

ZONE CHANGE APPLICATION

Procedures

The City's Zoning Ordinance classifies all property into various zoning designations, which control both land uses and development standards. California state law requires zoning to be consistent with the City's General Plan; therefore any request for a zone change that is not consistent with the General Plan cannot legally be approved by the City. It is possible, however, that the existing zoning which conforms with the General Plan can be changed (to a more intensive use, for instance) and still be consistent, because General Plan land use designations are more broadly defined. Amendments to the General Plan may also require a subsequent rezoning to retain consistency. Unincorporated land may also be prezoned by the same process as rezoning. The zoning then becomes effective upon annexation. This guide pertains to all rezoning and prezoning actions.

Process

Step 1 - Project Consideration

Early in the consideration of a potential rezoning, the applicant should carefully review what the General Plan requires on the subject property and in the surrounding area. It is important that the zoning be consistent with all elements of the General Plan, or the rezoning cannot be effected without a General Plan Amendment. The applicant should be aware that a viable development plan is required to accompany any zone change application. In addition, THE APPLICANT IS ADVISED TO REVIEW THE PROPOSED ZONING AND DEVELOPMENT PLAN, IN ADVANCE OF THE FORMAL APPLICATION, WITH SURROUNDING RESIDENTS AND PROPERTY OWNERS, AS WELL AS OTHER PARTIES WHO MAY BE AFFECTED. Local utilities and other special agencies should also be contacted regarding service availability and potential requirements to serve future development in the area.

Step 2 – Pre-application Conference

It is recommended, but not required, that the applicant submit a preliminary proposal to the Planning Department staff prior to submission of a formal application. This will allow the Planning Department and Engineering staff an opportunity to generally review the request and provide input to the applicant on possible environmental concerns, General Plan and engineering requirements and traffic, siting, and design criteria. This early review and input by staff may save the applicant possible delay and expensive plan revisions. Staff can also review the applicable history of other development proposals on the site and review the required data

and procedures to be followed through the process. The availability of this service and the time necessary to provide it may vary depending upon the staff workload.

Step 3 - Filing of Application

The applicant or a representative must submit the completed application in person to the Planning Department between 8:00 a.m. and 4:30 p.m. APPLICATIONS CANNOT BE ACCEPTED THROUGH THE MAIL. A staff planner will review the materials to make sure all the required forms are provided and signed. The applicant will also be required to submit the full amount of required processing fees. The applicant shall be notified within 30 days as to whether the application is complete or if any additional information is required.

Step 4 - Environmental Review

All rezoning requests require an environmental assessment to determine if an Environmental Impact Report is necessary. Information on timing and sequence of this process is contained in "An Applicant's Guide to Procedures for Environmental Review", which is included as part of the informational packet.

Step 5 - Staff Review

Following receipt of a complete application, the Planning staff will study the request and review the reason for the present zoning, conduct an investigation of the site, and assess the impact and need of the proposed changes and conditions for use, both on the site and surrounding area. A staff report will be prepared for the Planning Commission, which will analyze the proposed change and provide a staff recommendation. A copy of this report will be sent to the applicant prior to the Planning Commission hearing on the application.

Step 6 - Planning Commission Review

The Planning Commission will hold a public hearing with notice to the applicant and surrounding property owners to review the zone change request. A notice of the public hearing will also be advertised in the local newspaper and posted on the subject property. At the hearing, 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. A decision will be made by the Planning Commission after evaluating the public testimony, the staff report, and the environmental information. The recommendation of the Planning Commission will then be forwarded to the City Council. If the Planning Commission denies the request, it will receive no further consideration unless the applicant appeals the Commission's decision to the City Council.

Step 7 - Appeal to City Council

In the event an appeal is considered warranted by an individual(s) believed to be aggrieved by the Commission's denial, such appeal must be filed pursuant to provisions of the City Uniform Appeal Ordinance within 15 calendar days following Planning Commission action.

