

Application for AMENDMENT TO GENERAL PLAN

Planning Commission
Town of Corte Madera
Tamalpais Dr. & Willow St.
Corte Madera, Ca. 94925

For Staff Use	
Date:	_____
Rec. by:	_____
Fee:	_____
App. #	_____

Owner of Property: _____

Mailing Address: _____

Daytime Telephone: _____

Applicant
(other than owner): _____

Mailing Address: _____

Daytime Telephone: _____

Address or location of proposed revision: _____

Zone: _____

Current General Plan Category: _____

Proposed General Plan Amendment: _____

Explain why the proposed amendment is in the public interest: _____

I, the undersigned owner (or authorized agent with a letter of approval from the property owner stating that said agent may act on owner's behalf) of the property herein described, hereby make application for amendment of the General Plan of the Town of Corte Madera, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Application for Amendment To General Plan

Before a request for amendment of the General Plan will be considered by the Planning Commission, the following materials must be submitted at least one month in advance of the Planning Commission meeting:

1. Completed application (page 1 of this form).
2. Filing fee.
3. Eight (8) copies of a vicinity map, drawn at an appropriate scale, showing the dimensions of the property and the surrounding area.
4. Eight (8) copies of plans illustrating the proposed plan amendment and its relation to adjoining properties (if applicable).
5. One (1) set of site photographs (Polaroid OK) showing topography, vegetation and existing structures, as well as adjacent development, if applicable.
6. An application for an Environmental Assessment (available at Town Planning Department).

NOTE: ALL MAPS AND PLANS (EXCEPT VICINITY MAP) MUST BE DRAWN AT A SCALE OF 1/8" = 1' OR LARGER AND INCLUDE DATE, NORTHPOINT AND SCALE. THEY SHOULD BE FOLDED TO APPROXIMATELY 9" X 12" IN PACKETS CONTAINING ONE COPY OF EACH SHEET.

Application for Amendment To General Plan

The laws of the State of California do not permit local governments to amend their general plans more than three times in a given year. In Corte Madera, applications are heard in April, August, and December.

Many applications for General Plan amendments involve a change in land use. In these cases, applicants usually wish to obtain a rezoning for their property. State law requires that these two entitlements be separated. Therefore, no application for rezoning can be considered by the Planning Commission until two weeks after adoption of a related General Plan amendment.

General Plan amendments are often controversial, time consuming and expensive. Applications should be made only when there are compelling reasons for a change in the Plan. Applicants should also meet in advance with property owners, neighboring residents or other parties who may be affected by the proposed General Plan change.

The following list of steps are needed to process a General Plan amendment:

1. A preapplication conference with Planning Department staff at least three months prior to the desired date of hearing.
2. Submittal of completed General Plan Amendment Application and the required fee, along with an Environmental Assessment Application and the required fee.
3. Staff evaluation of proposed amendment to determine whether an Environmental Impact Report is needed. If so, a minimum of 60 days will be required to write the EIR and to conclude the minimum 30 day review period. The applicant is required to reimburse the Town consultants for costs incurred in preparing the EIR and for the staff time used. If an EIR is not needed, a Negative Declaration is prepared. The Negative Declaration document must be prepared at least ten days prior to a public hearing.
4. A staff report is prepared for the Planning Commission discussing the history of previous planning activities, the nature of the current proposal and the staff recommendations.
5. The Planning Commission holds a public hearing on the application for General Plan amendment, considers the staff report and reviews the EIR or Negative Declaration. A decision is then reached.
6. If the Planning Commission recommends that the General Plan be amended as proposed, the matter will be considered by the Town Council. If the Commission recommends denial of the application, the applicant may then appeal the decision to the Town Council by filing a letter with the Town Clerk within ten days of the Planning Commission action.
7. The Town Council considers the staff report, the Planning Commission recommendations, the testimony of the applicant and comments from the public hearing. A final decision is reached.