



**PLANNING DEPARTMENT**  
**Community Development Agency**

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**PRE-APPLICATION INFORMATION AND CHECKLIST FOR**  
**GENERAL PLAN AMENDMENT**

General Plan amendments can be processed four (4) times a year. Public hearings will be scheduled approximately on a quarterly basis throughout the year after applications are accepted or the County initiates such action.

Application for General Plan amendment shall include the following:

- 1. Letter of application explaining purpose of request, description of proposed uses, and other pertinent information. NOTE: In the past, the Board of Supervisors has rejected General Plan amendment requests not accompanied by a specific project application (e.g. tentative subdivision map, master plan, use permit, etc.).
- 2. Letter of authorization if landowner is being represented by another party.
- 3. Submit Assessor Plat Map(s) with subject project area outlined neatly with red pencil. NOTE: Assessor Plat Maps can be obtained from the Surveying and Engineering Department (500 Argonaut Lane, Jackson, CA) for putting the project map together.
- 4. Copy of deed(s) and legal description of all property within subject project area.
- 5. Completed Environmental Information Form and Indemnification Agreement.
- 6. Statement as to whether the project area is within 1000' of a military installation, beneath a low-level flight path or within special use airspace as defined in Section 21098 of the Public Resource Code and within an urbanized area as defined in Section 65944 (maps available in Planning Dept or on-line at <http://atlas.resources.ca.gov/>).
- 7. Planning Department Filing Fee: \$ \_\_\_\_\_  
Environmental Health Review Fee: \$ \_\_\_\_\_  
Public Works Agency Review Fee: \$ \_\_\_\_\_  
Amador Fire Protection District Fee: \$ \_\_\_\_\_  
Discretionary permits may be subject to a CA Fish & Wildlife fee: \$ \_\_\_\_\_
8. Application Form to be signed at the time of project presentation in the Planning Department.

**NOTE:** IT IS TO YOUR BENEFIT TO BE AS SPECIFIC AS POSSIBLE WITH YOUR APPLICATION INFORMATION.

**NOTE:** ALL GENERAL PLAN AMENDMENTS ARE SUBJECT TO SB 18 (TRIBAL CONSULTATION GUIDELINES).

**ENVIRONMENTAL INFORMATION FORM**

To be completed by applicant; use additional sheets as necessary.  
Attach plans, diagrams, etc. as appropriate.

**GENERAL INFORMATION**

Project Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_ File No. \_\_\_\_\_

Applicant/

Developer \_\_\_\_\_ Landowner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_

Existing Zoning District \_\_\_\_\_

Existing General Plan \_\_\_\_\_

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WRITTEN PROJECT DESCRIPTION** (Include the following information where applicable, as well as any other pertinent information to describe the proposed project):

1. Site Size
2. Square Footage of Existing/Proposed Structures
3. Number of Floors of Construction
4. Amount of Off-street Parking Provided (provide accurate detailed parking plan)
5. Source of Water
6. Method of Sewage Disposal
7. Attach Plans
8. Proposed Scheduling of Project Construction
9. If project to be developed in phases, describe anticipated incremental development.
10. Associated Projects
11. Subdivision/Land Division Projects: Tentative map will be sufficient unless you feel additional information is needed or the County requests further details.
12. Residential Projects: Include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected.
13. Commercial Projects: Indicate the type of business, number of employees, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
14. Industrial Projects: Indicate type, estimated employment per shift, and loading facilities.
15. Institutional Projects: Indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
16. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required.

**ADDITIONAL INFORMATION:** Are the following items applicable to the project or its effects? Discuss below all items checked "yes" (attach additional sheets as necessary).

YES NO

- 17. Change in existing features or any lakes or hills, or substantial alteration of ground contours.
- 18. Change in scenic views or vistas from existing residential areas, public lands, or roads.
- 19. Change in pattern, scale, or character of general area of project.
- 20. Significant amounts of solid waste or litter.
- 21. Change in dust, ash, smoke, fumes, or odors in the vicinity.
- 22. Change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- 23. Substantial change in existing noise or vibration levels in the vicinity.
- 24. Site on filled land or has slopes of 10 percent or more.
- 25. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.
- 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- 28. Does this project have a relationship to a larger project or series of projects?

**ENVIRONMENTAL SETTING**

- 29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site (cannot be returned).
- 30. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity (cannot be returned).
- 31. Describe any known mine shafts, tunnels, air shafts, open hazardous excavations, etc. Attach photographs of any of these known features (cannot be returned).

Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

For \_\_\_\_\_

**INDEMNIFICATION**

Project: \_\_\_\_\_

In consideration of the County’s processing and consideration of the application for the discretionary land use approval identified above (the “Project”) the Owner and Applicant, jointly and severally, agree to defend, indemnify, and hold harmless the County of Amador from any claim, action, or proceeding against the County to attack, set aside, void or annul the Project approval, or any action relating related to the Project approvals as follows:

1. Owner and Applicant shall defend, indemnify, and hold harmless the County and its agents, officers or employees from any claim, action, or proceeding against the County or its agents, officers or employees (the “County”) to attack, set aside, void or annul the Project approval, or any prior or subsequent determination regarding the Project, including but not limited to determinations related to the California Environmental Quality Act, or Project condition imposed by the County. The Indemnification includes, but is not limited to, damages, fees, and or costs, including attorneys’ fees, awarded against County. The County in its sole discretion may hire outside counsel to handle its defense or may handle the matter internally. Indemnification also includes paying for the County’s defense if it elects to hire outside counsel. Indemnification also includes compensating the County for staff time associated with the litigation. The obligations under this Indemnification shall apply regardless of whether any permits or entitlements are issued.

2. The County may, within its unlimited discretion, participate in the defense of any such claim, action, or proceeding if the County defends the claim, action, or proceeding in good faith.

3. The Owner and Applicant shall not be required to pay or perform any settlement by the County of such claim, action, or proceeding unless the settlement is approved in writing by Owner and Applicant, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, by their signature below, Owner and Applicant hereby acknowledge that they have read, understand, and agree to perform the obligations under this Indemnification.

Applicant:

Owner (if different than Applicant):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

PLOT PLAN GUIDELINES

1. Applicant's name
2. Project title and/or description
3. Outline of property with dimensions
4. Size, dimensions and distances from property lines of all structures on property and proposed project area
5. Location and distances from property lines and other structures of wells, creeks, rivers, etc. and other outstanding property features
6. Location, distance and names of nearest road intersection
7. Distance and name of nearest road to property
8. Parcel size and assessor plat map number
9. Scale of map and direction of north
10. Any other pertinent information pertaining to project