Step 8 - City Council Action

Upon receipt of a Planning Commission recommendation for approval or an appeal of a denial, a City Council public hearing will be scheduled. The same legal notifications provided for Planning Commission consideration are also provided for the Council hearing. At its meeting, the Council will take into consideration the public testimony, staff report, and environmental information as well as the recommendation of the Planning Commission. Following the receipt of public testimony, the City Council may: (1) refer the matter back to the Planning Commission for further evaluation or consideration of alternatives; (2) continue the public hearing to a specific time, date, and place; or (3) close the public hearing and make their decision. The decision on approval or denial of the City Council is final. It takes the following two actions by the City Council to approve a rezoning: (1) introduction of an ordinance which usually occurs at the same meeting as the public hearing; (2) ordinance adoption at next Council meeting. There is a 30-day period after ordinance adoption before the rezoning becomes effective.

Relationship to Other Actions

A tentative map, conditional use permit, or other land use action may also be required before development can commence. In most cases the processing of related applications and development plan review can be initiated by the applicant at his own risk prior to final approval of the rezoning to facilitate the development process; however, the rezoning must be approved by the City Council, and become effective prior to approval of subsequent related applications.

Estimated Time Of Process

The estimated time for the processing of a rezoning will vary depending upon the complexity and magnitude of the change and staff and Commission workload but is generally estimated as follows:

- A. From accepted application to Planning Commission review 2 to 3 months*
- B. From Planning Commission review to City Council review 1 month
- Total estimated processing time..... 3 to 4 months

*NOTE: An E.I.R. or an issue-focused E.I.R., if required, will cause the estimated processing time to be extended.

Submittal Requirements

1. APPLICATION PACKET

Submit signed, completed APPLICATION packet, which includes Application Form, Petition for Change of Zone/Notarized Owner's Affidavit, Financial Interest Disclosure Form, and Applicant's Environmental Assessment (Initial Study). All questions must be

answered. Owner's affidavit MUST be signed by Owner(s) of record. PURCHASER IN ESCROW IS NOT ACCEPTABLE.

2. PROCESSING FEE

Submit a cashier's check or check with two forms of identification for total amount of required fee for the Zone Change and Environmental Assessment made payable to the City of Lancaster. PROCESSING AN APPLICATION WITH RETURNED CHECKS WILL STOP UNTIL PAYMENT IS MADE IN CASH OR BY CASHIER'S CHECK.

3. VICINITY MAPS

Submit three (3) VICINITY MAPS: one to indicate land use, one to indicate where the parcel is located, and one to indicate property ownerships, in accordance with the following requirements:

- Maps are to be drawn at a legible scale no smaller than 1" to 400 feet.
- Maps shall include the following: all streets, highways, alleys, rights-of-way, current lot lines, tract, lot, and house numbers. (ASSESSOR'S PARCEL MAPS ARE NOT ACCEPTABLE).
- Applicant's property is to be outlined to distinguish from surrounding property.

Satisfactory maps for most cases can be purchased at Antelope Valley Blueprint, 43423 North Division Street, Lancaster.

A. LAND USE MAP

- 1) Map shall include the applicant's property with dimensions and all surrounding property within a radius of 700 feet from the exterior boundaries of the subject property.
- 2) Within the 700-foot radius, indicate existing use (e.g., house, apartment, store, vacant, etc.) on all lots and parcels or portions thereof.

B. OWNERSHIP MAP

- 1) Map shall include the applicant's property with dimensions and all surrounding property within a radius of 500 feet (in Urban Areas) or 1,500 feet (in Rural Areas) from the exterior boundaries of the subject property.
- 2) Identify property ownership within this 500 or 1,500-foot radius by indicating on the correct parcels or lots the number assigned to correspond with the property owner's list described below.

C. VICINITY MAP

- 1) This is the base map used for the Land Use Ownership maps.

4. PROPERTY OWNER'S LIST

A. Prepare a complete list of names and mailing addresses of current property owners of each parcel or lot within, or partially within, the 500 or 1,500-foot radius described above. THIS INFORMATION MUST BE AS IT APPEARS ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY ASSESSOR, 251 East Avenue K-6, Lancaster, and shall be certified as true and correct. OWNERSHIP RECORDS FROM OTHER SOURCES ARE NOT ACCEPTABLE.

