



GENERAL PLAN, DEVELOPMENT CODE, AND ZONING MAP AMENDMENT APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how an application requesting an amendment to the General Plan, Downtown Specific Plan, or the Development Code will be processed, what fees you must pay, and what plans and information you must submit. If you have any questions after you have read this information, please contact the Planning Division.

REVIEW AND APPROVAL AUTHORITY

The Development Code provides procedures for amending the General Plan, Downtown Specific Plan, and Development Code. The most common type of amendment is to the General Plan Land Use Diagram and Town Zoning Map to change the uses and density/intensity of development allowed on a property. An amendment to the General Plan, Downtown Specific Plan, or Development Code cannot be approved by the Town Council unless the Council makes special findings. The special findings are listed in the submittal requirements checklist under "Letter of Justification."

The Town Council is the approval authority for all amendments. Your application will be forwarded to the Planning Commission first who will make a recommendation to the Council on the approval or denial of the amendment. Please see the "Public Hearing Information Sheet" for additional information on hearing format and presentation expectations.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your amendment application are summarized below:

1. Within thirty (30) days, but usually within five days, after submittal of the application, plans and fee deposit, staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is complete, Town staff will route the plans and materials to Town Departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to the applicant for your information. At this stage of the review process, staff will analyze the agency comments and the project to determine if additional information is required to determine if the mandatory findings for variance approval can be made. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required.
3. If additional information is not needed, staff will continue with the review of the amendment application and the preparation of an environmental document, most likely a Negative Declaration. When staff completes the environmental document and is ready to forward the application to the Planning Commission and Town Council for their consideration, a public hearing will be scheduled, and a public notice will be published in the newspaper and given by mail to surrounding property owners and other interested parties of the hearing. At the public hearings, the public including neighboring property owners and residents will be given the opportunity to provide input.

4. Staff will then complete the staff report that includes a staff recommendation on the approval or denial of the amendment and any recommended conditions of approval. The staff report on the application will be provided in writing to the applicant at least five days prior to each public hearing.
5. At the Planning Commission public hearing, the Commission will consider the staff report and all written and verbal input submitted on the amendment application by the applicant and any other interested party. At the conclusion of the hearing, the Commission will take action to recommend approval, conditional approval, or denial of the amendment. This recommendation and the findings in support of the recommendation will be made in the form of a resolution and will be forwarded to the Town Council. At the Council public hearing, the Council will consider the Commission's recommendation and all written and verbal input submitted on the application including that input provided at the Council hearing. At the conclusion of the hearing, the Council will take action to approve, conditionally approve, or deny the amendment. A written report on the Council's action and findings of the action taken at the public hearing will be provided to the applicant and other interested persons after the hearing.

APPEAL

Because the final action on an amendment is taken by the Town Council, there is no appeal process.

FEES

The fees for processing the amendment application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (e.g. publication costs for the hearing notice). A fee deposit must be submitted with the application to cover these anticipated costs. If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process. The fee deposit that must be submitted with each application is:

General Plan or Specific Plan amendment	\$7,500.00
Development Code text or Zoning text amendment	\$6,500.00
Zoning Map amendment	\$6,500.00

A Nevada County Department of Environmental Health fee of \$132.62 and a Nevada County Environmental Health "Agreement to Pay Form" will also be required to be submitted along with the application fee deposit. The environmental health fee may be added to the application fee deposit into one check or money order made payable to the Town of Truckee.

SUBMITTAL REQUIREMENTS

The items listed in the "General Plan/Development Code Amendment Application Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

If a project application will be submitted in conjunction with the amendment, all items required for the specific land use permit (e.g. use permit) must also be included as part of your application package.

General Plan/Development Code Amendment Application Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

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- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Nevada County Environmental Health Fee Agreement and \$132.62 fee (if required) made payable to the Town of Truckee.
- 3. Fee deposit made payable to the Town of Truckee.
- 4. Legal Description – If applicable, the lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 5. Affected Property Owner's (APO) Notification Map & List and Stamped, Addressed Envelopes. This is required if the application involves an amendment to the General Plan Land Use Diagram or Zoning Map. (See the APO Notification information sheet on how to complete the APO map and list and to prepare the envelopes.)
- 6. Letter of Justification – Provide a letter that discusses the following items:
 - a. Requested Amendment. A summary of the amendment(s) requested. If the request is for a text amendment, the summary must include the text proposed by the application.
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your variance request.)
 - 1) The proposed amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan and any applicable specific plan.
 - 2) The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the Town.
 - 3) For Development Code or Zoning Map amendments, the proposed amendment ensures and maintains internal consistency with other applicable provisions of the Development Code.

