General Plan Annual Progress Report (APR) Submission Form: Step-by-Step Guide

This step-by-step guide provides the same instructions as are listed in the General Plan APR Submission Memo, please reference that document [insert link here] to learn more about the APR's background and purpose, and for formatting guidance.

Step 1: Open the link: https://arcg.is/CC4eO2

General Plan Annual Progress Report (APR) Submission Form

Step 2: Answer the questions when prompted. Guidance for how to respond to each question is provided in this section.

The form asks the following questions:

1. *Appropriate contact information (name, department, email, phone number)*
2. *Agency and jurisdiction information (agency name, website, name of planning director or equivalent, title of planning director or equivalent, email, phone, street address)*
3. *Jurisdiction type (city, county, city/county)*
4. *Name of jurisdiction (city name, county name)*
5. *Reporting period type of General Plan APR being submitted (fiscal or calendar)*
6. *Reporting period of General Plan APR being submitted*
7. *Date of presentation or acceptance of GP APR to local legislative body. Planned dates are acceptable as well.*
8. *Resubmittal (yes, no)*
9. *Reporting period of resubmittal*
10. *Required element update information (initial adoption year, adoption of most recent update, [optional] expected adoption year of update in progress, [optional] launch year of intended update)*
11. *General Plan APR Submission (as a file or as a hyperlink—NOT GOOGLE DOCS OR DROPBOX)*
12. *Housing Element APR Submission (as a file or as a hyperlink—NOT GOOGLE DOCS OR DROPBOX)*
13. *OPTONAL Feedback questions to rate GP APR process effectiveness, provide written feedback, share about data gaps faced by the jurisdiction, provide links to jurisdictions land use maps, municipal code, and any additional planning mechanisms used to implement the General Plan*

The General Plan APR should be in ***Microsoft Word (doc, docx) or PDF format***, and submitted as one file. Please note, agencies should also be cognizant of the ***16 MB*** file size limit.

If you are unable to upload the General Plan APR, LCI will accept hyperlinks. Please note, ***LCI is unable to accept Google Doc and Dropbox hyperlinks.***

Step 3: 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 lci.apr@lci.ca.gov.