

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

ZONE CHANGE SUBMITTAL REQUIREMENTS

1) INTRODUCTION

All Zone Change applications must be accompanied with a specific project development. To provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below must be submitted in conjunction with your Zone Change application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

2) REQUIRED SUBMITTAL INFORMATION

- A.** A completed and signed ***General Planning Application***.
- B.** The ***Zone Change Application Fee*** (See Fee Schedule).
- C.** A completed and signed ***Discretionary Planning Project Categorization Checklist***.
- D.** A completed and signed ***Party Disclosure Form***.
- E.** A completed and signed ***Environmental Information Form***.
- F. *Public Hearing Information:***
 - 1) Provide a property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved with this Zone Change Application (see format in attached example). A minimum of two (2) sets of typed, gummed, mailing labels, on 8-1/2" x 11" sheets, must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List can be found at *1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1701)*. Please note that a title company can also prepare this information if you are unfamiliar with preparing public hearing noticing information.
 - 2) Provide a copy of each page of the latest Los Angeles County Equalized Tax Roll List from which all legal property owner's names and addresses were derived. In addition, highlight each property owner that will be noticed from each page.

- 3) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet (300') of the subject property/properties that are a part of this Zone Change Application (see attached example).
- G.** A completed **Project Narrative Questionnaire** signed by the project developer/sponsor (see attached form).
- H.** Provide two (2) copies of the **Title Report** for the property/properties involved with this Zone Change Application.
- I.** If the proposed Zone Change also requires a General Plan Amendment, provide the following **Economic Studies**:
- 1) An independent study (prepared by a qualified economic consultant, approved by the Director of Community Development) that analyzes the short and long term economic impacts to the City if the property is re-zoned. How does the current and proposed zoning on the property affect the existing and future supply/demand of similar zoning classifications in the City? How will the re-zoning affect the current and future supply/demand for jobs and housing in the area and throughout the City? How will it affect City revenue sources? Provide all supporting documentation and explain the assumptions, methodology, findings and conclusions of the economic study.
 - 2) An independent performa (by a qualified economic consultant, approved by the Director of Community Development) justifying the long-term economic viability of the proposed land-use development on the property.
- J.** A detailed **Site Plan** of the project location that illustrates the following information:
- 1) The property owner's/project sponsor's name address and phone number on each plan sheet.
 - 2) The project address on each plan sheet.
 - 3) The scale that your plans were drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
 - 4) Provide a north arrow on your plans.
 - 5) All property lines and lot dimensions.
 - 6) All new and existing on-site buildings and structures on the property as well as immediately contiguous to the proposed development.
 - 7) Identify all existing/proposed accessory structures and mechanical equipment on the property (i.e., trash enclosures, transformers, ground-mounted air conditioners, etc.).
 - 8) Specify the distance between all existing and/or new on-site buildings.
 - 9) For new construction, specify the total existing and new on-site building square footage.
 - 10) Provide a footprint of the adjacent buildings, structures, parking lots etc. that are immediately contiguous to the proposed development. In addition, include those properties located immediately across the street.
 - 11) All landscape planters, including their respective widths and depths.
 - 12) All new and existing building setbacks from the front, side, and rear property lines.
 - 13) Illustrate the location, length, width and type of all existing and proposed easements on the property.
 - 14) All proposed street dedications and improvements (if any).

- 15) All new and/or existing vehicular curb cuts (driveway aprons) to the property from the adjacent public right-of-way(s) and the adjacent properties (if applicable). Also, illustrate any/all vehicular driveway aprons that will be removed and/or relocated (if applicable).
- 16) All new and existing off-street parking and loading areas on the property. Be sure to include any compact parking spaces. In addition, specify the typical lengths and widths of all on-site parking stalls.
- 17) Specify the total number of on-site parking spaces provided versus the number of on-site parking spaces required by the Norwalk Municipal Code.
- 18) Consecutively number each on-site parking space.
- 19) Illustrate and dimension all on-site vehicular drive aisles and show the internal circulation pattern for both pedestrians and vehicles.
- 20) Illustrate all vehicular and truck turning radii for new/modified parking lots and drive aisles.
- 21) Illustrate and fully dimension all outdoor storage areas (if applicable).
- 22) Illustrate all existing street striping, street medians and driveway approaches located within one hundred and fifty feet (150') of the subject property, including across the street. This requirement shall apply to all new on-site construction and parking lot alterations.
- 23) Illustrate Title 24 (Handicap Accessibility) compliance for the site.

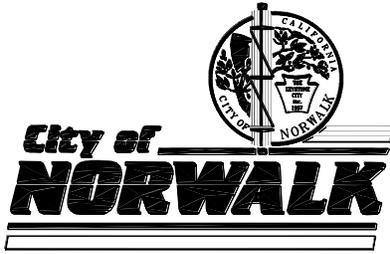
K. A fully dimensioned ***Floor Plan*** that specifies the following information:

- 1) The proposed use of each room.
- 2) The length, width and total gross square footage of each room.
- 3) The location of all interior and exterior walls, doors and windows.
- 4) A legend that identifies all existing, new and demolished interior walls, doors and windows.
- 5) The total gross square footage of the new building or addition.

