



CITY OF DUBLIN

Community Development Department

GENERAL PLAN AMENDMENT (GPA) and/or SPECIFIC PLAN AMENDMENT (SPA)

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- ☐ **Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- ☐ **Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- ☐ **Processing Fee Agreement Form**
- ☐ **Written Statement** Describe the requested use in detail and give reasons why the application should be approved. Provide factual information supporting the following:
 1. The proposed change to General Plan designation (if map change) and/or policy (if text change).
 2. Your reasons for proposing the General Plan Amendment.
 3. How the General Plan Amendment will benefit the City of Dublin.
 4. Address each element of the General Plan and policy of an applicable Specific Plan of the City of Dublin and describe how each element/policy will be affected by the proposed amendment.
 5. Describe how the proposal will be compatible with surrounding land uses, enhance the development of the general area, and create an attractive and safe environment.
 6. The physical suitability of the site for the type and intensity of land uses proposed.
 7. The potential of the property where the project is proposed located to contain a hazardous waste and substances site (pursuant to Government Code Section 65962.5).
- ☐ **Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- ☐ **Public Notice Materials**
 1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
 2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
 3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- ☐ **Project Plans**
 - 1 **Vicinity Map** showing the site in relation to nearest cross streets
 - 2 **General Plan Amendment Diagram:** drawn to 1" = 20' scale and fully dimensioned. The diagrams must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The diagrams must graphically and understandably describe the proposal. The plans must show the following:
 - a. North arrow and scale.
 - b. General plan amendment area boundary.
 - c. Existing and proposed land use designations.
 - d. Location and arrangement of existing and proposed land uses on site, and within 300 feet beyond the general plan amendment area boundary.
 - e. Existing topography (dashed line) and proposed or finish grade contours (solid line) at one-foot intervals (slopes 3:1 or greater shall be five-foot intervals).
 - f. Physical features such as creeks, streams, vernal pools, faults, flood zones and slide areas must be shown.

- g. Location of all public uses including but not limited to parks, schools, and trails.
 - h. Existing trees including, the species (common name), size, condition, and location. Any trees proposed to be removed shall be identified.
 - i. Existing and proposed locations of all freeways, arterials and collector streets.
 - j. Summary of development calculations including:
 - k. Site area (gross and net)
 - l. Maximum densities for residential and non-residential development
 - m. Maximum number of residential units
 - n. Floor area of all non-residential buildings and uses
- ☐ **Aerial Photo** legibly showing a direct overhead view of the project site and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.
- ☐ **Traffic Data** Specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department. for additional information.)
- ☐ Special Information or information in such form and number as may be required by the Planning Division

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or planningpermits@dublin.ca.gov.