



General Plan Annual Progress Report Overview

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GOVERNOR'S OFFICE OF PLANNING AND RESEARCH (OPR)

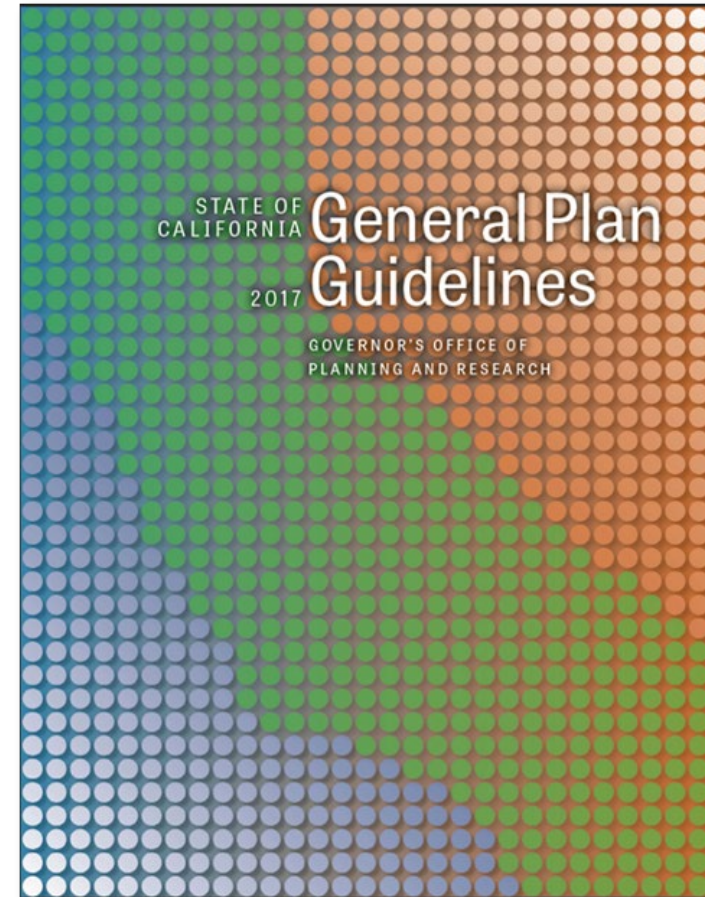
General Plan Overview

Required Elements

- Land Use
- Circulation
- Housing
- Conservation
- Open Space
- Noise
- Safety
- Environmental Justice*
- Air Quality*

Topical Considerations

- Climate Change
- Public Health
- Equity
- Resilience
- Economic Development



What is the
General Plan
(GP) Annual
Progress Report
(APR)?

A report to the legislative body and public regarding the implementation of the General Plan for a given year (can be fiscal or calendar)

The GP APR must be presented to the local legislature for review and acceptance, usually as a consent or discussion item on a regular meeting agenda

APR Deadline

All local jurisdictions (cities and counties) are required to submit an APR to their legislative body, OPR, and HCD by **April 1st** each year.

- Effective January 1, 2019, SB 1333 removed the charter city exemption for this requirement. See [GOV 65700](#), Amended by Stats. 2018, Ch. 856, Sec. 3.
- Housing Element APR is separate from the GP APR, and must be submitted to HCD and follow HCD's requirements (see HCD's presentation for details)

GP APR Content Considerations



No standardized form or format



Does not need to include all elements



It can borrow from other jurisdiction reports if it relates back to the implementation of the GP such as "performance reports", "budget reports", or "state of the city" reports.



Reporting on planning activities is required even when undergoing a comprehensive update

Suggested GP APR Contents

- Introduction, Table of Contents, Date of last GP update, Date GP APR accepted by local jurisdiction
- GP Implementation measures and specific examples of implementing actions for the year
- The degree of concurrence with OPR guidelines and new GP requirements (e.g., Environmental Justice, Native American consultation, collaboration with military, etc.)
- Local legislative priorities for land use decision making (emergency ordinances, moratoria, etc).

Suggested GP APR Contents (cont.)

