



## ZONE CHANGE APPLICATION

**I. INTRODUCTION:** Changes of Zone requests are for new land uses which are not permitted in the current zone. Such requests raise significant land use issues and must be reviewed by the Planning Commission and the City Council. Typically, a Change of Zone request must be accompanied by a specific development proposal. This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your Change of Zone request. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about your project or the application process.

**II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the Planning Department when applying for a Zone Change:

**NOTE:** Please fold all maps and plans to approximately 8½" x 11". *Plans shall not exceed 24" x 36" in size.*

**A. Attached Forms:**

1. **Supplemental Form** - including a description of the proposed project, the proposed zone category, a statement of how the request meets the required Change of Zone findings, and an original signature from the property owner.
2. **Notice List Affidavit**

**B. Drawing Sets:**

1. **Site Plans** - thirteen (13) copies\* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
  - Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
  - Slopes, contours, trees and other pertinent physical features;
  - All exterior building dimensions, setbacks, and the location of the nearest building wall on all abutting lots;
  - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
  - Exterior lighting, existing and proposed.
2. **Floor Plans** - thirteen (13) copies\* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - Description of the proposed use of all interior floor area;
  - Shading of the affected walls and areas to be modified or built;
  - All dimensions of interior rooms or other enclosed areas; and
  - Location of all plumbing equipment, existing or proposed.
3. **Building Elevations** (if applicable) - 13 copies\* at a scale of 1" = 8' or larger (or as



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otherwise approved by the Director and including the following:

- All exterior sides of all existing and proposed buildings;
- All exterior building dimensions, including heights; and
- Description of all exterior building materials and colors.

*\*The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets are required.*

### C. Other Materials:

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½” x 11” reduced print of each drawing sheet may be submitted.
2. **Grant Deed or Title Report.**
3. **Application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.

### III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Review Board Review.** Your project may also require review by the Design Review Board for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the Change of Zone request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- G. **Planning Commission Action.** Following a public hearing, the Planning Commission may recommend approval, approval with conditions, continuation for more information, or denial. THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF



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ANIMALS, ACCESS TO SITE, ETC.

H. **City Council Action.** If the Planning Commission recommends the request for approval, it will be forwarded to the City Council. Following a public hearing, the Council may also approve, approve with conditions, continue or deny the request. **THE CITY COUNCIL MEMBERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**

IV. **FEES:** The following is the current fee schedule for Zone Change Request. The following is the current fee schedule for Variance. The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Wildlife directly.

Application Fee:	\$4,955.00	<b><u>Separate checks will be required later:</u></b>	
Deposit - City Engineer:	\$1,500.00	County Posting Fee:	\$75.00 (payable to L.A. County Clerk)
Environmental Review:	\$250.00	Environmental Impact Report:	\$3,070.00 (payable to L.A. County Clerk)
Hearing Notice Fee:	\$600.00 (two notices)	Negative Declaration:	\$2,210.25 (payable to L.A. County Clerk)
<b>TOTAL FEE</b>	<b>\$7,305.00</b>		



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ZC#

## V. APPLICATION

**1. LOCATION OF PROPERTY (Street Address):** \_\_\_\_\_

Assessor's Parcel Number

Nearest Cross Street

**2. PROPERTY OWNER:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**3. APPLICANT:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**4. OTHER (optional):** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**5. AREA OF SITE:** \_\_\_\_\_ sq. ft. or \_\_\_\_\_ acres

**6. PROJECT DESCRIPTION:** (Examples: construct new 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):

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

## 7. PROPERTY OWNER'S AFFIDAVIT

I (We), \_\_\_\_\_ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.



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I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

\_\_\_\_\_  
Property Owner's Signature(s)

\_\_\_\_\_  
Date

## V. SUPPLEMENTAL FORM

### 1. REQUESTED ZONE CHANGE:

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

### 2. JUSTIFICATION STATEMENT: Indicate how the proposed project meets these criteria (attach additional sheets, if necessary):

- a. That modified conditions warrant a revision in the zoning plan as it pertains to the area or district under consideration; and

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

- b. That a need for the proposed zone classification exists within such area or districts; and

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

- c. That the particular property under consideration is a proper location for said zone classification within such area or district; and

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



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- d. That placement of the proposed zone at such location will be in the interest of public health, safety and general welfare and in conformity with good zoning practice.

