



ZC \_\_\_\_\_

## ZONE CHANGE

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

PROPOSED ZONE CLASSIFICATION \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DOES PUBLIC NECESSITY REQUIRE THE PROPOSED CHANGE? IS THERE A REAL NEED IN THE COMMUNITY FOR MORE OF THE TYPES OF USES PERMITTED BY THE ZONE REQUESTED THAN CAN BE ACCOMMODATED IN THE AREAS ALREADY ZONED FOR SUCH USES? (FULLY EXPLAIN YOUR ANSWERS, CONSIDERING THE SURROUNDING PROPERTY AS WELL AS THE PROPERTY PROPOSED TO BE RECLASSIFIED.) ATTACH ADDITIONAL SHEETS IF NEEDED.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## **FILING REQUIREMENTS**

Note: Incomplete applications will not be scheduled for public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until said information is provided and the application deemed complete. To ensure that your application package is ready for review, please check-off the boxes next to the required application materials.

- 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) with the present land use(s) shown
- Filing Fee of \$8,294
- Environmental Assessment fee
- Two separate checks** in the amount of \$75.00 **each** payable to the Los Angeles County Recorder.

These fees are charged by the County for the filing of the "Public Hearing Notice/Notice of Intent" and "Notice of Determination/Certificate of Fee Exemption" for your project. Your project is not operative, vested, or final until the handling fee is paid to the County and the documents are filed.

If your project is denied, the above-mentioned checks will be returned to you.

- 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 USB 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
- Photographs of the property involved on a scale large enough to illustrate the subjects under discussion

- Renderings, on a scale large enough to illustrate the subjects under discussion are always helpful and are suggested as exhibits with this application.
- Full size Plans and Elevations four (4) sets, one (1) reduced size copy at 11" x 17" and a digital copy in PDF on a USB.

Plans must be drawn to scale showing all dimensions necessary to determine compliance with the Arcadia Municipal Code. i.e., parking spaces, driveway areas, landscape areas, building sizes, building heights, setbacks from all property lines and curbs of adjacent streets.

The following information shall be CLEARLY DELINEATED on all preliminary plans:

- a. Scale and North arrow.
- b. Street addresses and Assessor's Identification Number(s) (AIN) of lot or lots proposed for development.
- c. Size and location of lot or lots proposed for development with accurate dimensions.
- d. Location and size of all proposed structures (new and/or existing).
- e. Location, size, and number of all parking stalls.
- f. Location of all landscaped areas. Percentage of landscaping shall be identified.
- g. All existing easements.
- h. Zone category in which the lots exists.
- i. Owner's name, and applicant's name and telephone number.
- j. Architect's or designer's name and telephone number.

## **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: \_\_\_\_\_