Community & Economic Development Dept.
2222 M Street, 2nd Floor
Merced, CA 95340
TEL: (209) 385-7654
WEB: countyofmerced.com/planning

GENERAL PLAN AMENDMENTS

FILING REQUIREMENTS CHECKLIST

STEP 1	**APPLICATION SUBMITTAL**. Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted. 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.
☐ 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.
☐ COMPANION PAGE	Completed General Plan Amendment Companion Page.
☐ FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule.
☐ ENVIRONMENTAL FORM	Completed Environmental Form.
☐ 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.
☐ 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).
☐ 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	**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.

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PLANNING PERMIT APPLICATION

TYPE OF APPLICATION:

- ☐ Administrative Permit
- ☐ General Plan Amendment
- ☐ Major Subdivision
- ☐ Planned Development
- ☐ Temporary Use Permit
- ☐ Zoning Map Amendment
- ☐ Conditional Use Permit
- ☐ Major Modification
- ☐ Minor Subdivision
- ☐ Property Line Adjustment
- ☐ Variance
- ☐ Zoning Clearance
- ☐ Developer Agreement
- ☐ Minor Modification
- ☐ Minor Deviation
- ☐ Site Plan & Design Review
- ☐ Zoning Code Amendment
- ☐ Other: _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Property Address: _____

Brief Project Description: _____

CONTACT INFORMATION

Property Owner(s): _____

Mailing Address: _____

Email Address: _____ Phone: _____

Applicant: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Additional Agent: _____ Agent Role: _____

Mailing Address: _____

Email Address: _____ Phone: _____

SIGNATURES

We hereby certify that we have read the Merced County Planning Permit Application Terms and Conditions, and agree to all applicable terms and conditions.

_____ Owner (1)

_____ Owner(2)

_____ Applicant

_____ Date

STAFF USE ONLY

Submittal Reviewer: _____ In-Take Date: _____

Project #: _____ Application Fee: _____

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GENERAL PLAN AMENDMENT COMPANION PAGE

JUSTIFICATION STATEMENT

1. How is the proposed amendment consistent with all other provisions of the General Plan? Cite the specific General Plan and Community Plan (if applicable) policies that support the proposed amendment.

2. How will the proposed amendment affect public interest, health, safety, convenience, or welfare of the County?

FOR LAND USE DESIGNATION CHANGES ONLY

3. How is the affected project site able to accommodate the land uses associated with the proposed amendment and ensure that the proposed use(s) and/or development will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity? Discuss design, location, operating characteristics, shape, size, topography, public and emergency vehicle access, public services and utilities, public street improvements, and traffic.

STAFF USE ONLY

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ENVIRONMENTAL FORM

PROJECT INFORMATION & EXISTING CONDITIONS

Describe the project, including any new construction, demolition, relocation, phasing, and/or plans for expansion:

List and describe any other related local, state, and federal agencies permits/approvals:

Describe the natural characteristics on-site and nearby, include information on topography, natural slope, vegetation, drainage, soil stability, habitat, and any cultural, historical, or scenic resources:

FOR NEW CONSTRUCTION, ADDITIONS, AND REMODELS

By-Product	Estimated Generation:	Delivery/Disposal System	
Water:	gpd	☐ Well	☐ Public Services District
Sewage:	gpd	☐ Septic System	☐ Public Services District
Storm Water:	cu.ft		
Solid Waste:	cu.yd/day	gpd = gallons per day, cu.ft = cubic feet, cu.yd = cubic yard	

Grading			
Excavation:	cu.yd	Fill:	cu.yd
Dirt Exported:	cu.yd	Dirt Imported:	cu.yd

Describe construction timeline, equipment, and impacts (odor, noise, roadway/sidewalk closures):

DOES THE PROJECT INVOLVE:	YES	NO
1. Change in existing environmental features (vegetation, lakes, streams, rivers, hills, or ground contours)	☐	☐
2. Change in scenic views or vistas from existing residential areas or public lands or roads.		
3. Change in pattern, scale or character of the general area of project.	☐	☐
4. Significant amounts of solid waste or litter.	☐	☐
5. Change in dust, ash, smoke, fumes or odors in the vicinity.	☐	☐

STAFF USE ONLY

Project #: _____ Applicant: _____

DOES THE PROJECT INVOLVE:	YES	NO
6. Change in stream or groundwater quality or quantity or alteration of existing drainage patterns.	☐	☐
7. Substantial change in existing noise or vibration levels in the vicinity.	☐	☐
8. Site on filled land or on slope of 10 percent or more.	☐	☐
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	☐	☐
10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	☐	☐
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	☐	☐
12. Relationship to a larger project or series of project.	☐	☐
13. Creation of one acre or more of impervious surface area on the project site.	☐	☐

If you check "YES" to any of above, please explain how:

STAFF USE ONLY

Project #: _____ Applicant: _____