

GENERAL PLAN AMENDMENT APPLICATION

On an annual basis, the Planning Commission and City Council hold hearings to consider privately-initiated proposals to amend the General Plan. This includes changing the land use designation of a property. See page 4 of this form for a summary of the steps. For amendment application due dates, go to www.envisionsj2040.org and view the Annual Review webpage.

FOR QUESTIONS - Speak with a City Planner at 408-535-3555 during these [phone service hours](#).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với người lập kế hoạch thành phố tại **408-793-4174**.

INSTRUCTIONS

As directed by a City Planner, apply for a general plan amendment by submitting an application package as outlined below:

FEES

An invoice for application fees will be provided after you submit the required items on the application necessary to provide staff with an accurate calculation of fees. The application is considered rejected until those items required for the application fees are provided and fees are paid pursuant to San José [Municipal Code Section 20.100.120](#). See the [Planning Fee Schedule](#) for fees. Initial fees and payment methods are listed at www.sanjoseca.gov/PlanningApplications. Review of your submittal will not begin until initial fees are paid. Full fees must be paid within 14 days of receiving the invoice.

APPLICATION PACKAGE

HOW TO SUBMIT

- Schedule your required appointment at www.sanjoseca.gov/PlanningApplications.
- During the appointment, you will email your application package. All documents, plans and forms must be saved as PDF files.

WHAT TO SUBMIT. Please include the following in your application package:

[GENERAL PLAN AMENDMENT APPLICATION](#) - This form, completed and signed

LEGAL DESCRIPTION of the property

VICINITY MAP - Outline site in center of map; please show:

- Names of streets surrounding the site
- Label all land uses within 500 feet of the site
- Place North arrow at top of map

EARLY CONSIDERATION PROCESS.

Please check this box if you are electing the Early Consideration process.

Applicants, at their discretion, may request an early consideration hearing by the City Council for continued processing of their proposed General Plan Amendment pursuant to General Plan Policy IP-3.11. For this process, applicants do not need to include a development permit application with their General Plan Amendment application, but the submittal of a development proposal and starting the CEQA scoping process is strongly encouraged. At the EC hearing, City Council can either deny the proposed General Plan Amendment proposal or direct staff to continue processing the application. If City Council directs staff to continue processing, you will need to submit appropriate CEQA documentation, rezoning application, and development permit applications to move the General Plan Amendment forward. When the review of all applications and environmental review process is complete, the General Plan Amendment application, rezoning, and development permit application will be scheduled for the Planning Commission and City Council hearings at the next available General Plan Annual hearing cycle. The Early Consideration hearing process will need additional processing time and fees.

Staff will assign

FILE #

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms.](#)

1. SITE INFORMATION FIND APN AT WWW.SCCASSESSOR.ORG

ASSESSOR'S PARCEL NUMBER/S (APN)

USE A COMMA BETWEEN MULTIPLE NUMBERS:

PROJECT ADDRESS/ES:

ZONING:	PARCEL SIZE GROSS ACRES:	CITY COUNCIL DISTRICT (find at WWW.SJPERMITS.ORG):
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GENERAL PLAN DESIGNATION - CURRENT

WWW.SANJOSECA.GOV/GPDESIGNATION:

GENERAL PLAN DESIGNATION - PROPOSED:

2. TYPE OF AMENDMENT CHECK ALL THAT APPLY

DIAGRAM AMENDMENT: LAND USE/TRANSPORTATION DIAGRAM TRANSPORTATION NETWORK DIAGRAM

TEXT AMENDMENT:

Enter General Plan page #

AMEND TEXT OF SPECIFIC PLAN OR URBAN VILLAGE PLAN **NAME OF PLAN:**

AMEND TEXT OF POLICY **NAME OF POLICY:**

AMEND TEXT OF CHAPTER **# AND NAME OF CHAPTER:**

AMEND TEXT OF SPECIFIC PLAN OR URBAN VILLAGE PLAN **# AND NAME OF APPENDIX:**

IF PROPOSING A TEXT AMENDMENT Enter below the existing General Plan text, then use strikeout to show proposed removal of text and underline to show proposed new text. Attach a separate sheet if necessary.