B. Assign a number to each name on the list, and put the corresponding number on the correct parcels or lots on the "Ownership Map" (see item B., 2 above).

C. Submit a notarized CERTIFIED PROPERTY OWNER'S LIST AFFIDAVIT to verify completeness and accuracy of names and addresses submitted. AN INACCURATE OR INCOMPLETE LIST WILL BE CAUSE TO REMOVE THE CASE FROM THE AGENDA OR REQUIRE A REHEARING OF THE CASE. A complete LEGAL DESCRIPTION of the subject property must be typed on or attached to the AFFIDAVIT accompanying the ownership list.

5. PROPERTY OWNER'S MAILING STICKERS

Submit TWO (2) complete sets of mailing stickers for all of the property owners listed in item 4 above, including the following:

- A. Name and address of property owner of proposed zone change.
- B. Name and address of applicant if different than property owner.
- C. Name and address of applicant's engineer, architect or other consultant.
- D. Name and address of the manager of any mobile home park, or portion thereof, within the 500-foot (or 1,500-foot) radius of the project. Such label shall include the letters "MHP" apart from the address so that notices mailed to such managers contain a request to post the notice in a public area within the park.

Notices of the hearing will be mailed by the Planning Department to all parties on these lists.

6. PLANS

Ink on mylar is the suggested method for preparing the Site Plan and Elevations. This allows for easy modifications and yields photo ready plans. (Blackline copies of the Site

Plan and Elevations are photographed for slide presentation to the Planning Commission and City Council).

- A. SITE PLAN - (30) blue-line copies folded to approximately 8"x12" must be legibly drawn on one sheet containing the following:
- 1) A title block containing the project name or proposed land use.
 - 2) Name and address of legal owner and persons preparing the map.
 - 3) Sufficient legal description to define the boundary of the proposed project.
 - 4) Date, north arrow, and scale (use a conventional engineering scale; e.g., 1" = 20').
 - 5) Exterior boundary lines of the property indicating easements, dimension, and lot size.
 - 6) A location map outlining the subject property and showing major surrounding streets within a square mile (THOMAS BROTHERS MAPS AND TOPOGRAPHIC MAPS ARE NOT ACCEPTABLE).
 - 7) Distance(s) from the property line(s) to the centerline of an existing major street unless the project is located on the corner of an existing major intersection.
 - 8) Existing features on the site and off-site features within one hundred (100) feet of the site boundaries including:
 - a) The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked.
 - b) The widths, location, and identity of all existing easements.
 - c) The location, pavement, and right-of-way width, grade, and name of existing streets or highways.
 - d) The location and size of existing sanitary sewers, water mains, and storm drains, if applicable.
 - e) The approximate location of the 60, 65, and 70 CNEL (Community Noise Equivalent Level) contours, if any.
 - f) Type and location of existing trees (over 28" in circumference) and any significant natural features (i.e., plant life, streambeds)

and rock outcroppings). Any trees proposed to be removed should be so indicated. In the Vegetative Management Overlay Zone (VM) or special Vegetative Resource Management areas of the General Plan, size and location of all Joshua Trees and California Junipers should be indicated (see 7D regarding Botanical Report requirement).

g) The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each water course. Also, the approximate locations of all areas designated for detention/retention basins and channels by the Antelope Valley Master Plan of Drainage.

9) Location of all existing fire hydrants within 300 feet of the front property line.

10) Proposed buildings with dimensions including setbacks from property lines, and a final breakdown of proposed gross (and net rentable) floor areas and parking count.

11) Location, number of spaces, and dimensions of proposed off-street parking spaces, loading docks, and maneuvering areas; indicate internal circulation.

12) Proposed pedestrian, vehicular, and service points of ingress and egress, paths and walks, driveway widths, and distances between driveways.

13) Location and dimensions of proposed freestanding light standards, fences, walls, carports, trash enclosures, mechanical equipment, and utility meters, transformers, backflow preventers.

