

# Zone Change Applicant's Guide

## PURPOSE

The Paramount Zoning Ordinance establishes land use districts (zones) designed to promote the orderly growth of the community by grouping together uses which are similar and protecting them from the intrusion of uses which might be detrimental or incompatible. The Zoning Ordinance describes the uses which can be established in each zone and the Zoning Map delineates the boundaries of all zones. In addition to regulating use of property, the zoning ordinance also provides standards for building setbacks, height of structures and lot area. The division of a city into zones is a necessary part of planning in order to ensure rational and orderly development.

## FINDINGS

The applicant for a zone change shall substantiate to the satisfaction of the Planning Commission and City Council, the following facts:

- (a) That modified conditions warrant a revision in the zoning plan as it pertains to the area under consideration.
- (b) That a need for the proposed zone classification exists within such area and that the proposed change is necessary and proper and not likely to be detrimental to adjacent properties.
- (c) That the particular property under consideration is a proper location for such zone classification within such area and is suitable for uses permitted in the zone in terms of access and size of parcel.
- (d) That placement of the proposed zone at such location will be in the interest of public health, safety, and general welfare.
- (e) That the proposed classification will be consistent with the comprehensive general plan.

## Procedure for Filing a Zone Change Application

1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Planning Department. The filing fee is **\$5,065.00**.
2. After all forms are submitted, the Planning Department will schedule the matter for a public hearing before the Commission. The applicant, owner of the subject property, and owners/tenants of the properties within 500 feet of the subject property will receive notice of the public hearing ten days prior to the public hearing. Please provide two sets of labels.
3. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the applicant prior to the hearing.
4. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
5. The Planning Commission may then close the public hearing and (1) approve, (2) conditionally approve, (3) deny the request or postpone decision to a later date, or (4) continue the public hearing to a specified time, date, and place. The Commission will announce its decision at a regular meeting or scheduled special meeting within 40 days after the conclusion of the public hearing. The Planning Commission's recommendation shall be presented to the City Council at their next regularly scheduled meeting.
6. The City Council will also conduct a public hearing regarding the request. Property owners/tenants within 500 feet of the proposed request will again be notified of the hearing. The decision of the City Council shall be final and conclusive. A copy of the Ordinance approving or denying the request will be mailed to the applicant after adoption. A Zone Change becomes effective 30 days after adoption of an Ordinance amending the Zoning Map.
7. **WAIVER, RELEASE AND INDEMNIFICATION**

As an additional term or condition of the grant of this zone change, as confirmed by its signature below, the applicant, on behalf of itself and/or any entity which it represents in which it has an ownership interest (the "interest"), to the extent fully allowed by law, waives and releases the City of Paramount and its officers, agents, and employees (the "City") from and against any and all liability related to or arising from the application for a zone change (the "permit"), the issuance of such permit, or the City's enforcement or failure to enforce the conditions of such permit. The undersigned certifies that it and/or any entity in which it has an interest shall not file or cause to be filed any claims or proceedings against the City as a result of this permit application, the issuance of the permit and/or the City's enforcement of or the failure to enforce the conditions of the zone change.

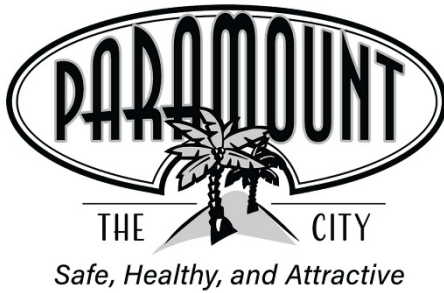
In addition, as a condition of applying for and or accepting a permit from the City, the undersigned, on behalf of himself/herself and any entity in which he/she has an interest, shall indemnify, defend and hold harmless the City, from any and all liability, claims, challenges, or demands of any nature brought by a third party (specifically including but not limited to the California Environmental Quality Act) arising out of or any manner related to the issuance of the permit and/or the operation of the project that is the subject of the permit.

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Applicant Name – Print and Sign

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Date



Planning Department  
Planning Division  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036  
planning@paramountcity.com

## Zone Change Application Check Sheet

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Read questions carefully and fill the forms out completely.