- Goals, policies, objectives, standards or other plan proposals that need to be added or were deleted, amended, or otherwise adjusted.
- One or more of the following with specific references to planning activity. These may include, but are not limited to:
 - Master plan creation and/or updates
 - Environmental assessments
 - Specific plan creation and/or updates
 - Annexation studies, and other studies or plans
 - General Plan amendments
 - Major development applications processed

Additional Content

1. Interagency or intergovernmental coordination efforts and areas for improvement
2. The implementation of mitigation measures from GP Final EIR or Negative Declaration
3. Equity planning considerations, such as impacts to ethnic groups or socioeconomic populations

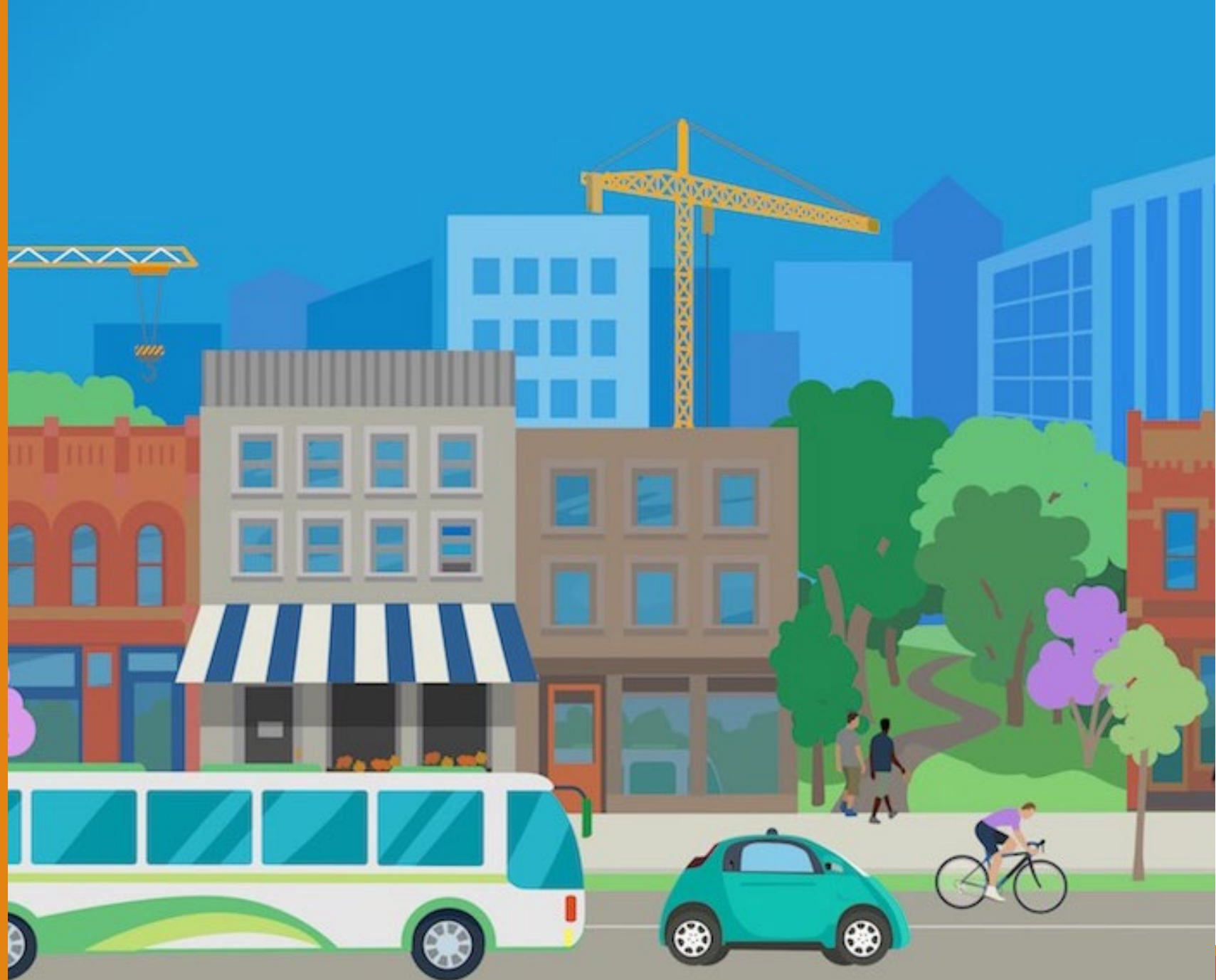


Summarize efforts to:

Promote infill development, reuse, and redevelopment particularly in underserved areas while preserving cultural and historic resources