14) Location and dimensions of proposed landscaped and open space areas; include calculations of open space.

NOTE: Building permits cannot be issued until the final landscape and irrigation plans have been reviewed and approved by staff. These plans should be submitted with the permit application.

15) All lettering must be legible and a minimum size of 1/8 inch.

16) If it is planned to develop the site in phases, then the proposed phases and their proposed sequence of construction should be shown on the site plan.

B. ELEVATIONS - (5) copies (of each sheet if more than one) folded to approximately 8"x12" must be legibly drawn and contain the following:

- 1) Date and scale (use a conventional engineering scale (e.g., 1" = 20')).
- 2) All architectural elevations of each view (front, side and rear) of each proposed building type (include adjacent structures on street elevation) with height of structures dimensioned in feet. Include a composite elevation from street if multiple buildings are proposed (incorporate the profile of landscaping and buildings adjacent to each elevations).
- 3) Roof plan showing the direction of slope of roof elements and location of mechanical equipment, ducts and vents; verify screening of rooftop equipment by means of structural cross-section of equipment location.
- 4) The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives, parking lots, and signs.
- 5) All art work, sculpture, fountains, and other ornamental or decorative features visible from surrounding properties.
- 6) All provisions for and design of the following appurtenances if visible from the exterior. Indicate the methods of screenings:
 - Utility lines, meters, boxes
 - Refuse, storage and pickup areas
 - Stairs, ramps, fences, walls
 - Flues, chimneys, exhaust fans
 - Penthouses
 - Balconies
 - Sun shades, awnings, louvers
 - Mechanical equipment visible from the exterior
 - Downspouts
 - Loading docks, carports
 - Antennas
- 7) All identifications and directional signs and graphics visible from the exterior of a proposed structure.

7. BOTANICAL REPORT

If the subject property is located in a VM zone or a Special Vegetative Resource Management area of the General Plan, a botanical report is required. Requests for such reports are made to the Planning Department. Upon receipt of such a request, the Department will obtain a cost estimate for the study, which is reported to the applicant along with an administrative fee. Once the required fees are paid by the applicant, the Department will execute a three party contract between the applicant, the City and the botanist to have the report prepared and submitted for approval by the City. THIS REPORT SHOULD BE OBTAINED PRIOR TO DESIGNING THE PROJECT.

8. REQUIREMENTS FOLLOWING THE DEVELOPMENT REVIEW COMMITTEE MEETING (DRC)

A. Site Plan - including the modifications required by the DRC

- 1) Eighteen (18) blueline copies **folded** to 8"x12".
- 2) One (1) high contrast **unfolded**, colored blackline (to be photographed for slide presentation to the Planning Commission and City Council).

B. Elevations - including the modifications required by the DRC

- 1) Eighteen (18) blueline copies **folded** to 8"x12"
- 2) One (1) high contrast **unfolded** blackline (to be photographed for slide presentation to the Planning Commission and City Council).
 - a) Colored as close as possible to actual construction materials to be used.

Specific requirements will be provided at the DRC meeting and may vary according to the circumstances of each case.



CITY OF LANCASTER
PLANNING DEPARTMENT
44933 Fern Avenue, Lancaster, California 93534
(661) 723-6100

PETITION FOR CHANGE OF ZONE

FOR STAFF USE ONLY:

Case No.:
Date Filed:
Accepted By:

Name of Applicant (please print)

Address City State Zip Code Phone Number

Name of Engineer/Architect Registration/License Number

Address City State Zip Code Phone Number

Location of Project (address or vicinity)

Name of Proposed Project

Existing Zoning Assessor's Parcel Number

(THE ANSWERS TO THE FOLLOWING MUST BE MADE COMPLETE AND FULL)

1. GIVE EXACT LEGAL DESCRIPTION OF PROPERTY. Use extra sheet if necessary.

Blank lines for legal description of property.

2. THE PETITIONER(S) REQUEST(S) THAT THE CITY ZONING ORDINANCE BE AMENDED TO RECLASSIFY THIS PROPERTY FROM ZONE TO ZONE.

NOTE: See instructions as to the preparation of maps and other data or information pertinent to this particular petition before filing this petition

3. Said property has/had the following deed restrictions affecting the use thereof: (If deed restrictions have expired, state what they were originally.)

