



Zone Variance

Applicant's Guide

PURPOSE

The Zone Variance is designed to permit minor adjustments to the zoning regulations when there are special circumstances applying to a parcel of land or a building that prevents the property from being used to the extent intended by the zoning. Variances can be granted only when a finding can be made that the application of the regulations would deprive the property of privileges enjoyed by other properties in the vicinity and zoning district in which the property is situated. Special circumstances may include factors such as the size, shape, location and surroundings of a piece of property. A change of use cannot be permitted by a variance.

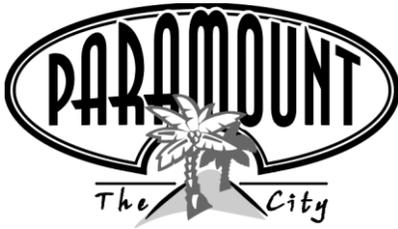
FINDINGS

The applicant for a Zone Variance shall substantiate to the satisfaction of the Planning Commission the following facts:

- (1) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and zone.
- (2) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question.
- (3) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located.
- (4) That the granting of such variance will not adversely affect the comprehensive general plan.

Procedure for Filing a Zone Variance Application

1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Community and Economic Development Department. The filing fee is \$575.00.
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 decision of the Planning Commission shall be final unless an appeal is filed with the City Clerk.
6. Any person dissatisfied with the action of the Planning Commission may file an appeal with the City Clerk within 10 days of notification in writing of the Planning Commission's decision. Such appeal must be filed on the appropriate form and accompanied with a filing fee of \$250.00.
7. On appeal, the City Council will review the Planning Commission's decision and hear new evidence and testimony, if any. In deciding the appeal, Council may either affirm, reverse, or modify any Commission decision.



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

ZONE VARIANCE APPLICATION

For Community Development Use:

Date Filed: _____ Fee: \$575.00

Case No.(s) _____

Date of Hearing _____

By: _____

Related Items: _____

APPLICANT

Name of Applicant: _____

Mailing Address: _____

Phone Number 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: _____

REQUEST

Explain the proposed improvements to the property and explain how the improvements do not conform with existing zoning regulations.

JUSTIFICATION

1. Describe the exceptional or extraordinary circumstances or conditions applicable to the subject property which do not apply generally to other property in the same vicinity and zone.

2. Explain how other property owners under like conditions in the same vicinity and zone enjoy a property right, and that limitations imposed on the subject property are in consistent with the limitations placed upon other properties in the same vicinity and zone.

3. Explain that the granting of the variance will not be detrimental to the public health, safety, convenience, and welfare or injurious to property and improvements in the same vicinity and zone in which the subject property is located.

4. Explain that the granting of the variance would not be in conflict with the General Plan.

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, and telephone number 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. Snapshots or Polaroid photos will be accepted.

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

SUBMITTALS

The applicant shall file, as a part of this application:

Thirteen (11" x 17") prints of a site plan (plot plan) drawn to an appropriate scale, showing the following information:

- A. The exterior boundaries of the subject property indicating easements, dimensions and lot size.
- B. The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
- C. The location, size height and type of all structures, including signs, walls and fences and the location, size and dimensions of all yards, setbacks, and all spaces between structures.
- D. The locations, size and type of all doors and windows.
- E. The location, dimensions, and method of improvement of all driveways, parking areas, walkways, and means of access, ingress and egress.
- F. The locations, dimensions, and layout of all parking areas.
- G. The location, dimensions, and method of improvement of all property to be dedicated to the public or to public utilities.
- H. The name, mailing address and phone number of the proposed property owner, person and/or firm preparing the building plans (plot plans, floor plans and elevations).
- I. The scale to which the plot plan has been drawn and the north point (where possible the plot plan should be drawn with north oriented toward the top to the plan).
- J. A detailed **floor plan** shall also be required for assembly uses and restaurant uses. Such floor plans shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location of loading doors and facilities. Floor plans may be combined with the plot plan and submitted as a single map.

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.

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
428 “J” Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
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