

Zone Change Applicant's Guide

PURPOSE

The Zoning Ordinance establishes land use districts (zones) designed to promote the orderly growth of the community by grouping together uses which are similar and protecting them from the intrusion of uses which might be detrimental or incompatible. The Zoning Ordinance describes the uses which can be established in each zone and the zoning map delineates the boundaries of all zones. In addition to regulating use of property, the zoning ordinance also provides standards for building setbacks, height of structures and lot area. The division of a city into zones is a necessary part of planning in order to ensure rational and orderly development.

FINDINGS

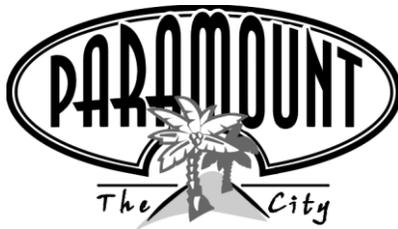
The applicant for a zone change shall substantiate to the satisfaction of the Planning Commission and City Council, the following facts:

- (a) That modified conditions warrant a revision in the zoning plan as it pertains to the area under consideration.
- (b) That a need for the proposed zone classification exists within such area and that the proposed change is necessary and proper and not likely to be detrimental to adjacent properties.
- (c) That the particular property under consideration is a proper location for such zone classification within such area and is suitable for uses permitted in the zone in terms of access and size of parcel.
- (d) That placement of the proposed zone at such location will be in the interest of public health, safety, and general welfare.
- (e) That the proposed classification will be consistent with the comprehensive general plan.

Procedure for Filing a Zone Change Application

1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Community Development Department. The filing fee is \$875.00.
2. After all forms are submitted, the Chairman of the Planning Commission will schedule the matter for a public hearing before the Commission. The applicant, owner, and owners of the property within 300 feet of the subject property will receive notice of the public hearing ten days prior to the public hearing.
3. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the applicant prior to the hearing.
4. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
5. The Planning Commission may then close the public hearing and (1) approve, (2) conditionally approve, (3) deny the request or postpone decision to a later date, or (4) continue the public hearing to a specified time, date, and place. The Commission will announce its decision at a regular meeting or scheduled special meeting within 40 days after the conclusion of the public hearing. The Planning Commission's recommendation shall be presented to the City Council at their next regularly scheduled meeting.
6. The City Council will also conduct a public hearing regarding the request. Property owners within 300 feet of the proposed request will again be notified of the hearing. The decision of the City Council shall be final and conclusive. A copy of the Ordinance approving or denying the request will be mailed to the applicant after adoption.

It should be noted that a Zone Change becomes effective 30 days after adoption of an Ordinance amending the zoning map.



City of Paramount
16400 Colorado Ave.
Paramount, CA 90723
(562) 220-2036

ZONE CHANGE APPLICATION

For Community Development Use:

Date Filed: _____ Fee: \$875.00

Case No.(s) _____

Date of Hearing _____

By: _____

Related Items: _____

APPLICANT

Name of Applicant: _____

Mailing Address: _____

Phone Number of Applicant: _____

Email Address of Applicant: _____

Legal Owner of Property
(If different than applicant): _____

Owner's Address: _____

Owner's Phone Number: _____

Name of Business
(If applicable): _____

LOCATION

Subject property is located at _____

Between _____ and _____

LEGAL

Assessor's Parcel No. _____ Parcel Size _____ sq. ft.

Legal description:

LAND USE

Existing Zoning: _____ General Plan Land Use Designation: _____

Current Land Use: _____

If Vacant, Previous Use: _____

Number of Months Vacant: _____

TOP SECTION - TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY

I/We, _____ owner of the above described real property, authorize _____ to:

_____ Make an application for a _____ on the property heretofore described and/or

_____ Appear and act for me in my place and stead at all hearings connected with said application, either before the Planning Commission, or the City Council of the city of Paramount. He or she is authorized to take such action as he or she deems advisable in connection with said application.

Signature of Property Owner _____

Property Owner's Mailing Address _____

Property Owner's Daytime Telephone No. _____

**AFFIDAVIT
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS:

I, _____, being duly sworn depose and say

Agent _____

Lessee _____

That I am an owner _____ of property in this petition and that the

Optionee _____

Purchaser _____

Forgoing signature, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury that the foregoing is true and correct.

Signature

Mailing Address

Phone Number

Subscribed and sworn to before me
this _____ day of _____

Notary Public

CITY OF PARAMOUNT

ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____

 2. Address of project: _____
Assessor's Block and Lot Number: _____
 3. Name, address, telephone number, and email address of person to be contacted concerning this project:

 4. Indicate number of the permit application for the project to which this form pertains:

 5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

 6. Existing zoning district: _____
 7. Proposed use of site (Project for which this form is filed):

-

Project Description

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated project.

15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift., estimated occupancy loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary.)

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. | ___ | ___ |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads. | ___ | ___ |
| 23. Change in pattern, scale or character of general area of project. | ___ | ___ |
| 24. Significant amounts of solid waste or litter. | ___ | ___ |
| 25. Change in dust, ash, smoke, fumes or odors in vicinity. | ___ | ___ |
| 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | ___ | ___ |
| 27. Substantial change in existing noise or vibration levels in the vicinity. | ___ | ___ |
| 28. Site on filled land or on slope of 10 percent or more. | ___ | ___ |
| 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | ___ | ___ |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). | ___ | ___ |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). | ___ | ___ |
| 32. Relationship to a larger project or series of projects. | ___ | ___ |

Environmental Setting

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

- 34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

Title

Dear Applicant

The following Party Disclosure Form is required by the State of California Government Code Section 84308 and has been prepared by the Legal Division of the Fair Political Practices Commission.

