



**Are the submission materials complete and consistent with the submittal guidelines?**

The online submission form will not allow incomplete proposals. The Office of Planning (OP) will make hard copy submission forms available. Should those forms be incomplete, OP staff will request additional information. Applicants should ensure their contact information is accurate and legible.

Incomplete proposals and proposals submitted after Open Call ends on May 26 will not be considered. OP is required to send all proposed amendments to DC Council with a justification as to why each proposal was or was not included in the draft amendment package.

**Is it an appropriate proposed amendment?**

The proposed amendment should be appropriate for the Comprehensive Plan in that it incorporates key content from recent plans, reflects current, new, or emerging issues and policies, changes a land use designation, or makes a technical correction. Proposed amendments may be deemed “inappropriate” if they are better addressed through other mechanisms that are outside the purview of the Comprehensive Plan. Examples could include proposed rezoning or fine-grained operational issues.

**Does the proposed amendment fall into any of the “categorical acceptance” criteria?**

Categorical acceptance applies to proposed amendments which (a) fix an error or clarify a statement found in the Comp Plan that has no impact on policy or regulation, (b) updates background information or data to make it current and/or factual, or (c) identify an action that is already complete.

**Is the proposed amendment being made for consistency with a plan or policy that has not already been incorporated into the Comp Plan?**

A primary goal of this amendment process is to integrate key, completed plans and policies into the Comprehensive Plan. OP has posted an “Amendment Roadmap” on [plandc.dc.gov](http://plandc.dc.gov), which provides a reference list of plans that will be considered for incorporation into the Comp Plan. These plans include recently approved Small Area Plans, citywide strategic plans, and other studies.

**Does the proposed amendment advance the vision of an “Inclusive City” as defined by the five core themes and the 36 Guiding Principles found in the Framework Element (Chapter 2) ?**

The five core themes and the 36 Guiding Principles are the backbone of the Comprehensive Plan. The five core themes are the following: (1) Managing Growth and Change; (2) Creating Successful Neighborhoods; (3) Increasing Access to Education and Employment; (4) Connecting the City; (5) Building Green and Healthy Communities. Proposed amendments should advance the vision articulated in the Guiding Principles. The themes and principles will not be modified during this amendment cycle.

**Accepted and Declined Proposed Amendments**

OP will release a Draft Amendment Report in the fall of 2017 detailing which amendments were accepted and why. The public will have a 60 day period to comment on OP recommendations. Following consideration of public comments and additional edits, OP will submit a Final Amendment Report to DC Council for review and approval, including justification as to why each proposed amendment was accepted or declined.