



GP \_\_\_\_\_

## GENERAL PLAN AMENDMENT APPLICATION

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE No \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

The property hereby requested for review and revision of its present General Plan Land Use description is situated on the \_\_\_\_\_ side of \_\_\_\_\_ Street, between \_\_\_\_\_ Street and \_\_\_\_\_ Street.

The above property is shown on the County of Los Angeles Assessor's maps as:

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

The current General Plan Land Use Designation for the above property is: \_\_\_\_\_

The requested change in General Plan Land Use Designation is to: \_\_\_\_\_

Submit your reason for said request: \_\_\_\_\_

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

Date \_\_\_\_\_ Receipt No. \_\_\_\_\_ Amount\$ \_\_\_\_\_ By \_\_\_\_\_



3. Would the uses permitted by the proposed General Plan Designation be detrimental in any way to the surrounding properties? (Explain reasons supporting your answer.)

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4. What were the original deed restrictions, if any, concerning the types and classes of uses permitted on this property? Give the expiration date(s) of these restrictions. (You may attach a copy of these restrictions, after clearly underlining the portions that answer this question.)

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5. What are the reasons for initiation of this proposal? \_\_\_\_\_

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## **FILING REQUIREMENTS & INSTRUCTIONS WORKSHEET:**

Note: Incomplete applications will not be scheduled for public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until said information is provided and the application deemed complete.

### **Required Application Materials:**

- Completed application form.
- Map of the subject site(s) with the present land use(s) shown
- Filing fee of \$1,670
- In addition to the filing fee, *two separate checks* in the amount of \$75.00 **each** payable to the Los Angeles County Recorder (required at the time of the filing).

These fees are charged by the County for the filing of the "Public Hearing Notice/Notice of Intent" and "Notice of Determination/Certificate of Fee Exemption" for your project. Your project is not operative, vested or final until the handling fee is paid to the County and the documents are filed.

If your project is denied, the above mentioned check will be returned to you.

- A 300 foot radius map.

The 300 foot radius map accompanying the application must be a dark line print or ink tracing, correctly prepared. It must show each lot within 300 feet of the exterior boundaries of the property involved (including those lots within adjacent cities and county). Each lot must be consecutively numbered to correspond to the property owners list as explained below.

- Property owners/tenants/occupants list and labels of the subject property as well as all properties within the 300' radius.
  - a. The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office located at 1190 Durfee Avenue, South El Monte, CA 91733. A physical inspection of the properties may be necessary to determine the number of units.  
  
Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, list, and mailing labels on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.
  - b. The property owners list should be typewritten and must include each owner's name, mailing address and property assessment identification numbers (AIN).
  - c. Each property owner's name on this list must be numbered to correspond with the numbering placed on the aforesaid radius map.
  - d. A self-sticking label must be provided by the applicant for each name on the property owners list, the name and mailing address of the applicant (also the owner of the property if different from the applicant), and the engineer/ architect if it is desired they receive copies of the public hearing notice.

- On a **separate** label sheet, provide 5 labels each for the property owner, applicant, architect and contractor.

\* (list continued on next page)

- Preliminary Plans and Elevations (15 sets) - **MUST BE FOLDED** (Maximum size 8 1/2" by 14")  
**Plans must be drawn to scale showing all dimensions necessary to determine compliance with the Arcadia Municipal Code. i.e., parking spaces, driveway areas, landscape areas, building sizes, building heights, setbacks from all property lines and curbs of adjacent streets.**

The following information shall be CLEARLY DELINEATED on all preliminary plans:

- a. Scale and North arrow.
  - b. Street addresses and Assessor's Identification Number(s) (AIN) of lot or lots proposed for development.
  - c. Size and location of lot or lots proposed for development with accurate dimensions.
  - d. Location and size of all proposed structures (new and/or existing).
  - e. Location, size and number of all parking stalls.
  - f. Location of all landscaped areas. Percentage of landscaping shall be identified.
  - g. All existing easements.
  - h. Zone category in which the lots exists.
  - i. Owner's name, and applicant's name and telephone number.
  - j. Architect's or designer's name and telephone number.
- One set of plans reduced to 8 1/2" x 11"
  - Environmental Information form
  - Photographs of the property involved on a scale large enough to illustrate the subjects under discussion
  - Renderings, on a scale large enough to illustrate the subjects under discussion are always helpful and are suggested as exhibits with this application.

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### **APPLICATION REVIEW PROCESS**

**STAFF REVIEW:** Upon receipt of a General Plan Amendment Application, City Staff has 30 days to review the application for completeness.

**PUBLIC HEARING:** Once an application is deemed complete, it will be scheduled for a public hearing before the Planning Commission. The Planning Commission will forward its recommendation to the City Council, which will review the application at a second public hearing.

**PROCESSING TIME:** 3-6 months

**AFFIDAVIT**

STATE OF CALIFORNIA  
CITY OF ARCADIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ hereby certify that  
(print name)  
the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

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|---|--|---|
| <input type="checkbox"/> COMPLETED APP. | <input type="checkbox"/> SIGNATURES  | <input type="checkbox"/> REDUCED PLANS                        |
| <input type="checkbox"/> PLANS & ELEV.  | <input type="checkbox"/> EIR DOC.  | <input type="checkbox"/> 2 \$75 CHECKS (L.A. COUNTY RECORDER) |
| <input type="checkbox"/> RADIUS MAP     | <input type="checkbox"/> LABELS INCLUDING 1 FOR ALL INTERESTED PARTIES           |   |
|   | <input type="checkbox"/> LABELS FOR APPLICANT, OWNER, ENGINEER, ARCHITECT 5 SETS |   |

Received by \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_