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

Step 1: Open the link: https://www.surveymonkey.com/r/annualplanningreport2024

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 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. *Charter city (yes, no)*
6. *Reporting period type of General Plan APR being submitted (fiscal or calendar)*
7. *Reporting period of General Plan APR being submitted*
8. *Resubmittal (yes, no)*
9. *Reporting period of resubmittal*
10. *Required element update information (when was the last major update for each required element, when is the next major update for each required element)*
11. *Date of presentation or acceptance by a local legislative body. Planned dates are acceptable as well.*

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 OPR's Planning and Land Use team at opr.apr@opr.ca.gov.