All applicants for City licenses, permits, or other entitlements, pending before any City Commission must complete the form and submit it with your application. Your application will not be processed unless the attached party disclosure form is complete.

Any questions or comments regarding the Party Disclosure Form should be directed to the Fair Political Practices Commission. 428 "J" Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

Government Code Section 84308

PARTY DISCLOSURE FORM
Information Sheet

(Name of Board or Commission)

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before _____. (Please see next page for definitions of these terms.)

Important Notice

Basic Provisions of Government Code Section 84308

- I. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of \$250 or more to any commissioner/board member, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by _____. In addition, no commissioner/board member, alternate, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner/board member, his or her alternate, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner/board member, alternate, or candidate during the 12 months preceding the decision on the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member, alternate or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application, or with the first written document you file or submit after the proceeding commences.

Prepared by: Legal Division
Fair Political Practices Commission
428 "J" Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
5/86

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8. For more information, contact the Fair Political Practices Commission, 428 “J” Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

Prepared by: Legal Division
Fair Political Practices Commission
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Sacramento, CA 95814
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5/86

(Name of Board or Commission)

Party Disclosure Form

To be completed only if contributions totaling \$250 or more have been made.

Party's Name: _____

Party's Address: _____

Street

City

State Zip Phone

Application or Proceeding
Title and Number: _____

Board or Commission Member(s) to whom you and/or your agent made campaign contributions totaling \$250 or more and dates of contribution:

Name of Member: _____

Name of Contributor (if other than Party): _____

Date (s): _____

Amount (s): _____

Name of Member: _____

Name of Contributor (If other than Party): _____

Date (s): _____

Amount (s): _____

Name of Member: _____

Name of Contributor (If other than Party): _____

Date (s): _____

Amount (s): _____

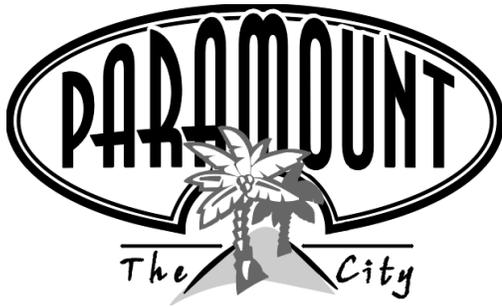
Date: _____

Signature of Party and/or Agent

IMPORTANT NOTICE

THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.

YOUR APPLICATION INCLUDES A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.



APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners within a 300 foot radius of the subject property. This includes applications for General Plan amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, and Condominium Conversions.

Mailing labels and maps must be submitted to the Community Development Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners within a 300 foot radius of the project site. This list contains the names of businesses we are aware of, and isn't meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business, which provides the same service.

Susan W. Case

Ownership Listing Service
917 Gleneyre St., Suite 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418
Web: www.susancase.com
E-Mail: orders@susancaseinc.com

Darla A. Hammond

T-Square Mapping Service
969 So. Raymond Avenue
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 Fax

Catherine McDermott

Ownership Listing Service
5595 Paseo Joaquin
Yorba Linda, CA 92686
(951) 699-8064

EZ Mapping Services

P.O. Box 661464
Arcadia, CA 91006
(626) 272-7979
ezmapping@yahoo.com

Hoover Architectural Group

Rex A. Hoover, AIA
800 East Wardlow Road, Suite E
Long Beach, CA 90807
(562) 595-8770
(562) 595-8701 Fax
rhoover@hoover-architect-group.com

A M Mapping Service

Anna M. Smit
8001-B Archibald Ave., #4710
Rancho Cucamonga, CA 91730
(909) 466-7596
(909) 466-7595 Fax

Radius Map Service

Mark Jaworski
3837 E. 7th Street
Long Beach, CA 90804
(562) 464-5175
Cell (673-1753

L.A. Mapping Service

8062 Whitmore Street
Rosemead, CA 91770
(626) 280-8382
Voice Mail: (213) 371-7203

Szeto Stanley**GIS and Cartography**

879 W. Ashiya Road
Montebello, CA 90640
(626) 512-5050
Fax: (323) 838-0515

City Radius Maps**Robert Simpson**

300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Robert@cityradiusmaps.com

NotificationMaps.com

23412 Moulton Parkway, Suite 140
Laguna Hills, CA 92653
(866) PLAN.COM
sales@notificationmaps.com

Angeles Planning Group

225 South Lake Avenue, Suite 300
Pasadena, CA 91101
(323) 351-3961

Donna's Radius Maps

684 S. Gentry Lane
Anaheim, CA 92807
(714) 921-2921
ddradiusmaps@sbcglobal.net

N.P.S + ASSOCIATES

396 W. AVENUE 44
LOS ANGELES, CA 90065
(323) 801-6393
Web: npsassociates.com
contact.npsassociates@gmail.com

Along with the mailing labels, you must provide a notarized certification of corrections signed by the person who prepared the radius and labels. A sample certification is attached.

CERTIFICATION OF CORRECTNESS

The attached list represents the names and addresses of all property owners located within 300 feet of the exterior boundaries of the property located at _____, Paramount California. This information was obtained from the latest Los Angeles County Assessment Rolls.

Signature of Preparer

Printed Name of Preparer

State of California }
County of Los Angeles } SS.

On _____ before me, _____,
Notary Public, personally appeared _____,
Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public