



County of San Diego, Planning & Development Services
**GENERAL PLAN AMENDMENT REQUEST
PROCEDURE**
ZONING DIVISION

It is the Policy of the Board of Supervisors that any privately initiated General Plan Amendment to the County General Plan is given a preliminary review for conformance with the County General Plan to identify issues which may make the General Plan Amendment request infeasible.

FILING

Applicants seeking to initiate a [General Plan Amendment](#) are subject to the following two step process. Please refer to [Board Policy I-63](#) for more information on each process.

Step 1, a General Plan Amendment Initial Consultation, which is optional. This Step is similar to the existing Planning & Development Services (PDS) Initial Consultation process. Applicant's submittal requirements are limited to the requested General Plan change(s). The purpose of this Step is to allow early initial review without requiring an applicant to submit a large upfront deposit.

Planning or Sponsor Group and/or Design Review Board review is not required for the General Plan Amendment Initial Consultations.

Step 2, General Plan Amendment Major Pre-Application Meeting, is required for all privately initiated General Plan Amendments. This Step is similar to the Major Pre-Application Meeting requirement applicable to all discretionary projects. Please note that those deciding to bypass Step 1 must acknowledge their decision when submitting a request for a General Plan Amendment Major Pre-Application meeting.

The applicable Community Planning Group shall be notified of the Pre-Application request however Planning or Sponsor Group review is not required for the General Plan Amendment Major Pre-Application Meeting.

POLICY I-63 COSTS

- Cost to file a General Plan Initial Consultation consists of a \$4230 flat fee however applicants have the option of paying the standard Initial Consultation meeting fee available to other project types in lieu of the General Plan Amendment Initial Consultation fixed fee when a simpler General Plan Amendment is being requested.
- A General Plan Amendment Major Pre-Application Meeting is required to pay the existing PDS deposit associated with Major Pre-Application meetings. This deposit may be reduced if an applicant has conducted the General Plan Initial Consultation.

REVIEW TIMELINE

Within two weeks following an Initial Consultation and/or Major Pre-Application meeting a Scoping Letter will be issued to the applicant. The Major Pre-Application meeting Scoping Letter will be forwarded to the applicable Community Planning or Sponsor Group. The Scoping Letter will summarize the Planning & Development Services review and identify any major project issues that could render a General Plan Amendment request infeasible or pose challenges to approval.

The party financially responsible for processing the General Plan Amendment shall be required to provide a signed copy of the Initial Consultation (if applicable) and Major Pre-application Scoping Letter acknowledging that they have reviewed the Scoping Letter when filing their application for a General Plan Amendment.