



# GENERAL PLAN AMENDMENT REQUEST

**I. INTRODUCTION:** General Plan Amendment is necessary to change text in the General Plan or any designations in the General Plan Land Use Map. For example, if a property owner wanted to change the use of his property from residential to commercial, a General Plan Amendment would initially be necessary. General Plan Amendment requests are usually filed concurrently with other requests (Change of Zone, Conditional Use Permit, etc.) and are reviewed through the public hearing process by the Planning Commission and the City Council. General Plan amendment requests are subject to review by the City Council and may be rejected outright since amendments are legislative acts, not discretionary.

**II. APPLICATION REQUIREMENTS:** Complete this application form, the supplemental form and Initial Study Questionnaire, and **provide current title reports for each of the properties.**

### III. FEES:

The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the "City of La Cañada Flintridge" at the time of application. The County Posting Fee and any Department of Fish & Game fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Game directly.

**Separate check may be required later:**

Application Deposit:	\$5,000.00	County Posting Fee	\$75.00 (payable to L.A. County Recorder)
EIR Deposit: EIR Cost plus 20%*		Environmental Impact Report	\$2,792.25 (payable to Dept of Fish & Games)
ND/MND Deposit:	\$1,000.00	Negative Declaration	\$2,010.25 (payable to Dept of Fish & Games)
<u>Hearing Notice Fee (two hearings)</u>	<u>\$300.00</u>		
<b>TOTAL FEE</b>	<b>\$5,300.00</b>	<b>plus appropriate deposit</b>	

\*If it is determined that an Environmental Impact Report is required, the applicant shall be responsible for depositing with the city the full cost of the EIR plus 20% prior to initiation of the project review. This amount shall be determined by the city after a city RFQ/RFP process and city selection of the EIR consultant.

GPA#

City Date Stamp

**1. LOCATION OF PROPERTY (Street Address):** \_\_\_\_\_

Assessor's Parcel Number

Nearest Cross Street

**2. PROPERTY OWNER:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**3. APPLICANT:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code



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**4. OTHER (optional):** \_\_\_\_\_  
Name Telephone No. Fax No.

\_\_\_\_\_  
Street Address City, State Zip Code

**5. ZONING:** \_\_\_\_\_ **6. AREA OF SITE:** \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

**7. PROJECT DESCRIPTION:** (Examples: construct new 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. DESCRIPTION OF USE:** (Attach additional sheets as necessary for adequate description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. OWNER'S AFFIDAVIT:** As owner of the above described property, I/we affirm that the statements and answers contained herein and on the Project Application Form, and the information and plans submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Property Owner's Signature  
**(REQUIRED)**

\_\_\_\_\_  
Property Owner's Signature  
**(REQUIRED)**

\_\_\_\_\_  
Property Owner's Signature  
**(REQUIRED)**

\_\_\_\_\_  
Property Owner's Signature  
**(REQUIRED)**



# GENERAL PLAN AMENDMENT REQUEST

## SUPPLEMENTAL FORM

1. **REQUESTED GENERAL PLAN CHANGE:** \_\_\_\_\_  
Proposed General Plan Designation

2. **JUSTIFICATION STATEMENT:** Indicate how the proposed project meets these criteria (attach additional sheets, if necessary):

A. The following new conditions warrant a revision in the General Plan land use designation as it pertains to the property(ies) or area under consideration:

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B. The following need exists for the proposed general plan designation within the surrounding area or district:

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C. The particular property under consideration is a proper location for the proposed use category within the area or district, as follows:

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D. The reclassification of the area under consideration will be in the interest of public health, safety and general welfare for the following reasons:

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# GENERAL PLAN AMENDMENT REQUEST

## INITIAL STUDY QUESTIONNAIRE

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

1. LOCATION OF PROPERTY FOR THIS APPLICATION:

\_\_\_\_\_  
Street City Zip

\_\_\_\_\_  
Legal Description Lot No. Block No. Tract No.

