



# Zone Change (ZC) Application (Information)

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## **GENERAL INFORMATION**

The Zoning Ordinance like the General Plan represents one of the most important policy statements of the City. Santa Fe Spring's Zoning Ordinance classifies all property into various zoning classifications. The text of the Ordinance describes the uses which can be established in each zone, and the Officially Zoning Map, which is a part of the Ordinance, delineates the boundaries of all zones.

California State Law requires zoning to be consistent with the City's General Plan. Consequently, amendments to the General Plan may also require subsequent re-zoning to provide consistency.

In reviewing a proposed change of zoning, the request is evaluated for its consistency with the General Plan. It is also reviewed for compatibility of land use and conditions of use, such as building height, with surrounding development. A zoning change will be evaluated on its community wide benefit and enhancement of orderly growth, and not whether it increases property value.

Changing the zone of any property requires changing the Zoning Map, which can only be accomplished by going through the process of officially amending the Ordinance. Any changes are reviewed very carefully by the Planning Commission and City Council. **Applications for rezoning should only be made when there are compelling reasons for the change.**

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## **PROCESS**

### **Step 1 - Project Considerations**

The applicant should carefully review what the present General Plan calls for in the location or area affected. It is essential that the zoning be consistent with all elements of the General Plan or the rezoning cannot be effected without a General Plan Amendment.

Additionally, the applicant is advised to review the proposed zoning in advance of formal application 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.

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## Step 2 - Review by Staff

Prior to filing an application, an appointment should be made with the Planning 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 Department. ***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 Zoning Change. Once the application has been deemed complete, staff will prepare a notice scheduling the proposed re-zoning on the next available PC agenda. Notice of the time and place of the public hearing must be published in a local newspaper of general circulation in the City no fewer than 10 days prior to the public hearing.

### 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 CC hearing. At its meeting, the CC will take the following into consideration: Public testimony, Staff's report to the CC, 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; or refer the matter back to the PC for further evaluation.

It takes the following two actions by the City Council to approve a re-zoning: Introduction of an ordinance which usually occurs at the same meeting as the public hearing; and Ordinance adoption at the next Council meeting which must be at least five days later.

There is a 30 day period after an Ordinance adoption before the re-zoning becomes effective to allow the filing of a referendum petition. 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.

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## 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**

## **Zone Change (ZC)**

### **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 Zone Change shall be accompanied with the following:

**A. \_\_\_\_ A digital copy of the completed application packet, including:**

- ☐ A completed application for a Zone Change.
- ☐ Original Notarized Property Owner(s) Statement.

**B. \_\_\_\_ A digital map showing the proposed zoning designation for the subject site.** Map should also include the properties in the surrounding area with their existing and/or proposed zoning 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).



## Zone Change (ZC) Application Submittal Requirements

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- F. \_\_\_\_ A digital copy of the completed Environmental Questionnaire – Initial Study Part I
- G. \_\_\_\_ The required processing fee a Zone Change 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.

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***NOTE: Please provide all of the application materials in .pdf format and submit digitally via email to [vincevelasco@santafesprings.org](mailto:vincevelasco@santafesprings.org). 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.



# Zone Change (ZC) Application

The undersigned hereby petitions that the Zoning Ordinance be amended by changing the Zoning Map as outlined in this application.

## Project and Land Use Data

Property Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Change Requested: From Zone \_\_\_\_\_ to Zone \_\_\_\_\_

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: \_\_\_\_\_

Purpose for which the Change of Zone is requested (Explain fully the intended use of the property if the Change of Zone is granted): \_\_\_\_\_

### **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.



# Zone Change (ZC) Application

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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 \_\_\_\_\_

## JUSTIFICATION STATEMENT

**BEFORE A ZONE CHANGE 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 ZONE CHANGE .**

1. Demonstrate how the proposed Change of Zone would be in accordance with the principles of good land use planning. (For example, would the proposed use serve a desirable function in the area, harmonize with adjoining zoning, promote sound development and not impose undue traffic burdens or cause traffic hazards, etc.)
  
2. Is there a justifiable need in the community for more of the types of uses permitted in the zone requested than can be accommodated in the areas already zoned for such uses? (The justification for a Zone Change must be community need. The fact that the requested zone would be financially beneficial to the property owner is not sufficient grounds for granting the change.)
  
3. Why is this particular property more suitable for the use permitted in the proposed zone than for the use permitted in the present zone?
  
4. Indicate how the use permitted in the proposed zone would be compatible to existing permitted uses in the same neighborhood. Show that they would not in any way be detrimental to persons and property in the same general area.
  
5. Demonstrate that the proposed change of zone will not adversely affect the master plan of the city.

(Attach a supplemental sheet if necessary):

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# 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 Zone Change, 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)

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.

(seal)

WITNESS my hand and official seal

\_\_\_\_\_  
Notary Public



# Initial Study

## Part 1

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**

- |                                                                                                                            |                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Digital copies of submitted documents                                                             | <input type="checkbox"/> A digital copy of a Property Ownership Map (500' radius) *including mailing labels |
| <input type="checkbox"/> Justification Statement                                                                           | <input type="checkbox"/> Notarized Certified Property Owner's List Affidavit                                |
| <input type="checkbox"/> Notarized Property Owners Statement                                                               | <input type="checkbox"/> Zoning Text Amendment Fee                                                          |
| <input type="checkbox"/> Initial Study Questionnaire                                                                       | <input type="checkbox"/> Public Hearing Fee                                                                 |
| <input type="checkbox"/> A map showing the proposed general plan designation for the subject site ( <i>if applicable</i> ) | <input type="checkbox"/> CEQA Review –Initial Study Fee                                                     |