



# City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (626)961-4626

## **ZONE CHANGE APPLICATION**

### NOTICE TO ALL APPLICANTS

In order for City Staff to expeditiously process your application and avoid processing delays, it is imperative that your application, plans, and/or other requested attachments are complete and that all requested information is submitted.

A complete description of the required materials is contained in the application. Please check the following items that have been included with the application:

Zone Change Review Application fee & deposit (Check One)

- 0-5 acres
- 5.1-10 acres
- 10+ acres
- Zone Change Extension
  
- Completed application with notarized signatures
- Completed Environmental Information Form
- 500' radius vicinity map
- List of property owners within the 500' radius
- Two (2) sets of mailing labels (Avery 5160) and stamps for list of property owners
- Recorded copy of the deed or title report
- Architectural drawings, plans (optional)
- Other \_\_\_\_\_

The Planning Commission meets on the first Tuesday of every month at 7:00 p.m. Applications are not scheduled until the application has been determined to be complete. Planning Department personnel are available between 8:00 a.m. and 5:00 p.m., Monday thru Friday to answer any questions you may have or to receive your application for filing. It is recommended that you make an appointment with a planner if you wish to discuss your application.

Please sign and include this sheet with the filling of your application.

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Applicant/Authorized Agent

**CITY OF LA PUENTE  
APPLICATION FOR  
CHANGE OF ZONE**

**File No.** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Env. Status** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**APPLICANT AND PROPERTY OWNER INFORMATION**

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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Applicant's Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Applicant's FAX Number, if any: (\_\_\_\_\_) \_\_\_\_\_

Applicant's E-mail Address, if any: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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**To the Planning Commission and City Council:**

Pursuant to Chapter 10.80, Title 10 of the La Puente Municipal Code, I/we, the owners of real property, or authorized representative(s), hereby petition, in writing, for a Change of Zone as set forth in the La Puente Municipal Code, as specified below on property legally described as (exact legal description): \_\_\_\_\_

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

From \_\_\_\_\_ zone classification to \_\_\_\_\_ zone classification

Address of the property involved: \_\_\_\_\_

The present use of the property: \_\_\_\_\_

Zone of the property \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

Site Area: \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres (net)

Number of lots: \_\_\_\_\_

# **CITY OF LA PUENTE**

## **REQUIREMENTS FOR FILING A**

### **ZONE CHANGE**

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the property owner and notarized before a Notary Public. The written consent of all property owners of the property(ies) for which the application is being filed must sign or otherwise authorize their consent to the filing.
2. **FILING FEE & DEPOSIT.** The Municipal Code requires that a filing fee plus a deposit to cover processing costs (the actual staff hours are charged against the deposit) be paid at the time of filing the application. The filing fee is not refundable. Unencumbered portions of the deposit will be refunded to the applicant.
3. **VICINITY MAP.** A vicinity map showing each lot within 500 feet of the exterior boundaries of the property under consideration must accompany the application. The map must be drawn accurately and at a scale of 1" = 200'. Each lot must be consecutively numbered to correspond to the names on the property owner list (as explained below). Base maps may be obtained from the City Planning Department.
4. **PROPERTY OWNER LIST.** The identifying numbers on the vicinity map must also be included on a list of property owners and their addresses printed individually on two (2) sets of self-adhesive Avery 5160 mailing labels. The list must contain the names and addresses of the property owners identified as being within 500 feet of the exterior boundaries of the property under consideration. The names of property owners may be secured from the County Assessor, East District Office, 1190 Durfee Avenue, South El Monte, California. Private companies also provide this service.
5. **STAMPS.** Two self-adhesive U.S. postage stamps for each of the property owners identified on vicinity map must be submitted with the application. The stamps will be used to mail the public hearing notifications to each owner.
6. **ARCHITECTURAL DRAWINGS, PRECISE PLOT PLANS, - OPTIONAL.** Three (3) copies of precise plot plans, drawings or similar materials, at a scale large enough to illustrate the various matters relating to the application, although not required, may be helpful and are recommended for exhibition purpose.
7. **PHOTOGRAPHS.** Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
8. **ADDITIONAL REQUIREMENTS.** The Planning Department reserves the right to request any additional plans an/or information that it feels is necessary for the public's understanding of the proposed amendment.







