



INSTRUCTIONS FOR FILING A ZONE CHANGE

All of the following must be submitted before the Planning Division can process the application:

- 1. Application Sheet**
- 2. Owner's Permission** authenticated by a notary. **The Owners Permission MUST be notarized or the Planning Division will not accept the application.**
- 3. Filing Fee:** \$9,835 Flat Fee*
**Plus the actual cost of Attorney fees charged against an initial deposit as determined by the Director. Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*
- 4. Environmental Information Form**
- 5. Property Owners List:** (3) Three copies on self adhesive mailing labels, plus one (1) photocopy and a 300-foot Radius Map. A notarized certification of the property owners list must be provided.
- 6. Occupant's Permission To Enter And Investigate Site:** Submit the attached form with an ink signature of the current occupant.
- 7. Precise Plan/Conditional Use Permit/Other Permits:** See instructions with each appropriate application.



EXPLANATION OF ITEMS 1 THROUGH 7

1. Application

To process the Zone Change, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee

A flat fee of \$9,835 will be required at the time of submittal of the application. If an additional public hearing is required and/or requested, additional fees, plus the actual cost of Attorney fees shall be charged against an initial deposit as determined by the Director. If the deposit is depleted, additional deposits may be required by the Director before work on the application resumes.

3. Applicant's Environmental Information Form

The Environmental Information Form (attached to this packet) must be submitted when you file this application, so that an environmental determination can be made. If an Environmental Impact Report (EIR) is then required, processing of the application will cease until an EIR has been prepared pursuant to CEQA and local CEQA guidelines.



EXPLANATION OF ITEMS 1 THROUGH 7

4. Property Owners List

This list must be typed on self adhesive mailing labels (3 sets), and must have the names and mailing addresses of all property owners, *commercial and residential*, within or partially within the 300-foot radius. It must be prepared from the **most recent** equalized assessment rolls of the Los Angeles County Assessor, which are available in the County Assessor's branch office, 1190 Durfee Avenue, South El Monte. Number all labels to correspond with the numbers on the radius map. **Labels addressed to property owners must include the assessors parcel number on the first line of the label.** Separately provide three (3) copies of the applicant's address on labels, and one (1) photocopy of a complete address label set.

300-Foot Radius Map: The radius map must be prepared:

- showing all areas 300 feet or nearer to the property in this application (the 300 foot distance should be measured from the nearest edge of the subject property)
- showing all property lines completely or partly within the 300 foot line
- with the properties inside the line numbered to match the Owners list
- folded to 8½" x 13" maximum size.

5. Per the West Covina Municipal Code Section 26-203, multiple applications needed for the same project (e.g. a precise plan and zone change) must be filed for and processed concurrently.



ZONE CHANGE (ZC) APPLICATION

A. **Zone Change Requested:**

Existing Zone: _____

Proposed Zone: _____

Case No.

B. **Project Information:**

Property Address: _____

Assessor's Identification Number (AIN): _____

Zoning Classification of the Subject Property: _____

Lot Area Per Parcel (Square Feet): _____

Building (Footprint) Square Footage: _____

Project Description: _____

C. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

D. **Property Owner Information:**

Name: _____

Address: _____

Phone: _____ E-Mail: _____



OWNER'S PERMISSION

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made. (Attach a supplemental sheet if necessary):

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

The Owner's Permission MUST be notarized or the Planning Division will not accept the application.



DEPOSIT AGREEMENT

Case No.

This is to certify that I, _____
(applicant)

understand that if an additional public hearing is required and/or requested, an additional fee plus the actual cost of Attorney fees will be required and charged against an initial deposit as determined by the Director. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the Director, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signature: _____

Date: _____



OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

I, _____ as _____
(owner or lessee)

and occupant of the property located at _____

do hereby authorize representatives of the City of West Covina to enter upon the above mentioned property for inspection purposes and to obtain photographs of the subject property to prepare reports for Zone Change No. _____.

This authorization terminates upon the final decision on the case, made either by the Planning Commission or City Council of the City of West Covina.

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)



ENVIRONMENTAL INFORMATION FORM

A. General Information

1. Name of Developer/Project Sponsor: _____
Address of the Above: _____
_____ Telephone: _____
2. Address or Location of Project: _____

3. Name of Project Leader/Coordinator: _____
Address of the Above: _____
_____ Telephone: _____
4. Indicate number(s) of the permit application(s) for the project to which this form pertains: _____
5. Existing Zoning: _____
6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

7. Proposed Use of Site: _____

8. Proposed Zoning (if different than existing): _____

B. Project Description (Include Precise Plan or Development Plan, where applicable):

1. Site Size: _____
2. Square Footage of Building Coverage: _____
3. Number of Floors in Building(s): _____
4. Total Floor Area: _____
5. Amount of Off-Street Parking Provided: _____



ENVIRONMENTAL INFORMATION FORM

6. Proposed scheduling (phasing) of current development and any anticipated future development: _____

7. Please provide complete information for your project.

- If residential, include the number of units, schedule of unit sizes, range for sale prices or rents, and types of household size expected:
- If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities:
- If industrial, indicate type, estimated employment per shift, number of shifts, and loading facilities:
- If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to come from the project:
- If public works, indicate the kind, whether it is taking place within the existing public right of way, and whether it is replacing an existing system or facility:

8. If the project involves a variance, conditional use permit, zone change, or general plan redesignation, state this and indicate clearly why such application is required: _____



ENVIRONMENTAL INFORMATION FORM

9. Are the following items applicable to the project or its effects? Discuss below all items checked yes:

YES

NO

a. Change in existing topography (a substantial alteration of ground contours).

b. Change in scenic views/vistas from existing residential areas, public lands, or roads.

c. Change in pattern, scale or character of general area of project.

d. Significant amounts of solid waste or litter.

e. Change in dust, ash, smoke, fumes, or odors in vicinity.

f. Change in stream or ground water quality or quantity, or alteration of existing drainage patterns.

g. Substantial change in existing noise or vibration levels in the vicinity.

h. Site on filled land or on slope of 10 percent or more.

i. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.

j. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)

k. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)

l. Relationship to a larger project or series of projects.



ENVIRONMENTAL INFORMATION FORM

Discuss “yes” answers below:

C. Environmental Setting

1. Describe the project site 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 (polaroids OK).

2. 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 (single-family, apartments, local retail, regional commercial, etc.) and scale of development (height, frontage, set-backs, etc.). Attach photographs of the vicinity (polaroids OK).



ENVIRONMENTAL INFORMATION FORM

D. 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.

Name: _____

Signature: _____

Date: _____



ZONE CHANGE (ZC) APPLICATION CHECKLIST

FOR DEPARTMENT USE ONLY

CASE NO: _____

DATE FILED: _____

FILING FEE: _____

RECEIPT NO: _____

APPLICATION COMPLETE?:

Application Submittal Checklist:

- Notarized Owner's Permission
- Occupant's Permission To Enter And Investigate Site
- Deposit Agreement
- Environmental Information Form
- Property Owners List