
PLEASE ANSWER THE FOLLOWING QUESTIONS:**1. Is the amendment internally consistent with all other provisions of the General Plan?**

2. Would the proposed amendment be detrimental to the public interest, health, safety, convenience, or general welfare of the City?

FILING REQUIREMENTS

Note: Incomplete applications will not be scheduled for a public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until the necessary information is provided and the application is deemed complete.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Map of the subject site(s) if applicable, with the present land use(s) shown
- Filing Fee of \$8,829
- Two separate checks** in the amount of \$75.00 **each** payable to the Los Angeles County Recorder.

These checks are for the fees charged by the County for the filing and posting of notices of environmental documents for your project. Your project is not operative, vested or final until the handling fee is paid to the County and the documents have been filed and posted for the requisite review period.

If your project is denied or it is determined that the filing and posting of environmental documents is not necessary, the checks will be returned.

- If the requested General Plan amendment is site specific or limited to a particular area, the following public hearing noticing materials are required:

A radius map and mailing list:

- A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels, and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.

- A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.
- Affidavit for preparation of the public hearing noticing materials – see page 4.

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: _____