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## ACKNOWLEDGEMENT OF BURDEN OF PROOF

TO ALL APPLICANTS FOR DEVELOPMENT AND SIGN PERMITS, UNCLASSIFIED USE PERMITS, TENTATIVE PARCEL, OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Department and Building Department have been instructed to give every possible assistance to anyone who desires to avail himself of the remedies provided by the Code in special zoning problems involving any of the procedures mentioned.

Such assistance, however, MUST NOT be interpreted as encouragement to the applicant, and THE APPLICANT MUST UNDERSTAND THAT IN ALL CASES THE BURDEN OF PROOF IS UPON HIM TO MAKE THE SHOWING NECESSARY before any of the described petitions can be granted, and that there is no guarantee expressed or implied that any application will be granted whatever agency that has authority in the matter.

The applicant must understand also that each matter must be carefully investigated and that after the investigation has been made, or the public hearing has been held, the Staff's recommendation or decision may be contrary to the position taken in the preliminary discussions.

The staff is NOT PERMITTED to assist the applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

\_\_\_\_\_  
Date

APPLICANT: \_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Signature

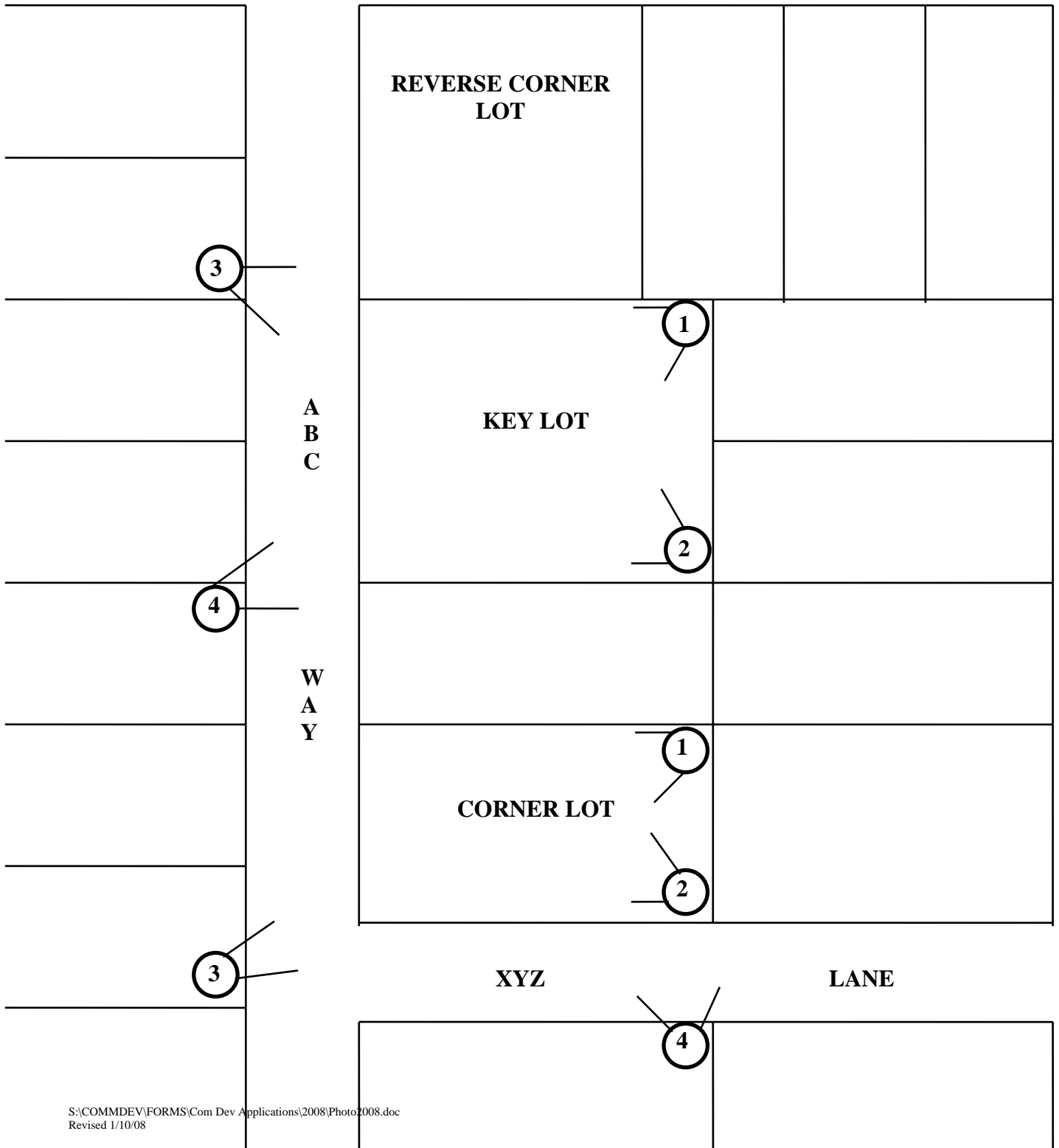
\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Application No. \_\_\_\_\_