- ☐ **Zone Change Application (Applicant, Location, Legal, Land Use, Request)**
- ☐ **Waiver, Release, and Indemnification Signature**
- ☐ **Property Owner Authorization Slip, if applicant is not owner of property**  
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**  
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Environmental Information Form (3 pages)**
- ☐ **500-foot Radius Map**
- ☐ **Mailing Labels for addresses of both Property Owners & Tenants within 500 feet of Project Site (Please provide two sets of labels)**
- ☐ **Certificate of Correctness**  
To be completed by preparer of radius map and mailing labels.  
Get document signed and acknowledged before a notary public.
- ☐ **Filing fee (\$5,065.00 base fee + cost of environmental review if applicable)**



City of Paramount  
16400 Colorado Ave.  
Paramount, CA 90723  
(562) 220-2036

## ZONE CHANGE APPLICATION

### For Planning Department Use:

Date Filed: \_\_\_\_\_ Fee: \$5,065.00

Case No.(s) \_\_\_\_\_

Date of Hearing \_\_\_\_\_

By: \_\_\_\_\_

Related Items: \_\_\_\_\_

APPLICANT

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

Mailing Address: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Legal Owner of Property  
(If different than applicant): \_\_\_\_\_

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

Owner's Phone Number: \_\_\_\_\_

Name of Business  
(If applicable): \_\_\_\_\_

LOCATION

Subject property is located on \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

LEGAL

Assessor's Parcel No. \_\_\_\_\_ Parcel Size \_\_\_\_\_ sq. ft.

Legal description:

LAND USE

Existing Zoning: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

If Vacant, Previous Use: \_\_\_\_\_

Number of Months Vacant: \_\_\_\_\_

A change of zone from \_\_\_\_\_to \_\_\_\_\_is requested for the subject property.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**A**

**AUTHORIZATION – TOP SECTION OF THIS PAGE TO BE COMPLETED  
IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY**

I/We, \_\_\_\_\_ owner of the above described real property,  
authorize \_\_\_\_\_ to:

\_\_\_\_\_ Make an application for a \_\_\_\_\_  
on the property heretofore described and/or

\_\_\_\_\_ Appear and act for me in my place and stead for the City of Paramount. He or she is  
authorized to take such action as he or she deems advisable in connection with said  
application.

Signature of Property Owner \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Property Owner's Daytime Telephone No. \_\_\_\_\_

**B**

**AFFIDAVIT (bottom section of this page)  
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA                      }  
COUNTY OF LOS ANGELES            }      SS:

I, \_\_\_\_\_, being duly sworn depose and say

That I am an Agent \_\_\_\_\_ of property in this petition and that the

Lessee \_\_\_\_\_

Owner \_\_\_\_\_

Optionee \_\_\_\_\_

Purchaser \_\_\_\_\_

forgoing signature, statements, and answers herein contained and the information herewith submitted are  
in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury  
that the foregoing is true and correct.

**Notary Instructions:**

**Please execute a Jurat and provide  
State approved Jurat form. Thank  
you.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

CITY OF PARAMOUNT

**ENVIRONMENTAL INFORMATION FORM**

(To Be Completed By Applicant)

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, telephone number, and email address of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains  
**[Paramount staff will assign the permit number]:**  
\_\_\_\_\_
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 project for which this form is filed:  
\_\_\_\_\_

**Project Description**

8. Site size.
9. Square footage.
10. Associated project.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.



14. Anticipated incremental development.
15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities.
17. If industrial, indicate 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 or rezoning application, state this and indicate clearly why the application is required.

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

	<u>Yes</u>	<u>No</u>
20. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.	___	___
21. Change in scenic views or vistas from existing residential areas or public lands or roads.	___	___
22. Change in pattern, scale or character of general area of project.	___	___
23. Significant amounts of solid waste or litter.	___	___
24. Change in dust, ash, smoke, fumes, or odors in vicinity.	___	___
25. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	___	___
26. Substantial change in existing noise or vibration levels in the vicinity	___	___
27. Site on filled land or on slope of 10 percent or more.	___	___
28. Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	___	___
29. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	___	___
30. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	___	___
31. Relationship to a larger project or series of projects.	___	___

**Environmental Setting**

32. 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.
33. 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 (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**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.

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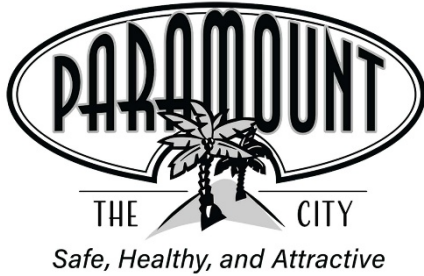
Date

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Applicant Signature

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Title



## APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners and tenants within a 500-foot radius of the subject property. This includes applications for General Plan amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, and

### Condominium Conversions.

Mailing labels and maps must be submitted to the Planning Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners and tenants within a 500-foot radius of the project site. This list contains the names of businesses we are aware of, and isn't meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business, which provides the same service.

