



**MODOC COUNTY PLANNING
DEPARTMENT**
203 WEST 4TH STREET
ALTURAS, CALIFORNIA 96101
(530) 233-6406
(530-233-6420 Fax)

Planning Commissioners
Jim Hays, Chairman
Jim Laacke, Vice Chair
Nancy Huffman
June Roberts
Dina McElwain

Planning Staff
KimeHunter, Director
Cameron Channell, Assoc. Planner
Melissa Carnahan, Admin. Assistant

GENERAL PLAN AMENDMENT
Application Packet

This packet provides detailed information regarding application to amend the General Plan in a readable format; however, it does not substitute for applicable provisions of law.

<i>Included in this packet:</i>	A. Statutory Authorization
	B. Application Filing.
	C. Application Processing
	D. Criteria for Review
	E. Final submittal / Requirements

Each element of the General Plan may only be amended four times a year; therefore, the Planning Department may not be able to accept your application or it may require that it be held until other applications are received. When the application involves an amendment to the text that may conflict with policies of the General Plan, the request may first be forwarded to the Board of Supervisors for a preliminary review and allocation of staff resources.

➤ *Please note that incomplete applications will not be accepted* ◀

A. STATUTORY AUTHORIZATION

The General Plan and the means for amending the General Plan are authorized under the California Government Code, Section 65300 et seq. The General Plan has been adopted by the Board of Supervisors to guide the growth and development of Modoc County. All zoning, capital improvement plans and development must be consistent with the General Plan.

B. APPLICATION FILING

After consulting with the Planning Department, submit all the following documents concurrently :		
✓	Item	Description
	Completed General Plan Amendment Application	<input type="checkbox"/> Detailed Application <input type="checkbox"/> Planning Application <input type="checkbox"/> Supplemental Information - The property owner must sign the applications or provide other written authorization
	Fees (payable to Modoc County Planning Department)	Minor - \$2000 + ER* / TM** Major - \$5000 + ER* / TM** Ag Re-designation - \$1000 + ER* / TM** <small>*Environmental Review = \$600 **Time & Materials = actual cost</small>
	Maps	<input type="checkbox"/> Submit a map, including the following: <ul style="list-style-type: none"> ○ Size: At least 8½"X11" but no larger than 11"X17"; reproducible quality and legible

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		<ul style="list-style-type: none"> ○ Draw to scale; include scale, north arrow, name of person preparing map ○ Indicate size of property and dimensions of exterior boundaries ○ Indicate location and size of all existing structures and improvements ○ Indicate location of any other features in the project vicinity that may affect or have bearing on the project ○ Indicate location of subject property in relation to surrounding properties
	Preliminary Title Report	Obtain a current Preliminary Title Report from the title company; it must include all properties involved in the amendment
The following items are required before the project will be approved		
✓	Item	Description
	Fish and Game Filing Fees	Fees apply to all projects subject to CEQA; exemptions may only be granted by the Department of Fish and Game (SB1535). <ul style="list-style-type: none"> □ \$1876.75 (payable to Modoc County) □ \$50.00 (payable to the Modoc County Clerk)

➤ *Please note that additional information or steps may be required after a decision is made on the project* ◀

C. APPLICATION PROCESSING

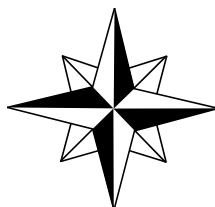
1. Within 30 days of receiving the application, the Planning Department will make the required notifications of application completeness. Incomplete or missing information will be requested and each re-submittal is subject to a 30-day check for completeness.
2. When an application is determined to be complete, the Planning Department will initiate the CEQA process. Depending on the nature and scope of the amendment, a negative declaration or environmental impact report may be required. At the conclusion of the environmental process, the matter will be placed on the Planning Commission agenda.
3. The Planning Commission will conduct a public hearing and will recommend that the Board of Supervisors approve, conditionally approve or deny the proposal.
4. The Board of Supervisors will set a hearing at which time they will approve, conditionally approve or deny the proposal. If any modification is made by the Board that has not been considered by the Commission, the matter must be referred to the Planning Commission for a report prior to the Board’s determination.

