

General Plan Amendment Applicant's Guide

PURPOSE

The Paramount General Plan serves as the blueprint for planning and development in the City of Paramount. The General Plan consists of eight elements, including the Land Use Element, which establishes land use designations. These categories 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 primary objectives of the Land Use Element are to manage future growth, improve the City's physical appearance, and to minimize potential land use conflicts. The division of a city into land use designations is a necessary part of planning to ensure rational and orderly development and comply with state laws.

FINDINGS

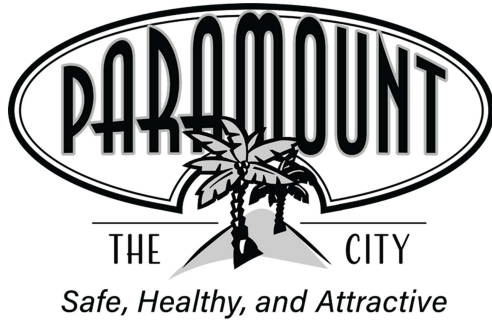
The applicant for a General Plan Amendment shall substantiate to the satisfaction of the Planning Commission and City Council the following facts:

- (a) That modified conditions warrant a revision in the land use plan as it pertains to the area under consideration.
- (b) That a need for the proposed land use 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 land under consideration is a proper location for such land use classification within such land use area and is suitable for uses permitted in a corresponding zone in terms of access and size of parcel.
- (d) That placement of the proposed land use designation 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 Zoning Map.

Procedure for Filing a General Plan Amendment 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 \$1,437.50.
2. After all forms are submitted, the Chair of the Planning Commission 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.

It should be noted that a General Plan Amendment becomes effective 30 days after adoption of an Ordinance amending the General Plan.



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

General Plan Amendment Application Check Sheet

Read questions carefully and fill the forms out completely.

- General Plan Amendment Application Form (Applicant, Location, Legal, Land Use, Request)**

- 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.

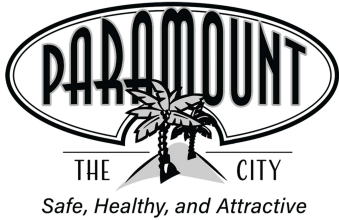
- Environmental Information Form (3 pages)**

- 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 (\$1,437.50 base fee + cost of environmental review if applicable)**



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

GENERAL PLAN AMENDMENT APPLICATION

For Planning Department Use:

Date Filed: _____ Fee: \$1,437.50

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 at _____

Between _____ and _____

LEGAL

Assessor's Parcel No.(s) _____ Parcel Size _____ sq. ft.

Legal description:

LAND USE

Existing Zoning: _____ Existing General Plan Land Use Designation: _____

Current Land Use: _____

If Vacant, Previous Use: _____

Number of Months Vacant: _____

***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. _____

AFFIDAVIT
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS:

I, _____, being duly sworn depose and say

Agent _____

Lessee _____

That I am an owner _____ of property in this petition and that the

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 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.

Environmental Information Form
Page 2

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.

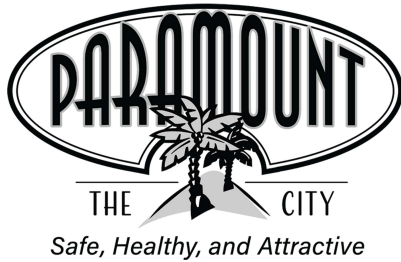
Certification

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.

Date

Applicant Signature

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, Condominium Conversions, and Zoning Ordinance Text Amendments.

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 is not 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
orders@susancaseinc.com

Catherine McDermott
Ownership Listing Service
P.O. Box 890684
Temecula, CA 92589-0684
(951) 699-8064
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

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

L.A. Mapping Service
781 Pinefalls Avenue
Diamond Bar, CA 91789
info@lamappingservice.com
lamappingservice.com

Radius Map Service
Mark Jaworski
3837 E. 7th Street
Long Beach, CA 90804
(562) 673-1753

Donna's Radius Maps
684 S. Gentry Lane
Anaheim, CA 92807
(714) 921-2921
ddradiusmaps@sbcglobal.net

City Radius Maps
Robert Simpson
300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382
robert@cityradiusmaps.com
cityradiusmaps.com

Atlas Radius Maps
Dana Molino
PO Box 18612
Anaheim CA 92817
Cell: 714-906-3168
atlasradmaps@gmail.com
www.atlasradiusmaps.com

GIS and Cartography
Stanley Szeto
879 W. Ashiya Road
Montebello, CA 90640
(626) 512-5050
szetostanley@sbcglobal.net

N.P.S + ASSOCIATES
396 W. AVENUE 44
LOS ANGELES, CA 90065
(323) 801-6393
npsassociates.com
contact.npsassociates@gmail.com

Express Notice and Mail
17595 Harvard Suite C 209
Irvine, CA 92614
(714) 551-9814
ExpressNoticeandMail.com
sales@expressnoticeandmail.com

More Services
Joe Moreno
12106 Lambert Avenue
El Monte, CA 91732
Cell: (626) 350-5944
moreservices@sbcglobal.net
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.]***