



Planning Division  
245 E. Bonita Avenue  
(909) 394-6250

## **CHECKLIST FOR SPECIFIC PLAN AMENDMENT (Municipal Code Text Amendment)**



**A Specific Plan Amendment may be granted by the City Council where sufficient findings can be made to ensure that the change will be beneficial to the City and surrounding area and will be in conformance with adopted General Plan goals, policies and objectives.**

**The City's Specific Plan Amendment process has been developed pursuant to State Planning Law Section 65358. All specific plans are individual chapters in the San Dimas Municipal Code; hence, a Specific Plan Amendment is a Municipal Code Amendment.**

### **SECTION 1: Filing Requirements**

- ☐ 1. *Development Application Form.*
- ☐ 2. *Type a written letter of justification outlining the following:*
  - *Nature of the amendment request (location and proposed change). For example, what use or uses are desired and at what street address or addresses.*
  - *Sections of the Specific Plan affected (the applicant should read through the Specific Plan text and discuss what specific elements and sections would be directly affected in terms of the proposed change).*
  - *Reasons for the proposed amendment request and why the proposed change would be the best land use planning for the subject area and the City. (In determining whether or not to amend the Specific Plan, the City Council will evaluate the proposal in light of 1) does the proposed amendment conform to the goals, policies and objectives of the General Plan, and 2) are there changed conditions to warrant the amendment). Amending a plan to financially benefit the property owner, but not the community, is not sufficient grounds for granting such an amendment. Demonstrate a justifiable need in the community for more of the types of uses permitted in the plan than can be currently accommodated in the areas already designated for such uses. Explain why this particular property is more suitable for the desired use than other properties that already allow the use.*
- ☐ 3. *One original Part I of the Initial Study (Environmental Information Form), and all supporting environmental documents, in printed format. Also provide electronic copy (.pdf file format).*

### **SECTION 2: Filing Fees (See Fee Schedule for List of Fees)**

- ☐ *Specific Plan Amendment*
- ☐ *Public Notice Board, Mailings & Newspaper Ads*

**Contact the Planning Division to determine which of the following fees are applicable and the proper amount:**

- ☐ *Environmental Assessment*
- ☐ *Negative Declaration or Mitigated Declaration*
- ☐ *Environmental Impact Report*

*The applicant is also responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.*



## **SECTION 3: Application Process**

*By State law, specific plans are amended through the same process as the General Plan, except by ordinance*

**Pre-Application:** Before an official application is filed, we suggest that you meet with the Planning Manager to discuss the proposed amendment. In this pre-application meeting, the planner will explain necessary city regulations and provide you with any application processing information.

**Application Submittal:** The applicant submits their application according to the filing deadline, including the application fees and all submittal requirements listed above.

**California Native American Tribal Consultation:** Prior to any amendment, Senate Bill 18 adopted in 2004 requires the City to conduct consultations with California Native American tribes for “the purpose of preserving or mitigating impacts to places, features, and objects described in Sections 5097.9 and 5097.993 of the Public Resources Code that are located within the City.” Upon receipt of a complete application, the City will contact tribes. From the date that the City contacts a tribe, the tribe has 90 days in which to request a consultation. If a tribe requests consultation, then the City and tribe will begin consultation (i.e., “the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties’ cultural values and, where feasible, seeking agreement”). For further information about the consultation process, please refer to the State adopted guidelines at: [www.opr.ca.gov/SB182004.html](http://www.opr.ca.gov/SB182004.html)

**Hearings:** After the application is received, Staff initiates a preliminary review of the proposal in terms of the required Council findings. The City Council, based upon the information presented, determines whether or not the Specific Plan Amendment proceedings should continue. If the amendment is initiated by Council, then Staff will prepare a detailed analysis of the proposed amendment, including land use alternatives, and environmental documents required by the California Environmental Quality Act. A public hearing will be scheduled for the Planning Commission. The Planning Commission will consider the proposed amendment and make recommendations to the City Council. The final decision is made by the City Council at a duly noticed public hearing.

## **SECTION 4: Annual Filing Dates**

*GPA applications may be submitted two times per year:*

1. On or before February 1st
2. On or before August 1st

*In the event the submittal deadline falls on a weekend, the following Monday shall be the deadline. In the event the deadline falls on a City observed holiday, then the following business day shall be the deadline.*