D. CRITERIA FOR REVIEW

1. Internal consistency with all the elements of the General Plan and other laws and regulations shall be maintained.
2. The amendment to the General Plan must be in the public interest.

E. FINAL SUBMITTAL

If conditions are made part of the approval, it is the responsibility of the applicant to present evidence of compliance to the Planning Department.





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Director
Kimberly Hunter

Planning Commissioners
Jim Hays
Chester Robertson
June Roberts
Nancy Huffman
Richard Hamel

SUPPLEMENTAL INFORMATION

The following is required, in addition to the Planning Application, in order to evaluate your project. Answer all questions to the best of your ability. If more space is required, please use a separate sheet of paper.

PART 1: GENERAL INFORMATION

- A. Project Location _____
Assessor's Parcel Number _____
Subdivision _____ Block _____ Lots _____
- B. Project Site: Total Area: _____ Access Road(s): _____
- C. Existing use of property: _____
- D. Provide a summary of the proposed project, including the size, purpose, phasing and uses.

- E. Do the owners presently own other contiguous property? Yes _____ No _____
If so, Assessor's Parcel Number(s): _____

PART 2: RESULTING PARCELS

Total number of resulting parcels: _____

For each resulting parcel, what is the parcel size and proposed access (i.e., county road number, name, easement, etc.)

- Parcel 1: Size _____ Access _____
- Parcel 2: Size _____ Access _____
- Parcel 3: Size _____ Access _____
- Parcel 4: Size _____ Access _____
- Parcel 5: Size _____ Access _____
- Parcel 6: Size _____ Access _____

PART 3: SERVICES / IMPROVEMENTS

- A. **Improvements:**
Existing _____

Proposed _____

- B. **Access:**
Existing _____
Proposed _____

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C. Water:

Existing uses of water on project site _____

Proposed water uses _____

Existing water source _____

Proposed water source _____

D. Sewage / Wastewater:

Existing uses that generate sewage / wastewater _____

Proposed uses that generate sewage / wastewater _____

Existing sewage disposal method _____

Proposed sewage disposal method _____

List any unusual wastewater characteristics of the existing / proposed uses. What special treatment processes are necessary?

E. Is electricity extended to the project site? Yes _____ No _____

F. Is telephone service extended to the project site? Yes _____ No _____

G. Name of agency that presently provides, will provide or could provide service to the project, if required:

(Please complete for all projects)

Elementary School _____

High School _____

Electricity _____

Telephone _____

Fire Protection _____

Hospital / Other Emergency _____

Water Supply _____

Sewage Disposal _____

PART 4: NOTIFICATIONS TO APPLICANT / CERTIFICATIONS

Pursuant to Government Code Section 65945, do you request to receive notice from the county of proposal types 1, 2, 3 and or 4 below, which may come before the county during the processing of this permit (you will only be notified of proposals that the county determines are reasonably related to your permit request):

1. Adopt or amend the general plan.
2. Adopt or amend a specific zone.
3. Adopt or amend the zoning ordinance.
4. Adopt or amend an ordinance affecting building or grading permits.

_____ Yes, notices for _____ (Specify 1, 2, 3 and/or 4). If yes, you must add \$5.00 to your application fee.

_____ No, I do not wish to receive notices for 1, 2, 3 or 4.

Pursuant to Government Code Section 65962.5, I have examined the Hazardous Wastes and Substances Sites List on file with the Planning Department, compiled by the State Office of Planning and Research, and certify:

_____ The site that is the subject of any project under this application is located on the list titled

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_____ in the above publication.

_____ The site that is the subject of any project under this application is not located on any list in the above publication.

Pursuant to Government Code Section 65943, this is an application for a development permit.

_____ Yes _____ No

PART 5: CERTIFICATION, AUTHORIZATION AND SIGNATURES

By signing this application, Modoc County Planning Department staff is authorized to enter your property for the purpose of project review. This authorization is valid from the date signed until the end of the project review period unless ongoing monitoring or maintenance are required.

I hereby certify under penalty of perjury that the information provided in this application is true, accurate and complete to the best of my / our knowledge. I also certify that I have read and understand the applicable application requirements pertaining to my project.

Owner(s) _____ Date _____

_____ Date _____

Applicant / _____ Date _____

Authorized Agent