Drawings must be to scale.
- ☐ 8½"x 11" reductions of the plans (site plan, floor plans, and elevations) on photographic paper (KP5) or equivalent.
- ☐ Environmental Information Form
- ☐ Fees - refer to fee schedule (also include two separate \$75 Environmental filing fee checks - make checks payable to Los Angeles County)
- ☐ A copy of title report or grant deed for the property