OFFICE USE ONLY

INTAKE DATE:	BY:	PAID: \$
COMMENTS		

3. PROJECT DESCRIPTION

	<i>EXISTING</i>	<i>TO BE DEMOLISHED</i>	<i>PROPOSED</i>
RESIDENTIAL USES IF ANY:	# UNITS:	# UNITS:	# UNITS:
NONRESIDENTIAL USES IF ANY:	SQ. FT. :	SQ. FT. :	SQ. FT. :

4. CONTACT INFORMATION

APPLICANT NAME:

NAME OF FIRM IF APPLICABLE:

APPLICANT MAILING ADDRESS:

APPLICANT PHONE:

EMAIL:

APPLICANT'S REPRESENTATIVE IF ANY:

REPRESENTATIVE MAILING ADDRESS:

REPRESENTATIVE PHONE:

EMAIL:

5. APPLICANT DISCLOSURE STATEMENT

I declare, under penalty of perjury, that the statements furnished in this application and in documents pertaining to the environmental information of the proposed amendment are complete, true, and correct to the best of my/our knowledge. If any of the facts represented here change, it is my responsibility to inform the City of San José.

SIGNATURE OF APPLICANT

DATE [MM/DD/YYYY]

PRINT NAME

A [Digital ID Signature](#) is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by San José Municipal Code [Section 20.100.110](#).

6. INDEMNIFICATION AGREEMENT

Applicant submitted an application to the City of San José Planning Division on (enter date): _____
for the following development approval/s: _____
_____ (the "Project").

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

- 1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San José ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
 - a. Any approvals issued in connection with any of the above described applications by City; and/or
 - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council.

Applicant's indemnification includes, but is not limited to, damages, fees and/or costs awarded against or incurred by City, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding, whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

- 2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
- 3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and for all costs and fees

incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding, and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.

- 4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - a. The counsel to so defend City; and
 - b. All significant decisions concerning the manner in which the defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.
- 5. City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
- 6. Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

• APPLICANT SIGNATURE

DATE [MM/DD/YYYY]

PRINT NAME

TITLE, IF ANY

A [Digital ID Signature](#) is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by San José Municipal Code [Section 20.100.110](#).

KEY STEPS OF THE GENERAL PLAN AMENDMENT PROCESS

The Envision San José 2040 General Plan is the adopted blueprint and land use policy that directs physical development of the City of San José. Maps that outline designations in the General Plan and that are helpful to applicants include:

- General Plan Land Use Map
www.sanjoseca.gov/GPdesignation
- Planned Growth Areas Map:
www.sanjoseca.gov/home/showdocument?id=22559

Annual Review and Amendments. Once a year, the Planning Commission and City Council hold hearings to consider proposals to amend the General Plan. As shown on the flow chart, several steps are required prior to the hearings. For amendment application due dates, view the Amendments and Annual Review webpage at www.envisionsj2040.org.

Environmental Evaluation. The California Environmental Quality Act (CEQA) requires that General Plan amendments undergo environmental review, and environmental certification is required in order for the City Council to consider an amendment request. Please submit your application well in advance of the hearing date so that the environmental review can be completed in time.

Evaluation Criteria. Criteria that City staff use to evaluate the appropriateness of a proposed amendment include:

- The proposal must be consistent with General Plan major strategies, goals, and policies. See the [General Plan’s Table of Contents](#) to find these items.
- The proposal must be compatible with surrounding land uses.
- Staff will also consider the proposal's impact on City services, including police, fire, park, library, sewer and transportation services.

Summary of Process Steps:



Questions? Speak with a City Planner at 408-535-3555. Visit www.sanjoseca.gov/Planning for phone service hours.