\_\_\_\_\_  
Nearest Street Intersection

2. APPLICANT: \_\_\_\_\_  
Name Telephone No.

\_\_\_\_\_  
Street City Zip

3. PRESENT USE OF SITE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. PRESENT ZONE DESIGNATION: \_\_\_\_\_

5. GROSS AREA OF SITE (Include any easements located within property lines)

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet

6. PROJECT DESCRIPTION (Examples: Subdivide 20 Acre to create 30 homesites; add 650 square foot second story to existing home.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. ACTION REQUESTED FROM CITY (Examples: Tentative Tract Map for 30 lots; Setback Modification for required side yard.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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8. IF THE PROJECT IS FOR RESIDENTIAL DEVELOPMENT, IDENTIFY THE NUMBER AND TYPE OF RESIDENTIAL UNITS. (Examples: 30 Condominiums; 1 Single Family)

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9. IF THE PROJECT IS FOR NON-RESIDENTIAL DEVELOPMENT, ANSWER THE FOLLOWING:

A. Total Floor Area of All Buildings \_\_\_\_\_

B. Number of Buildings and Number of Floors per Each Building

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C. Total Projected Number of Employees \_\_\_\_\_

D. Operating Hours \_\_\_\_\_

E. Maximum Number of Employees per Shift:

Day \_\_\_\_\_ Swing \_\_\_\_\_ Graveyard \_\_\_\_\_

10. AREA DEVOTED TO STRUCTURES (Footprint of All buildings)

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

11. AREA DEVOTED TO OPEN SPACE (Lot Area Minus Footprint)

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

12. LIST AND DESCRIBE ALL RELATED PERMITS OR OTHER PUBLIC APPROVALS THAT YOU WILL OBTAIN FOR THIS PROJECT. INCLUDE THE NAME OF THE PERMITTING AGENCY. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)

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13. PHASING. WILL THIS PROJECT BE BUILT IN PHASES OR IS THIS PROJECT PART OF A LARGER PROJECT, PLAN OR PROGRAM? DISCUSS THE TIMING OF THE PROJECT, INCLUDING PROJECTED START AND FINISH DATES. ATTACH A TIME SCHEDULE, IF APPROPRIATE. IF THE PROJECT IS PART OF A LARGER PROJECT OR PREVIOUSLY GRANTED PERMIT FOR WHICH AN ENVIRONMENTAL IMPACT REPORT (EIR) OR NEGATIVE DECLARATION (ND) HAS BEEN PREPARED, ATTACHED A COPY OF THE APPROPRIATE DOCUMENTATION OR IDENTIFY THE RELEVANT CITY OF LA CANADA FLINTRIDGE CASE NO. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

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14. PROJECT SITE. DESCRIBE THE PROJECT SITE AS IT IS BEFORE THE PROJECT. DISCUSS TOPOGRAPHY AND SLOPE CHARACTERISTICS, PLANTS AND ANIMALS, CROPS, AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. DESCRIBE ANY EXISTING STRUCTURES ON THE SITE AND THE USE OF THESE STRUCTURES ON THE SITE AND THE USE OF THESE STRUCTURES. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

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15. ENVIRONMENTAL SETTING. DESCRIBE THE SURROUNDING PROPERTIES. DISCUSS TOPOGRAPHY AND SLOPE CHARACTERISTICS, PLANTS AND ANIMALS AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. INDICATE THE TYPES OF SURROUNDING LAND USES (RESIDENTIAL, COMMERCIAL, OPEN SPACE) AND THE INTENSITY AND THE SCALE OF DEVELOPMENT (ONE AND TWO-STORY SINGLE FAMILY HOMES, HIGH-RISE HOSPITAL, STRIP COMMERCIAL). ATTACH ADDITIONAL SHEETS, IF NECESSARY.

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16. WILL THE PROJECT REQUIRE ANY GRADING?  YES  NO

IF YES, HOW MANY CUBIC YARDS OF MATERIALS WILL BE MOVED? \_\_\_\_\_

WILL THE EARTH MOVEMENT BE BALANCED ON THE SITE?  YES  NO



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IF GRADING WILL REQUIRE THE ADDITION OR REMOVAL OF MATERIAL, WHERE WILL THE MATERIAL BE OBTAINED FROM OR DEPOSITED?

