



ZONE CHANGE APPLICATION (Requires Additional Core Application)

- I. INTRODUCTION:** Changes of Zone requests are for new land uses which are not permitted in the current zone. Such requests raise significant land use issues and must be reviewed by the Planning Commission and the City Council. Typically, a Change of Zone request must be accompanied by a specific development proposal. This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your Change of Zone request. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about your project or the application process.
- II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the Planning Department when applying for a Zone Change **IN ADDITION TO THE CORE PROJECT APPLICATION:**

NOTE: Please fold all maps and plans to approximately 8½" x 11".

A. Attached Forms:

1. **Supplemental Form** - including a description of the proposed project, the proposed zone category, a statement of how the request meets the required Change of Zone findings, and an original signature from the property owner.
2. **Notice List Affidavit**

B. Public Notice Materials: *(Optionally, the city will provide all the public notice materials for a flat fee of \$150.00, otherwise follow the instructions below.)*

1. **Property Owners Map-** depicting the properties within the required radius for the project site:
 - For all residential properties - 500 feet
 - For all non-residential properties -
 - with an area of 30,000 sq. ft. or less - 500 feet
 - with an area greater than 30,000 sq. ft. - 800 feet
2. **Property Owners List-** names and addresses of all current owners of the properties within the required radius per map, keyed to map.
3. **Property Owners Labels-**two sets of mailing labels corresponding to list.
4. **Vicinity Map** - One (1) copy of a map showing all parcels within 500 feet of the project site, and indicating their existing land use(s).



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C. Drawing Sets:

1. **Site Plans** - thirteen (13) copies* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
 - Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
 - Slopes, contours, trees and other pertinent physical features;
 - All exterior building dimensions, setbacks, and the location of the nearest building wall on all abutting lots;
 - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
 - Exterior lighting, existing and proposed.

2. **Floor Plans** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - Description of the proposed use of all interior floor area;
 - **Shading of the affected walls and areas to be modified or built;**
 - All dimensions of interior rooms or other enclosed areas; and
 - Location of all plumbing equipment, existing or proposed.

3. **Building Elevations** (if applicable) - 13 copies* at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - All exterior sides of all existing and proposed buildings;
 - All exterior building dimensions, including heights; and
 - Description of all exterior building materials and colors.

**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets are required.*

D. Other Materials:

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
2. **Grant Deed or Title Report.**
3. **Application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.



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III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Review Board Review.** Your project may also require review by the Design Review Board for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the Change of Zone request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- G. **Planning Commission Action.** Following a public hearing, the Planning Commission may recommend approval, approval with conditions, continuation for more information, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- H. **City Council Action.** If the request is recommended for approval by the Planning Commission, it will be forwarded to the City Council. Following a public hearing, the Council may also approve, approve with conditions, continue or deny the request. **THE CITY COUNCIL MEMBERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**

IV. FEES: The following is the current fee schedule for Zone Change Request. The following is the current fee schedule for Variance. 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 checks will be required later:

Application Fee:	\$4,955.00	County Posting Fee:	\$75.00 (payable to L.A. County Recorder)
Deposit - City Engineer:	\$1,500.00	Environmental Impact Report:	\$2,792.25 (payable to Dept of Fish & Game)
Environmental Assessment:	\$250.00	Negative Declaration:	\$2,010.25 (payable to Dept of Fish & Game)
Hearing Notice Fee:	\$300.00 (two notices)		
TOTAL FEE	\$6,855.00		



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ZC#

City Date Stamp

V. SUPPLEMENTAL FORM

1. REQUESTED ZONE CHANGE:

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

a. That modified conditions warrant a revision in the zoning plan as it pertains to the area or district under consideration; and

b. That a need for the proposed zone classification exists within such area or districts; and

c. That the particular property under consideration is a proper location for said zone classification within such area or district; and



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- d. That placement of the proposed zone at such location will be in the interest of public health, safety and general welfare and in conformity with good zoning practice.

VI. NOTICE LIST AFFIDAVIT

Address of Property: _____

I, _____(applicant), hereby declare that the attached list contains the names and addresses of all persons who own property within the required notification area of _____feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City. The subject property is legally described as:

Property Owner's Signature Date
(REQUIRED)