

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

This guide is intended to help those seeking to submit their General Plan APR via the SurveyMonkey [link](#).

Step 1: Open the link (<https://www.surveymonkey.com/r/ForGPAPR2022>)

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

Question	Guidance
Please provide the appropriate contact information	For administrative purposes, please provide the information in case there is need for follow-up.
Agency information	For administrative purposes, please provide the information in case there is need for follow-up.
Jurisdiction type	Please select the option that applies (City/Town, County, or City/County-San Francisco).
City/Town Name	If "City/Town" was selected when answering the "Jurisdiction type" question, this question will appear. Please select from the dropdown menu.
Is your jurisdiction a charter city?	This question is a follow-up to the "City/Town" question. If applicable, please select "Yes" or "No."
County Name	If "County" was selected when answering the "Jurisdiction type" question, this question will appear. Please select from the dropdown menu.
Reporting period type of General Plan APR being submitted	Please select which reporting period type best describes the APR being submitted (fiscal or calendar).
For the General Plan APR, please provide the date of presentation or acceptance by a local legislative body. Planned dates are acceptable as well	-
Reporting period of General Plan APR being submitted	Please select or provide the year the General Plan APR being submitted represents.
Are you resubmitting a General Plan APR for your jurisdiction?	For administrative purposes, please state if the GP APR being submitted is a resubmittal or not.
If resubmitting the General Plan APR, which reporting year is it?	Please select or provide the year the General Plan APR being submitted represents.
Required Element Information: Please share details about each required element in this section.	For each required element, please select from the dropdown menus the year the last major update was completed and the next planned major update.

Question	Guidance
Option 1: Please upload the General Plan APR.	<p>If uploading the document, 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) to ensure the APR is properly processed.</p> <p>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.</p>
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 and Dropbox hyperlinks.	-

Step 3: Finish the submission form by clicking the “Done” button. A confirmation message will appear. Please take a screenshot of this message for your own records. If you have any questions or concerns, please contact OPR’s Planning and Community Development team at opr.apr@opr.ca.gov.