Protect environmental and agricultural resources and other natural resources

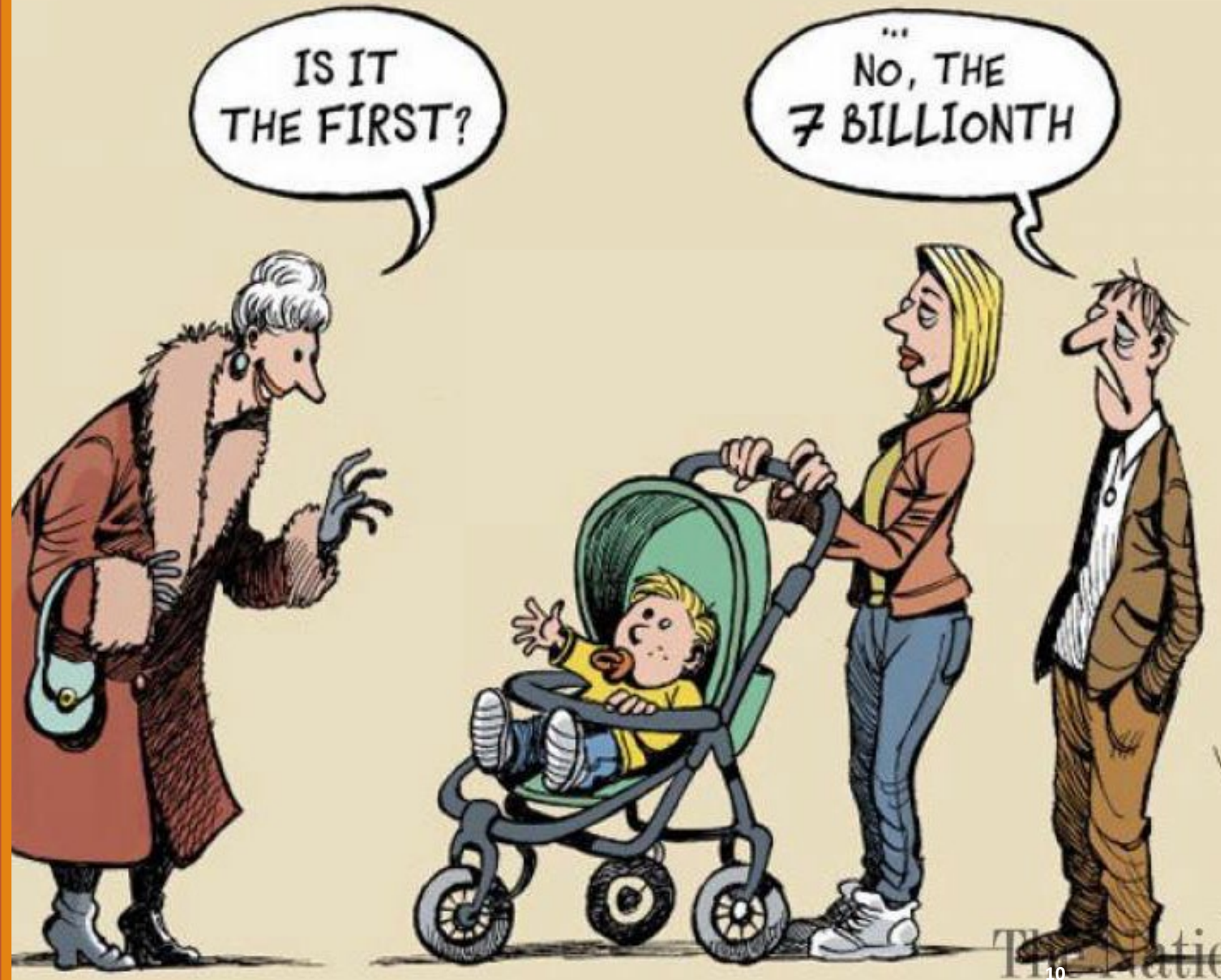
Encourage efficient development patterns



Describe the Jurisdiction's Strategy for:

Economic development – Depending on the needs of your jurisdiction, this analysis could include information on the ratio of jobs to dwelling units, tax revenues, demographics, census information, etc.

Monitoring long-term growth – For example: population growth, employment growth, land use development, and the provision of adequate supporting public services and infrastructure





Outline department goals, objectives, activities and responsibilities, as they relate to land use planning.



Perform a regional or sub-regional outlook of population growth, housing, job generation, and other socioeconomic trends.



Summarize the comments of other boards and commissions on the general plan implementation.



Identify and monitor customer service improvements and methods to encourage public involvement in planning activities.



Review and summarize grant administration for land use planning activities.



Provide a technology review such as implementation of Geographic Information Systems (GIS) or establishment of web sites.

Other Actions Related to General Plan Implementation

GP APR Submission to OPR

Option 1: Submit the
[General Plan APR
Submission Form.](#)

**This is OPR's preferred
method of submission.**

Option 2: Email as
an attachment to
[opr.apr@opr.ca.gov.](mailto:opr.apr@opr.ca.gov)

GP APR Submission to OPR

Option 1: General Plan APR Submission Form

Questions in the form ask for the following:

1. Appropriate contact information (name, department, email, phone number)
2. Jurisdiction type (city, county, city/county)
3. Name of Jurisdiction (city name, county name)
4. Reporting period type of General Plan APR being submitted (fiscal or calendar)
5. Reporting period of General Plan APR being submitted
6. Date of presentation or acceptance by a local legislative body. Planned dates are acceptable as well.

