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## ZONE CHANGE APPLICATION

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### PLEASE COMPLETE THE FOLLOWING INFORMATION:

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

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

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

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

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

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

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

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

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Does public necessity require the proposed change? Is there a real need in the community for more of the types of uses permitted by the zone requested than can be accommodated in the areas already zoned for such uses? (Fully explain your answers, considering the surrounding property as well as the property proposed to be reclassified.) Attach additional sheets if needed.

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

**APPLICANT(S) VERIFICATION**

I/We hereby certify (or declare) under penalty of perjury that the following information and attached ownership list are true and correct.

**SIGNATURES:**

\_\_\_\_\_  
Applicant Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Address (including street, city, state and zip code)

\_\_\_\_\_  
Applicant (if more than one) Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Address (including street, city, state and zip code)

\_\_\_\_\_  
Owner of Record (signature) Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Address (including street, city, state and zip code)

\_\_\_\_\_  
Owner of Record (if more than one) Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Address (including street, city, state and zip code)

**NOTE: APPLICATION WILL NOT BE ACCEPTED WITHOUT THE OWNER'S SIGNATURE**

## **FILING REQUIREMENTS AND 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. To ensure that your application package is ready for review, please check-off the boxes next to the required application materials.

### **Required Application Materials:**

- Completed application form.
- Map of the subject site(s) with the present land use(s) shown
- Filing fee of \$2,000
- 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.
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- 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 Zone Change 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 the  
(print name)

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 also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

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**

- COMPLETED APP.                       SIGNATURES                       REDUCED PLANS
- PLANS & ELEV.                               RADIUS MAP                       2 \$75 CHECKS (L.A. COUNTY RECORDER)
- LABELS INCLUDING 1 FOR ALL INTERESTED PARTIES
- LABELS FOR APPLICANT, OWNER, ENGINEER, ARCHITECT 5 SETS

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