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17. ARE THERE ANY IDENTIFIABLE LANDSLIDES OR OTHER MAJOR GEOLOGIC HAZARDS ON THE PROPERTY? INCLUDE AREAS OF COMPACTED FILL.

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18. ARE THERE ANY NATURAL DRAINAGE COURSES, SPRINGS, PONDS, ETC., ON THE PROPERTY?

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19. WILL ANY NATURAL WATER COURSES, SURFACE FLOW PATHS, ETC., BE CHANGED THROUGH IMPLEMENTATION OF THE PROJECT?

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20. IDENTIFY ANY HAZARDOUS SUBSTANCES, SUCH AS OIL, PESTICIDES, CHEMICALS OR RADIOACTIVE MATERIALS THAT WILL BE HANDLED OR STORED ON OR OFF THE SITE, AS A RESULT OF THIS PROJECT OR ITS OPERATIONS.

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21. WHAT ARE THE EXISTING PRINCIPAL SOURCES OF NOISE AT THE PROJECT SITE?

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22. DESCRIBE THE FACILITIES AND/OR EQUIPMENT WITHIN YOUR PROJECT WHICH ARE EXPECTED TO INDUCE NOISE?

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# GENERAL PLAN AMENDMENT REQUEST

23. WHAT TYPES OF ODORS WILL THE PROJECT GENERATE?

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24. IDENTIFY THE SOURCE OF ANY DUST WHICH THE PROJECT MAY GENERATE.

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25. WHAT PROVISION WILL BE INCLUDED FOR SECURITY WITHIN THE PROJECT?

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26. IDENTIFY, IN GENERAL TERMS, THE PLANTS AND ANIMALS OF THE PROJECT AREA.

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27. EXPLAIN ANY DISPLACEMENT OF PEOPLE WHICH WILL RESULT FROM THE PROJECT.

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28. IDENTIFY ANY HISTORICAL SITES LOCATED ON THE PROPERTY.

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29. IDENTIFY ANY ENERGY-CONSERVING DESIGNS OR MATERIALS USED IN THE PROJECT.

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30. IDENTIFY ALL PUBLIC RECREATIONAL FACILITIES WITHIN A MILE OF THE PROJECT.

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31. WHAT SCHOOL DISTRICT SERVES THE PROPERTY?

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If the project is a residential development of five (5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project.

VERIFICATION ATTACHED: \_\_\_\_\_

32. WHAT IS THE DISTANCE TO THE NEAREST SHERIFF'S STATION? \_\_\_\_\_

33. WHAT IS THE DISTANCE TO THE NEAREST FIRE STATION? \_\_\_\_\_

34. IS SEWER PRESENTLY AVAILABLE TO THE SITE?     YES             NO

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

VERIFICATION ATTACHED \_\_\_\_\_

35. IF SEWERS ARE NOT AVAILABLE, WHAT TYPE OF DISPOSAL SYSTEM WILL BE USED?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

36. IS DOMESTIC WATER AVAILABLE TO THE SITE?     YES             NO

If domestic water is available, attach verification from the appropriate water district stating that existing water capacities are capable of meeting the anticipated demand resulting from the project.

VERIFICATION ATTACHED \_\_\_\_\_

37. IS AN EXISTING WATER SUPPLY AVAILABLE FOR ADEQUATE FIRE PROTECTION?  
 YES             NO

If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim.

VERIFICATION ATTACHED \_\_\_\_\_

38. IS NATURAL GAS SERVICE AVAILABLE?     YES             NO

39. IS ELECTRICITY SERVICE AVAILABLE?     YES             NO

40. WHAT IS THE DRIVING DISTANCE TO THE NEAREST COMMERCIAL AREA? \_\_\_\_\_

**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 \_\_\_\_\_

Name: \_\_\_\_\_

For (if agent): \_\_\_\_\_