



Community & Economic Development Dept.
 2222 M Street, 2nd Floor
 Merced, CA 95340
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WEB: countyofmerced.com/planning

GENERAL PLAN AMENDMENTS

FILING REQUIREMENTS CHECKLIST

STEP 1	<p>APPLICATION SUBMITTAL. Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed Planning Permit Application with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> COMPANION PAGE	Completed General Plan Amendment Companion Page .
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule .
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed Environmental Form .
<input type="checkbox"/> EXHIBIT MAP (if applicable)	Applicable to land use designation changes. Map which identifies all properties involved and the existing and proposed land use designations shall be required.
<input type="checkbox"/> EXHIBIT TEXT (if applicable)	Applicable for changes to General Plan policy provisions. Proposed text which clearly indicates what text has been added and/or removed (See Exhibit Text Example).
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
STEP 2	APPLICATION PROCESSING
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.
PUBLIC NOTICE	Staff will schedule your project for a public hearing and prepare the required public notices and staff report summarizing the project and environmental analysis.
STEP 3	<p>APPLICATION DECISION. The Planning Commission will make a Recommendation in regards to your project to the Board of Supervisor. The Board will make a Decision on your project. The Board's Decision is final and conclusive. If approved, the Amendment will become effective immediately.</p>