GP APR Submission to OPR

Option 1: General Plan APR Submission Form

Available at the
[SurveyMonkey](#)
[link here.](#)



General Plan Annual Progress Report (APR) Submission Form

Please submit the requested information and General Plan APR here.

Please provide the appropriate contact information.

Contact Name

Department

Email Address

Phone Number

GP APR Submission to OPR

Option 1: General Plan APR Submission Form

General Plan Annual Progress Report (APR) Submission Form

Please choose one of the two options in the form to submit the General Plan APR.

Option 1: Please upload the General Plan APR.

- Please label the submitted file with the following template "Jurisdiction Name_Jurisdiction Type_Reporting Year_GP APR" (e.g. Sacramento_City_2021_GP APR, Los Angeles_County_2021_GP APR)
- The General Plan APR should be in Microsoft Word (doc, docx) or PDF format, and submitted as one file.
- File size limit: 16 MB

Choose File

No file chosen

GP APR Submission to OPR

Option 1: General Plan APR Submission Form

General Plan Annual Progress Report (APR) Submission Form

Option 2: If unable to upload the General Plan APR, OPR will accept hyperlinks in the box below.
Please note, OPR is unable to accept Google Doc hyperlinks.



GP APR Submission to OPR

Option 1: General Plan APR Submission Form

Additional Guidance

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

GP APR Submission to OPR

Option 2: Email

OPR encourages attaching a cover letter to the General Plan APR with all the following information:

1. Appropriate contact information (name, department, email, phone number)
2. Jurisdiction type (city, county, city/county)
3. Name of Jurisdiction (city name, county name)
4. Reporting period type of General Plan APR being submitted (fiscal or calendar)
5. Reporting period of General Plan APR being submitted
6. Date of presentation or acceptance by a local legislative body. Planned dates are acceptable as well.

Formatting Guidance

- Please be mindful of file size.
- File type: Microsoft (doc, docx) or PDF
- Hyperlinks are acceptable

GP APR Submission to HCD



Option 1: The HCD has developed an online portal system as an alternative to emailing the APR. To use the online system, email apr@hcd.ca.gov and request login information for your jurisdiction.



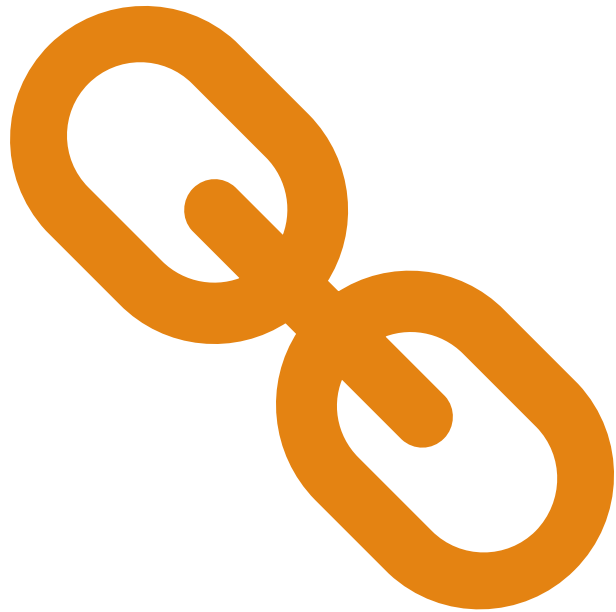
Option 2: The GP APR can also be submitted as an attachment in an MS Office application or PDF to apr@hcd.ca.gov.

Some Reminders...

1. No penalties for submitting GP APR to OPR past April 1
2. You can technically submit an APR before conducting a local public hearing and approval process, but jurisdictions are encouraged to resubmit GP APR to OPR after doing so.
3. According to Government Code Section 65040.5(a) and (b), OPR is tasked with notifying a city or county if a general plan has not been revised within eight years and will notify the Attorney General if a general plan has not been revised within ten years.

GP vs. Housing Element APR

	General Plan APR	Housing Element APR
Deadline	All jurisdictions required to submit to local legislature, OPR and HCD by 4/1	All jurisdictions required to submit to local legislature, OPR and HCD by 4/1
Reporting Year Type	Calendar or Fiscal	Calendar
Format Requirements	None	Standardized format: New requirements (AB 879, SB 35, AB 1486, AB 1255)



Helpful Links

OPR – General Plan Information: *General Plan Annual Progress Report*

(<https://opr.ca.gov/planning/general-plan/>)

HCD – Annual Progress Reports (APRs)

(<https://www.hcd.ca.gov/community-development/annual-progress-reports.shtml>)



Thank you!

Brianne Masukawa, Associate Planner

If you have any questions or concerns, please email brianne.masukawa@opr.ca.gov or opr.apr@opr.ca.gov.
