



GENERAL AND SPECIFIC PLAN AMENDMENT SUBMITTAL REQUIREMENTS

Planning Division

Revised: May 5, 2024

Overview

Amendments to the City's General Plan or Specific Plans (GP/SP) may become necessary when a project cannot adhere to the established land use designation or applicable policies/regulations. Such amendments can be initiated by a private party, the Planning Commission, or the City Council. Amendments to the General Plan or a specific plan generally take the form of changing the land use; e.g., from residential to commercial. However, sometimes these changes can take the form of text changes. Zoning changes may be done concurrently with a General Plan amendment to ensure that the designated zone is in conformance to the General Plan, so that exceptions, or variances, to the regulations do not become necessary.

California Environmental Quality Act (CEQA)

State law requires that all applications processed by the City be in compliance with CEQA. Your assigned staff member can give you preliminary information about what type of CEQA document is expected to be required for your project.

Copyrighted Material

The City is committed to ensuring that architectural drawings containing "protected" information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate a copyright infringement. When official copies of architectural drawings containing "protected" information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing "protected" information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional may submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

Submittal Requirements

The following submittal requirements, as specified below, are required for a GP/SP amendment application to be received. If the required materials are missing, clearly inadequate, or in an incorrect format, the application will not be accepted. Further, the submission of application materials must be provided in a singular submittal (i.e., items shall not be submitted piecemeal).

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

Data to Accompany a General/Specific Plan Amendment

All amendment requests shall be accompanied by the following supplemental data:

1. Completed [Universal Application](#), signed by the property owner. Alternatively, a letter of authorization from

the property owner will suffice. Include contact information for the legal property owner, applicant or authorized agent. Include the Environmental Questionnaire and Statement of Understanding.

2. Applicable filing deposit(s). **Note:** Charges for materials and staff time spent processing this application will be billed against this deposit. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Additional funds may be required if the cost of processing the application exceeds the initial deposit amount. All costs incurred in processing the application are required to be paid in full
3. A detailed project description (on a separate sheet and attached to the application). This information is critical for staff to fully understand your project and how you wish to operate. Much of this information will be used to explain the project to the approving body and the general public. In a narrative form, provide the following information (if applicable) in as much detail as possible.
 - a) **GP/SP Amendment:** Statement describing the specific changes being requested and the reason for it. Include the current GP/SP designation and the proposed GP/SP designation and any applicable development standards.
 - b) **Project Site Context:** Address and APN(s). Current zoning district. Acreage of property(s) affected. Major roads. Surrounding land uses. Current conditions of the site (i.e. vacant, developed, etc.). Special areas affecting the site (i.e. flood zone, biological habitat, etc.). This should include documentation of all existing building and uses on the subject property.
 - c) **Additional Applications/Entitlements:** Describe any additional applications/ entitlements that will be sought.
4. One copy of the preliminary title report on the subject property no more than 6 months old at the time of submittal.
5. An exhibit map drawn to scale showing the site and including north arrow.
6. Additional information as deemed necessary by the Community Development Department.

Public Hearings Required

General Plan amendments and Specific Plan amendments require one public hearing before the Planning Commission and one public hearing before the City Council. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper with the notice period conforming to what is required per the environmental document.

Appeal Process

There is no applicable appeal process for General Plan amendments and Specific Plan amendments. If the Planning Commission recommends denial of a rezone, the City Council will consider the application in a subsequent meeting, taking into account the Commission's recommendation. Decisions of the City Council are final.