Said deed restrictions will/have expire(d) on _____ 20 ____.

4. SUCH CHANGE IS WARRANTED BECAUSE: (State in detail wherein the conditions applicable to this property establish the above statement.)

5. SUCH CHANGE WILL BE IN THE INTEREST OF FURTHERANCE OF PUBLIC WELFARE BECAUSE: (State in detail wherein the conditions applicable to this property establish the above statement.)

6. SUCH CHANGE WILL NOT BE MATERIALLY DETRIMENTAL TO THE PROPERTY OF OTHER PERSONS LOCATED IN THE VICINITY THEREOF BECAUSE: (State in detail wherein the conditions applicable to this property establish the above statement.)

RECORD OWNER(S)

Name (Please print)

Name (Please print)

Address

Address

City Zip Code Phone

City Zip Code Phone

Name (Please print)

Name (Please print)

Address

Address

City Zip Code Phone

City Zip Code Phone

PROPERTY AUTHORIZATION: THE UNDERSIGNED STATES THAT THEY ARE THE OWNER(S) of the property described herein and hereby give authorization for the filing of this application. Further, I/WE DO BY MY/OUR SIGNATURE (S) ON THIS AGREEMENT, absolve the City of Lancaster of all liabilities regarding any deed restrictions that may be applicable to the property described herein. (Signature of all property owners needed. Owner in escrow is not acceptable. Use extra sheets if needed.)

Print name Signature Date

CERTIFICATION

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Print name (Applicant or Applicant's Agent) Signature Date

OWNER'S AFFIDAVIT

Case No.: _____

I/We, _____ (Print Name), declare under penalty of perjury that I/we am/are the owner(s) of property involved in this application and that the foregoing 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.

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

State of _____

County of _____

Subscribed and sworn to (or affirmed) before me

this ____ day of _____, _____, by

(1) _____
Name of Signer(s)

(2) _____
Name of Signer(s)

Signature of Notary Public

Zone Change Case No. _____

FINANCIAL INTEREST DISCLOSURE

In order for members of the Planning Commission or City Council to adequately assess the potential for conflict of interest in rendering decisions on land use matters, the following information is required. Should the applicant(s) in the requested action be or include a partnership, the name of the partnership and of all partners shall be printed below. Should the applicant be a corporation, the name of the corporation and of all officers of said corporation shall be printed below. If there are any other business or joint venture parties, property owners, individuals which have a financial interest in this action not otherwise covered as a partnership or corporation, then their names shall be printed below.

PARTNERSHIP NAME

CORPORATION NAME

President

Vice President

Secretary

Other

PROPERTY OWNER(S)

OTHER

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature

Date

Signature

Date

ENVIRONMENTAL REVIEW

Purpose

State law requires all agencies to perform environmental review of development projects and certain other actions to determine if they may have a significant effect on the environment. The City adheres to the California Environmental Quality Act guidelines which set forth the criteria and processes that are to be followed in the environmental review of development projects or other actions by the City which fall under this Act. These guidelines give specific information on what projects or activities are exempt and criteria for determining whether a development project should receive a Negative Declaration (having no significant effect on the environment) or have an Environmental Impact Report prepared. The guidelines (in accordance with State law) state, "If any of the effects of a project may have a substantial impact on the environment, regardless of whether the overall effect of the project is adverse or beneficial, then an environmental impact report must be prepared." The guidelines also further define significant impacts. Environmental review is required in conjunction with an application for any discretionary action by the City (re-zoning, tentative map, design review, etc.), and will be done concurrently with processing of the application. Generally, only one review is required for a project even if more than one discretionary action is required.

Process

Step 1 - Applicant Consideration of Project

Early in the consideration of a potential project, the applicant should determine what the General Plan and zoning call for in the area and for the particular site under consideration. At this point, it is appropriate for the applicant to explore project alternatives, which would minimize impacts on the environment, conform to all use regulations, and still satisfy the objectives of the applicant.

