



Zoning Text Amendment (ZTA) Application (Information)

PURPOSE

A Zoning Text Amendment application is used to amend the text of the City of Santa Fe Springs Municipal Code Title XV – Chapter 155 – Zoning. Whenever the public necessity, convenience, general welfare, or good zoning practices justifies such action, amendment of any provision of Chapter 155 of the Municipal Code shall be considered. A Zoning Text Amendment may be initiated by the City Council, by the Planning Commission, or by an application of the owner of any property within the area proposed to be changed. A Zoning Text Amendment shall only be approved if the Planning Commission (PC) and City Council (CC) find the proposed Amendment(s) to be consistent with the City's General Plan.

PROCESS

Step 1 - 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 2 - 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 digitally.

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 3 - Environmental Review

If it is determined by the City that the proposed Zoning Text Amendment is subject to the California Environmental Quality Act (CEQA), the applicant must complete and digitally submit one (1) copy of Part 1, Initial Study, along with the application.

Step 4 - Staff Review for Planning Commission

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

- Study the request by
 - ◊ Reviewing the existing General Plan policies or land use designation
 - ◊ Surveying other city codes or other studies on the matter
 - ◊ Conducting any necessary field investigation of the site
 - ◊ Assessing the impact and need of the proposed change
- Analyze the potential environmental impacts; and
- Analyze any other issues unique to the proposed change.

A written staff report will be prepared for the Planning Commission (PC) which will analyze the proposed change and also 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 5 - Planning Commission Review

The PC is required to hold public hearing on any proposed Zoning Text Amendment. Notice of the date, time and location of the public hearing shall be posted in City Hall, the City Library, and the Town Center and published in a local newspaper of general circulation at least 20 days prior to the public hearing.

At the public hearing:

Staff will present a report summarizing the subject application and also provide the PC with staff's recommendation. Staff's presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the subject application.

A decision will be made by the PC after evaluating the public testimony, staff report, and any related environmental information. The recommendation of the PC will then be forwarded to the City Council. If the PC recommends approval, a CC public hearing will 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 fourteen (14) days after receipt by the applicant of written notice of the Commission action.

Step 6 - 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 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, deliberate and then 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.

Note: the decision of the City Council is final.



Zoning Text Amendment (ZTA) 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 Zone Text Amendment.
 - ☐ Complete answers to the Zoning Text Amendment questions.
 - ☐ Original Notarized Property Owner(s) Statement.
- B. ____ **A digital copy of the completed Environment Questionnaire – Initial Study Part 1 (if deemed necessary).**
- C. ____ **The required processing fees related to the proposed Zoning Text Amendment, public hearing, and any related fee(s) for project subject to the California Environmental Quality Act (see current fee schedule). Checks shall be made payable to the City of Santa Fe Springs.**
- D. ____ **Other data required by the Director of Community 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 x 7550, or visit the Community Development Department at City Hall, 11710 Telegraph Road, CA 90670.



Zoning Text Amendment (ZTA) 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.

If a specific property is involved:

Property Address: _____

Assessor's Parcel Number: _____

Zoning Classification: _____

General Plan Classification: _____

Surrounding Zones of Subject Property

North: _____ South: _____ East: _____ West: _____

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

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 _____



Purpose for which the Zoning Code Amendment is requested. Explain the following:

- (Attach a supplemental sheet if necessary):

Zoning Text Amendment (ZTA) Application

5. State how this proposed amendment will better meet the public interest(s):

If amendment involves a specific use or type of uses, the following questions apply:

6. That there is a need in the community for more of the type of use(s) expressly or conditionally permitted by the proposed Zoning Text Amendment.
7. That the Zone(s) involved in the proposed Zoning Text Amendment are suitable for the type of use(s) expressly or conditionally permitted by the proposed Zoning Text Amendment:

(Attach a supplemental sheet if necessary):

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.



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 Zoning Text 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



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

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