Appendix D

General LCP Amendment Processing Steps and Best Practices
Sea level rise is one of many topics that should be addressed in a Local Coastal Program (LCP) or LCP amendment. The Coastal Commission offers a *Local Coastal Program (LCP) Update Guide* that outlines the broad process for amending or certifying an LCP, including guidance for both Land Use Plans and Implementation Plans. It addresses major Coastal Act concerns, including public access, recreation and visitor serving facilities, water quality protection, ESHA and natural resources, agricultural resources, new development, archaeological and cultural resources, scenic and visual resources, coastal hazards, shoreline erosion and protective devices, energy and industrial development, and timberlands. Therefore, this *Sea Level Rise Policy Guidance* should be used in conjunction with the LCP Update Guide to perform complete LCP amendments or certifications. The following figure depicts the general LCP amendment process.
Figure I: General LCP Amendment Processing Steps

1. Local gov’t conceptualizes proposed revision
2. Determine if it is an LCP amendment
   - NO
   - YES
   3. Draft amendment & notice that such amendment is available for review
   4. Prepare staff report, mail notice of hearing at least 10 working days before hearing
   5. Hold hearings & decide on content of amendment at least 6 weeks after notice of availability
      - APPROVE
      - REJECT
6. Prepare submittal package & send to Coastal Commission
   7. Coastal staff determines if complete & informs local gov’t within 10 working days of receipt, or longer for unusual circumstances
      - COMPLETE
      - INCOMPLETE
   8. Prepare staff report, mail notice at least 10 calendar days before hearing
9. Coastal Commission hears & approves or denies amendment by 60 days after filing for IP only. LUPs or both: 90 days, with 1 year extension possible for any of these submittals
   10. APPROVE as submitted
   11. Deny, then approve with modifications
   12. Deny as submitted
   13. Decide whether to pursue
      - ACCEPT modifications
      - Do not accept modifications
      14. Send acceptance to Coastal Commission
      15. Coastal Commission acknowledges acceptance
      16. Local gov’t takes any needed actions to put amendment in effect

KEY: Shaded entries denote steps that local government takes as lead entity; non-shaded entries are Coastal Commission steps as lead entity.