L. Detailed building ***Elevations*** for all new exterior construction or remodeling that illustrates the following information:

- 1) The maximum building height from finished grade to the highest roof pitch.
- 2) All exterior wall and trim colors. Include the specific color number and the company that manufactures the proposed color(s).
- 3) All exterior wall cladding (i.e., stucco, brick, wood siding, etc.) and roofing material.
- 4) Provide a material color board that gives a physical sample of all proposed exterior wall cladding and colors proposed for the project.
- 5) All architectural features and building materials along each building elevation.
- 6) Illustrate the existing portion(s) of the building that will remain unaffected by the addition and specify all existing building materials and colors.
- 7) A cross section to illustrate how all existing and new roof mounted mechanical equipment will be completely screened from the adjacent streets and surrounding properties.
- 8) Provide a roof plan to illustrate the specific location(s) of all existing/new roof mounted mechanical equipment.
- 9) Provide a computer photo simulation of the proposed building construction as it will be seen from all adjacent public right-of-ways. All landscaping included within the computer simulation should not exceed a growth period beyond three (3) years.

- M.** For all new on-site construction or remodeling, provide a conceptual **Landscape Plan** that provides the following information:
- 1) Specify the size and location of all new/existing on-site landscape planters in relationship to all new/existing on-site buildings and improvements.
 - 2) The location of all new trees, plants and ground cover.
 - 3) Provide a landscape planting legend that identifies the symbols used to represent all on-site trees, plants and ground cover. In addition, specify the number and size of all new on-site plants and trees.
 - 4) For all existing on-site trees that will be removed as part of the proposed development, specify the size (trunk diameter), species and condition of each tree.
 - 5) Specify the total gross square footage of all on-site landscaping. In addition, specify the percentage of on-site landscaping located solely within the parking lot (i.e., the area located behind all minimum required front, side and rear yard building setbacks).
 - 6) The slope ratio for all proposed landscape berms. Please note, no landscape berm may exceed a 2:1 slope.
 - 7) All landscape trellis elements.
 - 8) All decorative hardscape elements such as special paving materials or rockscape.
 - 9) The location and type of irrigation equipment proposed for all landscape planters.
 - 10) The location, height, length, type (i.e., slump stone/split face/precision block, brick, stucco etc.) and color of all new and existing perimeter walls/fences. In addition, illustrate the location, height, length and type of all proposed retaining walls.
 - 11) Any/all proposed changes or modifications to the existing perimeter walls. Please note, all perimeter fencing must be consistent in height, material and color.
 - 12) Specify any damage to the existing perimeter walls and all proposed repair work.
- N.** Provide a **Phasing Plan** for all new or future on-site development if the overall project will not be developed in one phase. Be sure to indicate the limits of each phase of development and how the remaining property will be used until the subsequent project phasing occurs (i.e., irrigate and hydro seed).
- O.** For all new or future on-site construction associated with the proposed Zone Change, provide a **Conceptual Grading Plan** that illustrates the following information:
- 1) All new and existing on-site buildings, walls, gutters, pavement, drainage structures, swales, slopes, etc.
 - 2) Specify the distance between the new and/or existing on-site buildings and property lines.
 - 3) Provide on and off-site spot elevations, gradients, contours, cross-sections, flow arrows, etc. All off-site grading and drainage details should be shown within at least one hundred and fifty feet (150') surrounding the project development.
 - 4) Specify the finish floor elevation, the location and size of all new and/or existing building pads, and all buildings/structures located on the properties immediately contiguous to the project site.
 - 5) The maximum grading contour intervals shall conform to the following:
 - Slope 2% or less From 2% to 9%
 - Interval Two feet (2') Five feet (5')
 - 6) Full cross-sections of all site boundaries, to scale, showing all proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differentials (maximum and minimum conditions) between all on and off-site structures.
 - 7) Separate cut and fill areas with a clearly identified line.



ZONE CHANGE NARRATIVE QUESTIONNAIRE

Please complete the entire application with detailed responses. Please include additional sheets to answer each question, if necessary. All answers must be typed or neatly printed.

1. Explain why you are requesting a Zone Change. _____

2. What is the total net and gross square footage of the property/properties involved in the Zone Change request? _____

3. What zoning designation are you proposing for the property/properties involved in the Zone Change request? _____

4. Aside from economic considerations, what substantive public benefits does the City derive from re-zoning property? Why are these benefits unobtainable based on the property's current zoning designation? What information/documentation can you offer to support your position? _____

5. Explain the economic justification for re-zoning the property. _____

6. How will you address concerns raised by the residents of the surrounding neighborhood? Do you plan to hold public meetings or produce informational mailings? If you have already met with neighboring business owners and residents, please include a summary of their comments and concerns. _____

7. What type of land-use development will be constructed on the property if the proposed Zone Change is approved? For non-residential developments, explain the proposed business operation, the days and hours of operation and the number of on-site employees. _____

8. What is the total gross square footage of the existing or proposed on-site building(s)? For residential developments, how many units will be constructed on the property? _____

9. Why do you believe the proposed Zone Change will not adversely impact the surrounding neighborhood? _____

What information/documentation can you offer to support your position? _____

- 10. Provide a locator map that identifies the existing zoning designations on all of the properties located within 150 feet of the project boundaries.
- 11. Provide a locator map that identifies all of the existing land-uses (developments) located within 150 feet of the project boundaries.

CERTIFICATION

I certify the forgoing responses are true and correct to the best of my knowledge and belief.

Name

Signature

Date