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## VI. NOTICE LIST AFFIDAVIT

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

I, \_\_\_\_\_(applicant), hereby declare that the attached list contains the names and addresses of all persons who own property within the required notification area of \_\_\_\_\_feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City. The subject property is legally described as:

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Property Owner's Signature Date  
*(REQUIRED)*



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## VII. STATEMENT OF WATER AVAILABILITY

For Site Address: \_\_\_\_\_  
[PRINT]

Property Owner: \_\_\_\_\_  
[PRINT]

### **WATER COMPANY MUST COMPLETE THIS SECTION:**

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

Community Development Department  
City of La Cañada Flintridge City Hall  
1327 Foothill Boulevard  
La Cañada Flintridge, CA 91011

Attn: Director of Community Development

This letter is certification that the following water company:

\_\_\_\_\_,  
can deliver water to the property described on the previous page of this letter for domestic and fire protection purposes in the quantity and pressure set forth as follows:

Normal Pressure Available - \_\_\_\_\_(p.s.i.g.) for \_\_\_\_\_ hours.

Normal Water Available - \_\_\_\_\_(g.p.m.) for \_\_\_\_\_ hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_ If a check appears in this space, the facilities necessary to adequately supply water to the property for the use proposed on the previous page of this letter do not meet the requirements as set forth above by the Forester and Fire Warden in accordance with Ordinance No. 7834. The following improvements are needed in order to assure compliance with these requirements:

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



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## VIII. CEQA INITIAL STUDY QUESTIONNAIRE CASE TYPE AND NO. \_\_\_\_\_

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

A. Location of property for this application:

\_\_\_\_\_  
Street City Zip

\_\_\_\_\_  
Nearest Intersecting Street

B. Applicant: \_\_\_\_\_  
Name Telephone No.

\_\_\_\_\_  
Street City Zip

C. Present use of site:

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

D. Gross area of site (Include any easements located within property lines)

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet

E. Project description (Examples: Subdivide 20 Acre to create 30 homesites; Add 650 square foot second story to existing home.)

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

F. If the project is for residential development, identify the number and type of residential units. (Examples: 30 Condominiums; 1 Single Family)

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

G. If the project is for non-residential development, answer the following:





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1. Total Floor Area of All Buildings \_\_\_\_\_

2. Number of Buildings and Number of Floors per Each Building  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Total Projected Number of Employees \_\_\_\_\_

4. Operating Hours \_\_\_\_\_

5. Maximum Number of Employees per Shift:  
Day \_\_\_\_\_ Swing \_\_\_\_\_ Graveyard \_\_\_\_\_

H. Area devoted to structures (Footprint of All buildings)  
\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

I. Area devoted to open space (Lot Area Minus Footprint)  
\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

J. List and describe all related permits or other public approvals that you will obtain for this project. Include the name of the permitting agency. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. Phasing. Will this project be built in phases or is this project part of a larger project, plan or program? Discuss the timing of the project, including projected start and finish dates. Attach a time schedule, if appropriate. If the project is part of a larger project or previously granted permit for which an Environmental Impact Report (EIR) or Negative Declaration (ND) has been prepared, attached a copy of the appropriate documentation or identify the relevant city of La Cañada Flintridge case no. Attach additional sheets, if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Project site. Describe the project site as it is before the project. Discuss topography and



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slope characteristics, plants and animals, crops, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of these structures on the site and the use of these structures. Attach additional sheets, if necessary.

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M. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.

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N. Will the project require any grading? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many cubic yards of materials will be moved? Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

Will the earth movement be balanced on the site? \_\_\_\_\_ Yes \_\_\_\_\_ No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

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O. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.

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P. Are there any natural drainage courses, springs, ponds, etc., on the property?

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Q. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

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R. Identify any hazardous substances, such as oil, pesticides, chemicals or radioactive materials that will be handled or stored on or off the site, as a result of this project or its operations.

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S. What are the existing principal sources of noise at the project site?

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T. Describe the facilities and/or equipment within your project which are expected to induce noise?

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U. What types of odors will the project generate?

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V. Identify the source of any dust which the project may generate.

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W. What provision will be included for security within the project?

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X. Identify, in general terms, the plants and animals of the project area.

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Y. Explain any displacement of people which will result from the project.

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Z. Identify any historical sites located on the property.

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AA. What school district serves the property? \_\_\_\_\_

If the project is a residential development of five(5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project. Verification attached: \_\_\_\_\_

AB. Is sewer presently available to the site? \_\_\_\_\_ yes \_\_\_\_\_ no

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

Verification attached \_\_\_\_\_

AC. If sewers are not available, what type of disposal system will be used?

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

AD. Is an existing water supply available for adequate fire protection? \_\_\_\_\_ yes \_\_\_\_\_ no

If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim. Verification attached \_\_\_\_\_.

**12. 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 \_\_\_\_\_

Name: \_\_\_\_\_

For (if agent): \_\_\_\_\_