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4) For Zoning Map amendments, there is adequate capacity available in the community sewer and water systems to serve the potential development, and the site is physically suitable for the requested zoning designation(s) and anticipated land use development(s). Factors considered to evaluate suitability shall include access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints.

8. Site Plan – For applications involving an amendment to the General Plan Land Use Diagram, Downtown Specific Plan Land Use Map, or the Zoning Map, a site plan must be submitted with the application. The site plan must be of sufficient scale to show all information clearly and must be readable and understandable. If the plan is not legible, the application will not be accepted. Ten full-size sets of plans and one reduced copy (11" x 17") must be submitted, and the plans must be folded. Some of the plan requirements below may be modified or waived by a Community Development Department planner for smaller projects if that information is not necessary for the project review. However, you are responsible for providing the information unless you have a written waiver from a planner.

a) General Information

- Assessor's Parcel Number and Street Address

- North arrow and scale

- Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels

- Distance and bearings of property lines

- Existing topography indicated with contour lines of not greater than a 2-foot interval, including natural features, to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).

- Location and elevation of 100-year flood plains within the property and within 100 feet of the property.

- For properties along Donner Lake, the historic highwater mark of Donner Lake (elevation 5,935.8 feet ASL)

- Location, width, and purpose of easements within the property (e.g. recreational, drainage, public utility, snow, and access easements).

- Location, type, and specifications of any existing and proposed utility lines (above and underground) within the property

- Existing (natural) grade elevations and contours at 5-foot intervals

- Location of slopes between 20% and 30%

- Location of slopes greater than 30%

- Direction and method of stormwater runoff from buildings and impervious surfaces to on-site retention/treatment facilities and to off-site drainage facilities (*Section 18.30.050*)

- Type and location of retention/treatment facilities and drainage facilities

b) Streets, Parking, and Driveways (*Chapters 18.48 & 18.50*)

- Alignment, width (including turning radii), and names of streets and access easements (indicating private or public) that border or are located within the site, including nearby intersections with full dimensions. Show the distances from proposed and/or existing driveways on the site to proposed and/or existing

driveways on the same and opposite sides of the streets that form the project boundaries.

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- Location and width (including turning radii) of proposed and existing driveway improvements within the property
- All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks including pavement markings and stripings
- Typical dimensions and location of parking spaces (including type), parking aisles, and driveways and the proposed striping
- Improvements to provide handicap accessibility from parking spaces to public entrances of buildings including striping, sidewalks, and ramps
- A summary of total parking provided on the site.

c) Buildings and Other Structures

- Location, dimension, and type/use of existing buildings adjacent to and within 150 feet of the project site.
- Location and dimension of existing and proposed buildings and structures on the project site. Show both wall lines and eave lines.
- Location and heights of all walls, fences, and gates with details, materials, and construction method (*Section 18.30.070*).
- Dimensions of building setbacks from property lines (*Section 18.30.120*) and 100-year flood plains (*Chapters 18.34 & 18.38*).
- Location of all trash enclosures and proposed screening for enclosures. The minimum interior width of dumpster enclosures shall be 10 feet, and should be located a minimum of 10 feet from any structures to allow truck maneuverability. If trash enclosures are not proposed, provide a project description on how the project will meet solid waste and recycling materials storage requirements (*Section 18.30.150*).

d) Other Information

- Statistical inventory describing the following:
 - Site area in square feet (in acres for sites over 5 acres)
 - Area covered by building footprint(s) in square feet
 - Area covered by parking spaces and aisles, driveways, and other impervious surfaces in square feet
 - Percentage of the site covered by buildings and impervious surfaces
 - Total floor space and floor space in square feet devoted to different uses (e.g. office, retail, storage) and the percentage of the total floor space devoted to each use
- Location and dimensions of septic tank and leach lines including replacement area within the project site
- Location of wells within the project site and within 150 feet of the site

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the

attached application submittal.