



ZONE CHANGE APPLICATION

Project Address: _____ Case # _____

This checklist should be reviewed with a Planner at the public counter. A Zone Change request is heard by the Planning Commission at a noticed public hearing. If approved by the Planning Commission, it will subsequently be heard by the City Council at a noticed public hearing. A complete application submittal for a Zone Change consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Zone Change Application** – Completed Zone Change application.
- Proof of Ownership/Property Owner Authorization Form** – if the Applicant is representing owner

5 Physical Sets (along with electronic copies via e-mail/USB):

- Master Land Use Application** – Completed form (attached) that includes:
 - a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
 - b) Property owner signature. If application is not signed by property owner, written consent (notarized signed) from the property owner is necessary authorizing the applicant to submit application.
- Applicant Affidavit (Notarized)** – Attached to Master Land Use application.
- Environmental Information Form** – Attached to Master Land Use application.
- Additional Items** – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.).

2 Physical Sets (along with electronic copies via email/USB):

- Notification Materials** – Submittal items as outlined in the Public Notification Packet Instructions handout.
- Photos** – Photos showing general conditions of site/area including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1478 for any additional information related to the submittal of any Planning applications.

A Zone Change is a procedure to amend the official zoning map of the City by changing the boundaries of a zoning district, or by creating a new zoning district. A Zone Change may only be approved if the affected site/district/area is found to be consistent with the objectives and policies of the General Plan and that the reclassification shall not create problems harmful to the public health, safety and general welfare.

DESCRIPTION OF REQUEST:

This Zone Change request is to:

The applicant must thoroughly respond to the three items below for the proposed Zone Change. The City's Zoning Code and General Plan are available at City Hall. The Zoning Code is also available at www.montebelloca.gov.

- 1) Describe how the proposed Zone Change is consistent with the objectives and policies of the General Plan.

- 2) Detail why the proposed Zone Change is necessary.

- 3) Describe how the proposed Zone Change will not create problems harmful to the public health, safety and general welfare.