# CITY OF LA PUENTE GENERAL INSTRUCTIONS FOR PHOTOGRAPHS OF SITES

The applicant must submit photographic prints from all angles (as shown below) of the subject property including the adjacent properties and area of the addition or development. All photographs must be captioned and numbered corresponding to the sample photograph map shown below. (A copy of location map may be obtained from the Community Development Department).





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## ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

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

File No: \_\_\_\_\_

### GENERAL INFORMATION

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address or location of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Map Book, Page and Parcel Number: \_\_\_\_\_

3. Name(s), address(es), and telephone number(s), of person(s) to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Type of permit applied for: \_\_\_\_\_

5. 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 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Existing zoning district: \_\_\_\_\_

7. Proposed use of site (project for which this form is filed); \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PROJECT DESCRIPTION (attach additional sheets if necessary)

8. Site size: \_\_\_\_\_
9. Square footage of building(s): \_\_\_\_\_
10. Number of floors on construction: \_\_\_\_\_
11. Amount of off-street parking provided: \_\_\_\_\_
12. Proposed scheduling: \_\_\_\_\_
13. Associated projects: \_\_\_\_\_
14. Anticipated incremental development: \_\_\_\_\_  
\_\_\_\_\_
15. If **residential**, include number of units, schedule of unit sizes, range of sales price or rents and type of household sizes expected: \_\_\_\_\_  
\_\_\_\_\_
16. If **commercial**, indicate the type (whether neighborhood, city or regionally-oriented), square footage of building area and loading facilities:  
\_\_\_\_\_  
\_\_\_\_\_
17. If **industrial**, describe type, estimated employment per shift and loading facilities:  
\_\_\_\_\_  
\_\_\_\_\_
18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:  
\_\_\_\_\_  
\_\_\_\_\_
19. If the project involves a variance, conditional use permit, zone change, General Plan or municipal code amendment or specific plan application, state why the application is needed:  
\_\_\_\_\_  
\_\_\_\_\_
20. What utilities are available to the project site?  
\_\_\_\_\_  
\_\_\_\_\_

Are the following items applicable to the project of its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | YES   | NO    |  |
|-------|-------|--|
| _____ | _____ | 21. Change in existing features of any hills, or substantial altering of ground contours.  |
| _____ | _____ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads.   |
| _____ | _____ | 23. Change in pattern, scale or character of general area of project.  |
| _____ | _____ | 24. Significant amounts of solid waste or litter.  |
| _____ | _____ | 25. Change in dust, ash, smoke, fumes or odor in vicinity.   |
| _____ | _____ | 26. Change in ground water quality or quantity, or alteration of existing drainage patterns.   |
| _____ | _____ | 27. Substantial change in existing noise or vibration levels in the vicinity.  |
| _____ | _____ | 28. Site on filled land or on slope of 10 percent or more.   |
| _____ | _____ | 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable, or explosives.                                    |
| _____ | _____ | 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)  |
| _____ | _____ | 31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.).  |
| _____ | _____ | 32. Relationship to a larger project or series of projects.  |
| _____ | _____ | 33. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?               |
| _____ | _____ | 34. If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

ENVIRONMENTAL SETTING

35. 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 use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

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36. Describe the surrounding properties, including information on plants and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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37. Attach plans showing all existing and/or proposed development.

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)

For: \_\_\_\_\_