



GENERAL PLAN & DEVELOPMENT CODE AMENDMENTS

This application is to be used to initiate amendments to the text or map(s) of the General Plan and the Development Code. Amendments to the General Plan are considered four times each year; amendments to the Development Code should be consulted for the timing of the General Plan amendments.

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts. This is an Actual Cost application. The actual cost for a project is determined according to the time spent by personnel on that project and the associated personnel benefits, department overhead, and other costs incurred for that project.

GENERAL PLAN AND DEVELOPMENT CODE AMENDMENT INFORMATION AND PROCEDURES:

1. The Chino Hills General Plan is the long-range policy document, which guides the physical development of the City of Chino Hills. State law requires that all development be consistent with the text and maps of the General Plan. State law also requires that the Development Code be consistent with the General Plan; the two documents cannot designate different land uses for the same parcel of land. Before development can proceed, the plan must be amended.
2. The Development Code provides zoning and land use regulation, including landscape guidelines for the entire City, (except where the Development Code is specifically superseded by the provisions of a Planned Unit Development). The Development Code is required by State law to be consistent with the General Plan.
3. Applications to change land use designations, zoning, or text of the General Plan, or Development Code are reviewed by the Planning Commission for referral to the City Council. The City Council reviews the recommendations made by the Planning Commission on these matters.
4. Amendments to the General Plan may be made four (4) times each year. Amendments may be initiated at any time of the year and may be grouped for consideration with other applications.
5. Once a formal application is submitted, the application will be scheduled for a Project Review Committee (PRC) meeting, where staff from the different departments and divisions will comment on the proposal, discuss whether the application is complete or incomplete, and identify any corrections that are required on the plans. If the application is deemed incomplete and/or corrections are required, then the applicant shall submit the additional information that is required to make the application complete and provide revised plans. Once the revised plans are submitted, the PRC will review the plans, determine the completeness of the application (if the project was previously deemed incomplete), and identify any outstanding issues on the plans.
6. Once the application is deemed complete, the Project Manager will conduct an initial environmental review, called an "Initial Study", to determine if additional information is required to complete the environmental review. If additional information is not required, the Project Manager will determine the type of environmental document that is required for the project as required by the California Environmental Quality Act (CEQA), such as a Negative Declaration, or Environmental Impact Report (EIR). Subsequently, the Project Manager will prepare the appropriate environmental document and request Conditions of Approval

from the PRC. If an EIR is required for the project, the City will prepare the environmental document. The cost of preparing the EIR must be paid by the developer prior to the commencement of work on the EIR. Once the environmental document is complete and the project is ready for the Planning Commission hearing, the Project Manager will make the environmental document available for public review, send copies to the appropriate agencies and persons who request the document for review in accordance with the CEQA Guidelines, and provide notice of the public hearing in accordance with Chapter 16.58 of the Development Code.

7. The amount of information required for an application will vary, depending on the type and complexity of the amendment that is proposed. In all cases, the following information will be required.
 - a. A discussion of how the proposed amendment conforms to the goals and policies of the General Plan is to be provided.
 - b. If a change in goals or policies is proposed, the applicant must provide a discussion of how the changes reflect the community's desires as stated in the General Plan "Vision Statement". If the changes to the goals or policies are proposed, it must be demonstrated that the changes conform to all other goals and policies.
 - c. Where the proposed amendment does not conform to the Vision Statement and/or other goals and policies, clear information must be provided which demonstrates that community desires have changed sufficiently to accommodate the proposed change.
 - d. Need to show whether and how any currently planned infrastructure systems (including, but not limited to roads, water and sewer, drainage, and other systems) would need to be expanded to accommodate land uses or other changes resulting from the proposed amendment.
8. Before any amendment to the General Plan can be approved, the following findings must be made:
 - a. That the proposed amendment is in the public interest, and that there will be a community benefit resulting from the amendment;
 - b. That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
 - c. That the proposed amendment will not conflict with provisions of the Development Code, subdivision regulations, or any applicable specific plan; and
 - d. In the event that the proposed amendment is a change to the land use policy map that the amendment will not adversely affect surrounding properties.
 - e. With respect to all applications which seek to increase density for single-family detached residential development projects, including residential developments in the Planned Development District or in a PD Development, that a fiscal impact Analysis has been prepared as required by the City and paid for by the applicant. Further, this report shall include an analysis of the project's effect on the City's revenues, expenditures, service levels, capital improvement needs and project's ability to generate tax revenue.
9. Before any amendment to the Development Code can be approved, the following findings must be made:
 - a. That the proposed zone change is consistent with the goals, policies and objectives of the General Plan; and
 - b. That the proposed zone change will not adversely affect surrounding properties.
10. The filing of concurrent applications for all permits necessary to carry out a project is required. For example, if a proposed project involves a General Plan amendment and a Conditional Use Permit, both applications must be filed at the same time.
11. The length of the review and approval process will vary, depending on the proposed project and its complexity. Projects that require preparation of an Environmental Impact Report will generally require additional time, due to State mandated review periods for the Notice of Preparation and Draft

Environmental Impact Report. Staff may be able to provide a rough estimate of processing time when an application is submitted.

SUBMITTAL CHECKLIST:

ALL ITEMS MUST BE INCLUDED AT THE TIME OF SUBMITTAL

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHEMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

- One (1) copy** of a completed Land Use Application Questionnaire. All Owners must sign the Property Owner's Authorization Application Certificate. The notarized power of attorney must contain the names of all owners.
- One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.
- One (1) signed and dated copy** of the Hazardous Waste Site Certification.
- One (1) copy** of recorded Grant Deed, or Quit Claim Deed.
- One (1) copy** of the receipt of payment of Fire Review Fees or letter stating such fees are not applicable. (Payment of these fees may be accomplished at the Chino Valley Independent Fire District, located at 14011 City Center Dr., Chino Hills, CA 91709. Please contact the Fire District at Phone Number (909) 902-5280 regarding Fire Review Fees.
- Fifteen (15) copies** of the completed information required by Section 7 of the General Plan and Development Code Amendment Information and Procedures as listed on the previous page. All responses must be TYPED on a separate piece of paper.
- One (1) copy** of the appropriate assessor's map obtained from the Assessor's Office.
- If applicable, fifteen (15) copies** of the plot plan, drawn to scale to accurately delineate the proposed project or subject property, any improvements, current zoning and General Plan designations, present land use, and special features or landmarks. All other properties adjacent to the subject property shall be shown and shall include the existing land use, zoning, and General Plan designation.

Surrounding Property Owners Certification & Labels:

- One (1) copy** of the signed Certified Surrounding Property Owners' Certification (property owner information must be obtained from Assessor's parcel books in the County Assessor's Office). Please contact the Assessor's office at (909) 387-8307.
- Three (3) sets** and **one (1) Xerox copy** of mailing labels listing names and addresses of surrounding property owners which correspond with the 300' or 500' radius map. A 500' radius mailing labels are required for projects involving automobile maintenance, automobile service stations and car wash.