



CITY OF PLACENTIA
DEPARTMENT OF DEVELOPMENT SERVICES
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870
PHONE: (714) 993-8124 FAX (714) 961-0283

**ZONE CHANGE
SUBMITTAL REQUIREMENTS**

A ZONE CHANGE APPLICATION IS REQUIRED FOR ANY PROPOSAL TO CHANGE THE ZONING DESIGNATION OF A PARTICULAR PARCEL OR PARCELS OF LAND AS INDICATED ON THE ZONING MAP.

THE CITY COUNCIL CONSIDERS A ZONE CHANGE AFTER FIRST RECEIVING A RECOMMENDATION FROM THE PLANNING COMMISSION. THE CITY COUNCIL MUST FIND THAT:

- **WILL NOT BE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, OR WELFARE.**
- **THE PROPOSED ZONE CHANGE IS CONSISTENT WITH THE GOALS AND OBJECTIVES OF ALL THE ELEMENTS OF THE GENERAL PLAN.**
- **THE PROPOSED ZONE CHANGE WILL NOT RESULT IN A SIGNIFICANT IMPACT ON THE ENVIRONMENT IN THE NEIGHBORHOOD IN WHICH THE PROPOSAL IS PROPOSED.**
- **THE PROPOSED ZONE CHANGE WILL NOT RESULT IN SPOT ZONING OR USES INCONSISTENT WITH THE SURROUNDING USES.**

A PROJECT WILL NOT BE SCHEDULED FOR A PUBLIC HEARING UNTIL ALL INFORMATION HAS BEEN DETERMINED TO BE ADEQUATE AND COMPLETE. THE FOLLOWING SHALL BE INCLUDED AT THE TIME OF APPLICATION SUBMITTAL:

- 1. **FEES:** As per the most current adopted fee schedule. Make check(s) payable to "City of Placentia".
- 2. **COMPLETED APPLICATION WORK SHEET**
- 3. **PROOF OF COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) consisting of one of the following determinations:**
 - a. **Project is Categorically Exempt**
 - b. **Initial Environmental Assessment and determination of requirement for either:**
 - **A Negative Declaration**
 - **A Mitigated Negative Declaration**
 - **A Draft Environmental Impact Report (EIR)**
- 4. **PUBLIC NOTIFICATION LIST AND MAP (RADIUS MAP):** Three (3) sets of typed, gummed address labels containing the names and addresses of all property owners within a five-hundred (300) foot radius (either wholly or partially) of the exterior boundary lines of the property involved, and a map of such. Each mailing label must contain the assessor parcel number above the name of the owner and applicable address. The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate according to the latest available County of Orange assessment roll.

If a property is located within an integrated commercial/retail or industrial development, please also include three (3) sets of typed, gummed address labels containing the names and addresses of all business owners within the development.

Ten (10) calendar days prior to the review decision date, the property owners within a five-hundred (300) foot radius of the subject property shall be notified by mail of the application.

- 5. SIXTEEN (16) SETS OF PLANS AND TWO (2) ELECTRONIC COPIES (PDF FORMAT) drawn to engineering/architectural scale, fully dimensioned, and indicating the following:

*Additional sets of plans may be requested if the proposed development project is appealed to City Council.

SITE PLAN:

- Title block including name of project, location, name, address, telephone number, applicant and architect/engineer
- North arrow, scale of plan (not to exceed 1" = 100' or less than 1" = 20')
- Vicinity map showing closest major streets, distances to cross streets and surrounding land uses
- Legal property lines, lot dimensions (per most current Orange County Assessor's Parcel Map)
- Footprint of structures and dimensions (if applicable).
- All proposed structures and existing structures on properties immediately adjacent to the subject site
- Setback dimensions of the proposed building(s) to all property lines and structures
- All existing and proposed easements and dimensions
- Proposed area to be changed shall be shaded in a manner that will make the change(s) prominent
- Site summary table including:
 - Assessors Parcel Number
 - Legal description of the property (Tract/Parcel Map and Lot(s)/Parcels(s))
 - Existing zoning designation
 - Proposed zoning designation
 - Existing land use
 - Existing General Plan designation (shown in "strikethrough" text)
 - Proposed General Plan designation (shown in "redline" text)
 - Proposed land use
 - Total Gross Area in square feet and acres
 - Total Net Area in square feet and acres
 - Square footage of existing buildings on site

- 6. Plan(s) shall be folded to approximately 8.5" x 12".

- 7. ONE (1) ELECTRONIC COPY (PDF) OF PLANS
- 8. TEXT AND/OR TEXT CHANGES: All proposed Development Code Text Amendments(s) shall include:
 - Struck-out copy of all Section(s) of the Development code Text proposed to be deleted
 - Redlined copy of all sections of the development code text proposed to be added
 - All above text on a CD (Microsoft Work for Windows)
 - A written letter of justification which provides the rationale for the proposed Development Code Text Amendment(s)
- 9. Provide a Letter of Justification that thoroughly outlines the rationale for the zone change request. This justification shall answer the following questions:
 - A. ZONE MAP AMENDMENT:
 - Will the proposed map amendment be compatible with the existing surrounding land uses?
 - Will the proposed map amendment enhance the quality of life?
 - Will the proposed map amendment have a significant impact on the general welfare of persons residing in the community?
 - Will the proposed map amendment result in the future need for city services/infrastructure?
 - Would the proposed amendment result in a significant impact on the environment or in the neighborhood in which it is proposed?
 - Will the zone map amendment create a legal non conforming use?
 - B. ZONE TEXT AMENDMENT:
 - Will the proposed zone text amendment be consistent with the general plan
 - Will the zone text amendment create a non conforming use

****PLEASE NOTE THAT THE ITEMS LISTED ABOVE ARE MINIMUM REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED FOR CLARIFICATION DURING THE REVIEW PROCESS.***