**Susan W. Case**  
**Ownership Listing Service**  
917 Glenneyre St., Suite 7  
Laguna Beach, CA 92651  
(949) 494-6105  
[www.susancase.com](http://www.susancase.com)  
[orders@susancaseinc.com](mailto:orders@susancaseinc.com)

**Catherine McDermott**  
**Ownership Listing Service**  
P.O Box 890684  
Temecula, Ca 92589-0684  
(951) 699-8064  
[ownershislistingservice@hotmail.com](mailto:ownershislistingservice@hotmail.com)

**Hoover Architectural Group**  
**Rex A. Hoover, AIA**  
6458 East Surrey Drive  
Long Beach, CA 90815  
(562) 595-8770  
(909) 466-7595 Fax  
[rhoover@hoover-architect-group.com](mailto:rhoover@hoover-architect-group.com)

**A M Mapping Service**  
**Anna M. Smit**  
8001-B Archibald Ave., #4710  
Rancho Cucamonga, CA 91730  
(909) 466-7596  
(626) 403-1803

**NotificationMaps.com**  
668 N Coast Hwy # 401  
Laguna Beach, CA 92651  
(866) 752-6266  
[sales@notificationmaps.com](mailto:sales@notificationmaps.com)

**L.A. Mapping Service**  
781 Pinefalls Avenue  
Diamond Bar, Ca 91789  
[info@lamappingservice.com](mailto:info@lamappingservice.com)  
[lamappingservice.com](http://lamappingservice.com)

**Radius Map Service**  
**Mark Jaworski**  
3837 E. 7<sup>th</sup> Street  
Long Beach, CA 90804

**GIS and Cartography**  
**Stanley Szeto**  
879 W. Ashiya Road  
Montebello, CA 90640

(562) 673-1753

**Donna's Radius Maps**

684 S. Gentry Lane  
Anaheim, CA 92807  
(714) 921-2921  
[ddradiusmaps@sbcglobal.net](mailto:ddradiusmaps@sbcglobal.net)

**City Radius Maps**

**Robert Simpson**  
300 East Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
[robert@cityradiusmaps.com](mailto:robert@cityradiusmaps.com)  
[cityradiusmaps.com](http://cityradiusmaps.com)

**Atlas Radius Maps**

**Dana Molino**  
PO Box 18612  
Anaheim CA 92817  
Cell: 714-906-3168  
[atlasradmaps@gmail.com](mailto:atlasradmaps@gmail.com)  
[www.atlasradiusmaps.com](http://www.atlasradiusmaps.com)

(626) 512-5050

[szetostanley@sbcglobal.net](mailto:szetostanley@sbcglobal.net)

**N.P.S + ASSOCIATES**

396 W. AVENUE 44  
LOS ANGELES, CA 90065  
(323) 801-6393  
[npsassociates.com](http://npsassociates.com)  
[contact.npsassociates@gmail.com](mailto:contact.npsassociates@gmail.com)

**Express Notice and Mail**

17595 Harvard Suite C 209  
Irvine, CA 92614  
(714) 551-9814  
[ExpressNoticeandMail.com](http://ExpressNoticeandMail.com)  
[sales@expressnoticeandmail.com](mailto:sales@expressnoticeandmail.com)

**More Services**

**Joe Moreno**  
12106 Lambert Avenue  
El Monte, CA 91732  
Cell: (626) 350-5944  
[moreservices@sbcglobal.net](mailto:moreservices@sbcglobal.net)  
[moreservicesmapping.com](http://moreservicesmapping.com)

**Along with the mailing labels, you must provide a notarized certification of corrections signed by the person who prepared the radius and labels. A sample certification is attached. Please provide two sets of labels.**

**CERTIFICATION OF CORRECTNESS**

The attached list represents the names and addresses of all property owners and tenants located within 500 feet of the exterior boundaries of the property located at \_\_\_\_\_, Paramount California. This information was obtained from the latest Los Angeles County Assessment Rolls.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Printed Name of Preparer

State of California       }  
County of Los Angeles   }       SS.

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Notary Public, personally appeared \_\_\_\_\_,  
Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

## **IMPORTANT NOTICE**

**THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.**

**THIS APPLICATION IS SUBJECT TO PUBLIC NOTICING REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE 65091, WHICH INCLUDES PUBLIC NOTIFICATION IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION.**

**YOUR APPLICATION INCLUDES THE FOLLOWING FEES FOR A TOTAL OF \$350.00 ABOVE THE BASE CITY FILING FEE:**

- **A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.**
- **A \$275.00 FEE TO PUBLISH A PUBLIC HEARING NOTICE IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION *[NOTE: IF A PROJECT INCLUDES MORE THAN ONE APPLICATION WITH PUBLIC HEARINGS, ONLY ONE APPLICATION REQUIRES THE \$275.00 FEE.]***