



General Plan Amendment (GPA)

Application (Information)

PURPOSE

California State Law requires that all cities and counties have comprehensive general plans that provide a policy statement and guide for the development and conservation of the community. All general plans are required to consist of the following elements: **Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety**. The Santa Fe Springs's General Plan has an additional **Environmental Justice** and **Economic Development** element.

Although the City will periodically review and update its General Plan, there occasionally arises a need or desire to change some specific portion of the Plan such as the land use designation for a particular area. In accordance with State Law, Santa Fe Springs can change each element of its General Plan only four times during the calendar year. These four times do not have fixed dates, but are generally spaced three months apart as necessary. Often specific changes will be considered at one time as one amendment.

No portion of the General Plan should be amended without reviewing the entire General Plan. Ordinarily, piecemeal amendments to the General Plan should not occur unless related conditions have changed since the last adoption of the Comprehensive General Plan or circumstances unforeseen at the time of the adoption of the Comprehensive General Plan become known. Changes in a General Plan usually mean amended goals or objectives in the development policies of the City. The General Plan represents one of the most important policy statements of the City.

PROCESS

Step 1 - Project Considerations

The applicant should carefully review what the present General Plan calls for in the location or area affected. A proposed land use change should be compatible with the surrounding uses and provide a logical progression for the City's development.

In addition, the applicant is advised to review the proposed amendment in advance with area residents, property owners, and other parties who may be affected by the proposed changes.

Local utilities and other special agencies should be contacted and consulted regarding the requirements for future development in the area, if necessary.

Step 2 - Review by Staff

Prior to filing an application, an appointment should be made with the Planning Division staff to discuss the feasibility of the request, the history of similar proposals, the intent of City policy, possible environmental concerns and required data and procedures to be followed through the process.

Step 3 - Filing the Application

The applicant will submit the completed application, filing fee (see current fee schedule) and other required information provided in the "application checklist" to the Planning Division. ***Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.***

Once the application has been filed a staff planner will be assigned to review the material to make sure all the required information is provided. The applicant will be notified within **30 days** after filing as to whether the application is complete and whether additional information is required.

Step 4 - Environmental Review

Nearly all General Plan Amendment requests are required to have an environmental assessment (Initial Study) to determine if it will be necessary to prepare an Environmental Impact Report. Information on timing and sequence of this process is contained in the City's "Information on Procedures for Environmental Review" handout.

Step 5 - Staff Review for Planning Commission

Once the application has been deemed complete, Planning staff will:

- Study the request by reviewing the General Plan's current policy or land use designation, conducting an investigation of the site, and assessing the impact and need of the proposed change.
- Analyze the potential environmental impacts; and
- Analyze any other issues unique to the proposed request.

A written staff report will be prepared for the Planning Commission (PC) which will analyze the requested change and state the staff recommendation. **A draft copy of this report will be sent to the applicant prior the scheduled PC hearing date.** However, copies of the distributed staff report will also be available to the public after it has been sent to PC.

Step 6 - Planning Commission

The PC is required to hold a least one public hearing on any proposed general plan change. Once the application has been deemed complete, staff will prepare a notice scheduling the proposed general plan change on the next available PC agenda.

The notice must be posted no fewer than 10 days prior to the hearing date and must be mailed to every property owner and occupant within a 500 foot radius of the property site. The notice will also be posted in City Hall and appear in the local newspaper.

At the public hearing:

Staff will present a report and recommendation to the PC. Following staff's presentation, testimony may be provided from the applicant or anyone in the audience who wishes to comment on the application. A decision will be made by the PC after evaluating the public testimony, the staff report, and the environmental information.

The recommendation of the PC will then be forwarded to the City Council (CC). If the PC recommends approval, a CC public hearing will automatically be scheduled. If the PC recommends denial, no action will be taken by the CC unless a written appeal has been filed with the City Clerk within ten (10) days after the PC's final action.

Step 7 - City Council Review

Upon receipt of a PC recommendation for approval or an appeal of denial, a CC public hearing will be scheduled. The same legal notifications provided for the PC is required for the Council hearing.

At its meeting, the Council also takes into consideration:

- Public testimony,
- Staff's report to the Council,
- Environmental information and documentation, and
- The PC recommendation.

Following receipt of public testimony, the CC may:

- Close the public hearing and make its decision,
- Postpone the decision to a later date and continue the public hearing to a specific time, date, and place,
- Refer the matter back to the Commission for further evaluation.

Note: the decision of the City Council is final.

Step 8 - Relationship to Other Actions

A change of zone request may also require a General Plan Amendment which may be processed concurrently with the consideration of the re-zoning application. A Tentative Map, Development Plan Approval, Conditional Use Permit, or other zoning actions may also be required. In most cases, the processing of related applications can be considered concurrently with the re-zoning application.

ESTIMATED TIME OF PROCESS

The actual time for processing of a re-zoning application will vary depending upon the complexity and magnitude of the proposal and staff, Commission and Council workloads, but generally estimated as follows:

- A. From completed application to PC public hearing with:**
 - 1. A Negative Declaration: **12-16 WEEKS**
 - 2. An Environmental Impact Report: **24-28 WEEKS**
- B. PC recommendation to CC action: 4 WEEKS**
- C. Total Estimated Process Time: 16-32 WEEKS**

General Plan Amendment (GPA)

Application Submittal Requirements

It is recommended that the applicant meet with a planner to discuss the feasibility of the request, the history of similar proposals, the intent of City policy, possible environmental concerns and required data and procedures to be followed through the process.

