

**CALAVERAS COUNTY**  
**COMMUNITY DEVELOPMENT AGENCY**  
GOVERNMENT CENTER  
891 MOUNTAIN RANCH ROAD  
SAN ANDREAS, CA 95249  
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**GENERAL PLAN, COMMUNITY PLAN, SPECIAL PLAN,**  
**or SPECIFIC PLAN AMENDMENT**  
INSTRUCTIONS FOR FILING APPLICATION

This list is intended to meet the requirements of Government Code Section 65940.

1. **Application Form** shall be properly filled out and signed by owner (s) of property and applicant (s). All property owners shall sign or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a Resolution from the corporation authorizing this application shall be submitted.
2. **All Applications must go through a pre-application review process prior to acceptance. Applications will be reviewed by appointment only, and will not be accepted over the counter or through the mail.**
3. **Existing Land Use Information** shall be properly filled out.
4. **Application Fees:.....\$ 5,572.00**  
***NOTE:*** Multiple applications submitted at the **same time** for the **same property** save the County time and money and that savings is passed on to applicants. For concurrent applications, the total fee is 100% of the highest fee and 50% of all other **Planning Department** application fees (**Public Works and Environmental Health application fee portions are still calculated at 100%**).
5. One copy of the current **County Assessor's Map** with the property of the proposed land use delineated shall be submitted with the application.
6. One copy of the **Current Deed** from the Official Records of the County shall be submitted with the application. If the deed shows a corporation as the owner, a copy of a Resolution from the Corporation authorizing this application, shall be submitted.
7. A **Development Plan** may be required by the Planning Department as part of the application. Consult with the Planning Department to determine whether or not it will be necessary.  
**Development Plan Requirements:** The Development Plan shall contain the following information in order that a complete evaluation may be made by the decision-making bodies. The Plan shall be drawn to a scale (on sheets of 8 1/2" x 11" or larger) which gives all information legibly and the Plan shall indicate clearly and with full dimensions,

the following information:

- (a) Vicinity map. This map must show how to get to the subject property from the nearest community and indicate its position in the Section that it is located.
  - (b) Property dimensions and acreage.
  - (c) North arrow and scale.
  - (d) Locations of all road, utility, and other easements, septic tanks, utility lines (both above and underground), and other manmade features.
8. General Plan amendments must be processed properly in accordance with the State laws. The State laws allow four (4) amendments each year. Calaveras County has established four (4) processing periods as follows:
- Application Deadline
- January 1  
April 1  
July 1  
October 1
9. If a Zoning Amendment, Parcel or Final Map, and/or Conditional Use Permit is needed to match the proposed amendment or development, an appropriate application shall be submitted concurrently.
10. According to Section 65943 of the California Government Code, your application shall be reviewed within thirty days and you or your agent shall receive written notice regarding the completeness of your application. According to Section 65944 (C), additional information may be requested in order to comply with division 13 of the California Public Resources Code. The aforementioned application requirements Items 1 through 7, are necessary for a complete application. Any application which is submitted in person or by mail, lacking the required information will not be accepted.

*Revised 07/08*