Step 2

It is recommended that the applicant meet with planning staff to review the policies and regulations before an environmental assessment form is prepared. Points to be covered would be the general conformance of the project to the General Plan and zoning, potential specific impacts requiring special attention, and the requirements of the City for the environmental assessment form itself. This meeting can point out sources of information and potential conflicts. At this conference, the Planning Department staff will suggest one of the following to the applicant: (1) the project is categorically exempt from the environmental review process;

(2) the project is obviously prohibited for the site under consideration; or (3) an environmental assessment form will be required to be filed.

Step 3 - Submission of Environmental Assessment Form

The applicant should then submit the environmental assessment form to the Planning Department as a part of the application filing. The information on this assessment form is used by staff to make a determination of whether the project will require the preparation of an E.I.R. The information provided should be as complete and thorough as the project dictates. This assessment form must be accompanied by the required discretionary action application (re-zoning, conditional use permit, tentative tract, etc.) plus all the necessary application documents, data, and processing fees.

Step 4 - Preparation of Initial Study

The Environmental Assessment form is reviewed by the planning staff, and a report termed an Initial Study is completed. The Initial Study outlines all the anticipated environmental impacts of the project, and serves as the basis for making the determination of the need of an EIR. Based upon the Initial Study, the Planning Director will make one of the following three findings: (1) the project is exempt; (2) the project has "no significant impact," and, therefore, a "Negative Declaration" would be in order; or (3) the project will have, or may have, a significant impact on the environment and, therefore, requires the preparation of an EIR.

Step 5 - Negative Declaration

If it is determined that the proposed project will not have a significant effect on the environment, a Negative Declaration is prepared and a notice so stating is published in a local paper and made available for public review at City Planning offices. Any citizen who believes that an Environmental Impact Report rather than a Negative Declaration should be prepared for the proposal may appeal to the City Council within 15 days after the notice has been posted. If there is no appeal, the project may proceed without further environmental review. If an appeal has been filed, the City Council will review the environmental assessment Initial Study, and determine whether or not a Negative Declaration is satisfactory, or whether an EIR must be prepared using the State and City EIR guidelines.

Step 6 - Preparation of Draft EIR

If it is determined that an EIR is required, a "Notice of Intent to Prepare an EIR" is prepared, published in a local paper, and made available for public review at the City Planning offices. Any citizen who believes that a Negative Declaration rather than an EIR should be prepared for the proposal may appeal to the City Council within 15 days after the notice has been posted. The Council will review the environmental assessment Initial Study, and determine whether or not an EIR or Negative Declaration should be required. If an EIR is required, a draft EIR is first prepared. The time for this step averages six weeks and is primarily dependent on the scope and complexity of the proposed project and its impacts. The draft E.I.R. will be prepared as the result of a three-party contract entered into by the applicant, an approved consultant, and the City. This process will be explained to the applicant in detail should an E.I.R. be required.

Step 7 - Review of Draft E.I.R.

The Planning Department will distribute copies of the draft EIR to those individuals and agencies on its designated review list. Additional copies may be sent to those who have a special interest in the project. A notice that the Draft EIR has been received and is being reviewed, and that copies are available for inspection, will be published in a local newspaper and made available for public review at the City Planning offices. This review period must be in effect for a minimum of 30 days.

Step 8 - Final EIR

The Planning staff will then prepare the Final EIR after the review period. The Final EIR will consist of the Draft EIR with addenda containing all the comments received, a list of persons, organizations, and public agencies commenting on the Draft EIR, and the responses of the City to significant environmental issues raised in the Draft EIR and comments received.

Step 9 - Certification of Final EIR

The final decision-making body (City Council or Planning Commission) for the development proposal must certify the Final EIR prior to or at the time the application is finally considered. If not certified, it is returned to the staff and applicant for further review or information. A Negative Declaration or EIR is used to assist the decision-making body in reviewing environmental reports, and taking action on the development proposal. Other information developed by staff and the applicant, which are noted in other guides relating to the specific type of proposed application, will also be used in the review and final decision. If the development application is accepted, the final decision-making body may impose conditions as suggested in the EIR or Negative Declaration to mitigate any adverse environmental impacts.