An application for a General Plan Amendment shall be accompanied with the following:

A. ____ A digital copy of the completed application packet, including:

- ☐ A completed application for a General Plan Amendment.
- ☐ Original Notarized Property Owner(s) Statement.

B. ____ A digital map showing the proposed general plan designation for the subject site.
Map should also include the properties in the surrounding area with their existing and/or proposed general plan designation.

C. ____ A digital copy of a Land Use/Property Ownership Map (500' radius) indicating:

- ☐ Subject property
- ☐ All surrounding properties and current lot lines within the 500' radius (measured from exterior boundaries of subject property)
- ☐ All streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc
- ☐ Ownership of all properties within a 500' radius (number the lots to correspond to the property owners list described below).

D. ____ Notarized Certified Property Owner's List Affidavit (If deemed necessary)

E. ____ Property Owners / Tenant List with the following information (If deemed necessary):

- ☐ Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 500' radius of the subject property.
- ☐ If the project is located within an commercial or industrial center, provide the name and address of each tenant within the center.
- ☐ Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (section I).



General Plan Amendment (GPA) Application Submittal Requirements

- F. ____ A digital copy of the completed Environmental Questionnaire – Initial Study Part I
- G. ____ The required processing fee a General Plan Amendment and fee for projects subject to the California Environmental Quality Act (see current fee schedule). Checks shall be made payable to the City of Santa Fe Springs.
- H. ____ **Other** data required by the Director of Planning and Development to adequately present the application to the Planning Commission.

NOTE: Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.

If you have questions regarding these submittal requirements, you can contact the Planning Division at (562) 868-0511 x7550, or visit the Planning Division at City Hall, 11710 Telegraph Road, CA 90670.



General Plan Amendment (GPA) Application

The undersigned hereby petitions that the General Plan be amended by changing the land use designation on the General Plan Map as outlined in this application.

Project and Land Use Data

Property Address: _____

Assessor's Parcel Number: _____

Present Zoning of Property: _____

Land Use Designation Requested from _____ to _____

Lot Area-per Parcel (S.F./Acres): _____

Legal Description of Property (attach supplemental sheet if necessary): _____

Describe any easements, covenants or deed restrictions controlling the use of the property:

Present use of property: _____

NOTE

To be considered a formal submittal, this application must be accompanied by the filing fee, plans, and other data specified in the "Application Submittal Requirements" section.



General Plan Amendment (GPA) Application

Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Relationship to owner:

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ENGINEER ☐ OTHER _____



BEFORE A GENERAL PLAN AMENDMENT CAN BE GRANTED, THE PLANNING COMMISSION MUST BE SATISFIED THAT ALL OF THE FOLLOWING CONDITIONS APPLY. YOUR ANSWERS TO THE FOLLOWING QUESTIONS MUST BE CLEAR AND COMPLETE. THEY SHOULD JUSTIFY YOUR REQUEST FOR A GENERAL PLAN AMENDMENT.

- (Attach a supplemental sheet if necessary):



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a General Plan Amendment, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____

(If signed by other than the Record Owner, written authorization must be attached to this application)

(seal)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public

Date Filed: _____ Type of Project: _____

File No: _____

Environmental Information Form

(To be completed by applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name, address and telephone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by the City, State, and Federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION:

8. Site Size: _____

9. Square Footage: _____

10. Number of floors of construction: _____

11. Amount of off-street parking provided: _____

12.: Attach Plans: _____

13. Proposed Scheduling: _____

14. Associated project: _____

15. Anticipated incremental development: _____

16. If residential, include the number of unit, schedule of unit sizes, range of sale prizes or rents, and type of household size expected: _____

17. If commercial, indicated number of unit, schedule or unit sizes, range of sale prices or rents, and type of tenants expected: _____

18. If industrial, indicated type, estimated employment per shift, and loading facilities: _____

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

20. If the project involves a Variance, Conditional Use Permit, or Zone Change, state this and indicated clearly why the entitlement is required: _____

Are the following items applicable to the project or its effects? Discuss below all items checks yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any hills, or substantial alterations of underground contours	()	()
22. Change in scenic views or vistas from existing residential areas or public lands or roads	()	()
23. Change in pattern, scale, or character of general area of project	()	()
24. Significant amounts of solid waste or litter	()	()
25. Change in dust, ash, smoke, fumes, or odors in vicinity	()	()
26. Change in streams, or ground water quality or quantity, or alteration of existing drainage patterns	()	()
27. Substantial change in existing noise or vibration levels in the vicinity	()	()
28. Site on filled land or on a slope of 10 percent or more	()	()

	Yes	No
29. Use or disposal of potentially hazardous materials such as toxic substances, flammable, or explosives	()	()
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	()	()
31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.)	()	()
32. Relationship to a large project or series of projects	()	()

ENVIRONMENTAL SETTING

33. Describe the project sites as it exists before the project, including information on topography, soil, stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid will be accepted.

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: _____

Firm Name: _____

Address: _____

Phone Number: _____

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____

FILING FEE: _____ RECEIPT NO.: _____

APPLICATION COMPLETE? _____

Application Submittal Checklist

- | | |
|---|---|
| ☐ A digital map showing the proposed general plan designation for the subject site | ☐ A digital copy of a Property Ownership Map (500' radius) *including mailing labels |
| ☐ Digital copy of submitted plans | ☐ Notarized Certified Property Owner's List Affidavit |
| ☐ Justification Statement | ☐ General Plan Amendment Fee |
| ☐ Notarized Property Owners Statement | ☐ Public Hearing Fee |
| ☐ Initial Study Questionnaire | ☐ CEQA Review –Initial Study Fee |