

Annual Planning Survey (APS) Submission Guide

Step 1: Review this submission guide to prepare for answering the survey questions.

Step 2: Coordinate across internal departments as needed to gather information and answer questions. This is an important step as some questions may encompass the scope of multiple departments, varying by jurisdiction. This also helps ensure a single response from each jurisdiction.

Step 3: Click the link to open and complete the survey: [2025 Annual Planning Survey](#)

The survey asks for the following:

1. Jurisdiction details (jurisdiction type, charter city status, jurisdiction name, county, Metropolitan Planning Organization [MPO], Council of Governments [COG] and other regional collaborative affiliations).
2. Planning department information (website, name, title, email and phone number of planning director or equivalent, title of planning director or equivalent, street address, mailing address).
3. A link to the most recent version of your jurisdiction's General Plan (link to an online PDF or your jurisdiction's webpage).
4. The status and timing of your jurisdiction's General Plan Elements and Local Hazard Mitigation Plan (LHMP) updates.
5. What plans your jurisdiction has used to implement your General Plan.
6. What financing/funding mechanisms your jurisdiction has used to update and amend your General Plan.
7. What technical issues you have encountered during a General Plan update process.
8. The level of staffing capacity your agency currently has to address a variety of planning topics.
9. The topics your jurisdiction would like to receive planning technical assistance on, from the state.
10. What form of planning technical assistance your jurisdiction would like to receive.
11. What data and/or tools your jurisdiction uses in climate adaptation and resiliency planning and implementation.
12. Which state guidance documents your jurisdiction uses in climate adaptation and resiliency planning and implementation.
13. The tools, metrics and/or criteria your jurisdiction uses to define equity priority areas/environmental justice communities, and to address racial, economic and environmental inequities in those communities.
14. What your jurisdiction is doing to build relationships with, empower and meaningfully engage residents in the planning process.

15. How your jurisdiction addresses equity in the General Plan and other planning processes.
16. How your jurisdiction engages with Tribal governments.
17. How your jurisdiction engages people with disabilities, older adults, children, limited English proficiency and transportation disadvantaged communities (i.e. Communities with Access and Functional Needs) in the development and implementation of your LHMP, General Plan and other planning processes.
18. What strategies your jurisdiction has adopted to promote sustainable transportation modes and reduce Vehicle Miles Traveled (VMT).
19. What strategies your jurisdiction has adopted to promote infill development and/or affordable housing.
20. What strategies your jurisdiction has adopted related to conservation and open space.
21. What strategies your jurisdiction has adopted that explicitly promote health equity and ensure equal opportunity to resources necessary for healthy living.
22. What strategies your jurisdiction has adopted related to decarbonization.

Coastal jurisdictions will also be asked:

23. What tools and resources would be most useful to develop a sea level rise plan pursuant to SB 272.
24. What barriers you are facing to implementing proposed sea level rise projects and/or planning initiatives.

Step 4: After completing the form, agencies will see a confirmation message at the end. Please take a screenshot of this message for your own records.

If you have any questions or concerns, please contact LCI's Planning and Land Use team at planning@lci.ca.gov