Application Submittal Requirements

The applicant must complete the City's environmental assessment form. Other required information will normally be provided with informational materials provided with the related discretionary application.

d. Number of on-site parking spaces provided _____

C. Project Characteristics:

1. Type of project _____

2. Type of facilities provided _____

3. Ultimate occupancy load _____

4. Hours of operation _____

5. Noise:

a. Type of operations not in an enclosed building _____

b. Extent of operations not in an enclosed building _____

c. Is the project located in close proximity to noise sensitive land uses (schools, hospitals, residences and etc.)? _____ List sensitive use within a mile radius _____

6. Energy:

a. Describe all the energy-consuming devices which are part of the proposed project and the type of energy used (air conditioning, electrical appliances, heating equipment, etc.) _____

b. Indicate types of alternate energy sources proposed on-site, if any _____

7. Air Quality:

a. If the project could result in the direct emission of any air pollutants (hydrocarbon, sulfur, dust, etc.), identify them _____

b. Describe any air pollutant sources such as a freeway or land uses which could contribute significantly to air quality degradation, (heavy manufacturing, incinerators, etc.) near the project _____

- c. Provide the quantities of air pollutants to be emitted by the project, if known

- d. List any AQMD permits required or existing _____

- e. Indicate measures to reduce emissions of stationary sources _____

8. Hazardous Waste:

- a. List any storage of on-site hazardous waste _____

- b. List type of permits required _____

- c. How often is hazardous waste, etc. delivered to or removed from the site?

- d. Is on site reclamation or recycling done? _____ Yes _____

9. Explosive Material

- a. Will highly flammable or potentially explosive material or substances be used or stored with the project site? Yes____ No____
- b. Please identify substance, amount to be stored, and method of storage _____

10. Recyclable Materials:

Does the use recycle or re-use water, materials, etc. as part of its operation?

11. Other Environmental Information:

List any other environmental information relative to this project: _____



CERTIFIED PROPERTY OWNER'S LIST

AFFIDAVIT

I, _____, hereby certify that the attached list contains the NAMES, COMPLETE ADDRESSES and ZIP CODES of all persons to whom all property is assessed as they appear on the LATEST AVAILABLE ASSESSMENT ROLL OF THE LOS ANGELES COUNTY ASSESSOR*, within the area described, and for a distance of five hundred (500) feet [fifteen hundred (1,500) feet in Rural Areas] from the exterior boundaries of property legally described as:

Signed: _____ Date: _____

State of: _____

County of: _____

Subscribed and sworn to (or affirmed) before me

this _____ day of _____, _____, by

(1) _____
Name of Signer(s)

(2) _____
Name of Signer(s)

Signature of Notary Public

***Ownership rolls from other sources are NOT ACCEPTABLE**

ZONE CHANGE CHECKLIST

MATERIALS RECEIPT

This form to be completed by Planning Department:

- _____ Petition for Change of Zone
- _____ Record Owners
- _____ Notarized Owner's Affidavit
- _____ Financial Interest Disclosure
- _____ Environmental Assessment Form (Initial Study)
- _____ Complete Legal Description (Separate Sheet)
- _____ Certified Property Owner's List Affidavit
- _____ Property Ownership List keyed to Map
- _____ Vicinity Owner's Mailing Labels (2 sets)
- _____ Fee
- _____ Vicinity Ownership Map (500' radius in Urban /1500' radius in Rural Areas)
- _____ Land Use Vicinity Map (700' radius)
- _____ Vicinity Map (1 copy) without radius or ownership/land use information
- _____ Site Plan (30 copies) folded to 8"x12"

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application.

Case No.: _____

Received by: _____

Date: _____

FEES: See Fee Schedule

SUBMITTAL HOURS: 8:00 a.m. to 5:00 p.m., Monday through Thursday
 8:00 a.m. to 4:00 p.m., Fridays