



## GENERAL PLAN AMENDMENT

The General Plan is the City's basic planning document; it provides the blueprint for development throughout the community, promoting the orderly and balanced use of all city resources. The General Plan addresses all aspects of development, including housing, traffic land use, open space, safety, noise and public facilities. Any changes to the General Plan are reviewed carefully and require detailed studies and public hearings, and if approved would change the course of development in our city. Applications for an amendment to the General Plan should only be made when there are **compelling and significant reasons** for the change. Any proposed change to the General Plan should first be discussed with the planning staff in order to obtain initial guidance.

### Submittal Material

A minimum of the following material is required in order to submit a formal application for a General Plan Amendment (additional material may be required depending on the type of amendment proposed):

1. A **report** explaining the proposal and justifying the request.
2. **Title Report** which gives the metes and bounds of the parcel, or a lot, block and subdivision description. If you do not own the property, please submit a **letter of authorization** from the property owner stating that he/she authorizes your application.
3. **Deposit of \$5,000.** Project will be billed at actual cost.
4. Completed **Environmental Review Application** (if necessary). See brochure entitled "Environmental Assessment" for further information.

#### Community Development – Planning Services

P. O. Box 391, Redwood City, CA 94064  
1017 Middlefield Road, Redwood City, CA 94063  
(650) 780-7234, FAX (650) 780-0128

[www.redwoodcity.org](http://www.redwoodcity.org) – E-Mail: [planning@redwoodcity.org](mailto:planning@redwoodcity.org)

***If your proposed amendment involves a change in General Plan land use designations:***

5. Eight sets of plans showing the ***boundaries of the proposed zone change and all buildings on the site***. Recommended scale 1/8" or 1/10".

NOTE: All drawings furnished shall be folded to approximately 8 1/2" x 11".

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## Frequently Asked Questions

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### ***Who can propose a General Plan Amendment?***

The City Council, the Planning Commission, or any citizen or group of persons may request that the General Plan be amended. However, the General Plan amendment process is a lengthy one, and can significantly affect the City, its citizens, and the environment.

### ***How long does the General Plan amendment process take?***

The General Plan can only be amended by the City Council four times a year. Therefore, the processing time depends on scheduling the amendment for review, the number of public hearings and the type of studies required. ***The process will take six to twelve months.*** Some proposals can take much longer if they require complex study or if they are met with public opposition.