



## City of Industry Zone Change Application

15625 Mayor Dave Way • City of Industry • CA • 91744

Phone: (626) 333-2211 • Fax: (626) 961-6795

[www.cityofindustry.org](http://www.cityofindustry.org)

Project Location: \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_  
*Street Zip*

Project Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Applicant: ☐ Property Owner ☐ Tenant ☐ Architect ☐ Engineer ☐ Builder ☐ Other \_\_\_\_\_

Name (As Shown on Secretary of State): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Property Owner Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Responsible Party Information(As Shown on Secretary of State):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

What is the purpose for requesting a zone change and what zoning designation are you requesting;

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

Justification and Required Findings (17.28.040. A-F): Provide a detailed typed justification of each of the following:

1. When was existing zoning effective and are there changed conditions to warrant other or additional zoning;

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

2. Does the existing business, commercial or industrial area meet the requirements on a regulated basis of the area;

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

3. Will the owner or owners of property be deprived of a property right if the request for zone change is not granted;

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



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4. Will proposed change of zone adversely affect the adjoining property as to value, precedent, or be detrimental to the area;

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5. Will change of zone be in the interest of furtherance of public health, safety and general welfare; and

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6. Such other information as the council or commission deems necessary;

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Any of the following items may be required based upon further review of the development application: Check all that are provided at this time.  
(Keep in mind that additional studies not listed may be required by City staff.)

<input type="checkbox"/> Air Quality Study	<input type="checkbox"/> Arborist Report	<input type="checkbox"/> Archeological Survey	<input type="checkbox"/> Biological Assessment
<input type="checkbox"/> Cost/Benefit Economic Analysis	<input type="checkbox"/> Cultural Resources Report	<input type="checkbox"/> Geology/Geological Report	<input type="checkbox"/> Greenhouse Gas Emissions Report
<input type="checkbox"/> Historic Resources Study	<input type="checkbox"/> Human Health Risk Assessment	<input type="checkbox"/> Land Use Consistency Analysis	<input type="checkbox"/> Hydrology Study
<input type="checkbox"/> Noise Study	<input type="checkbox"/> Parking Study	<input type="checkbox"/> Pedestrian Safety Study	<input type="checkbox"/> Phase I and Phase II Reports
<input type="checkbox"/> Photometrics/Lighting Study	<input type="checkbox"/> Preliminary Geotechnical Report	<input type="checkbox"/> Sewer Study	<input type="checkbox"/> Shade/Shadow Analysis
<input type="checkbox"/> Soils Report	<input type="checkbox"/> Storm Water Quality Management Plan	<input type="checkbox"/> Traffic Study (Level of Service – LOS)	<input type="checkbox"/> Water Supply Assessment

Other(s) Not Listed: \_\_\_\_\_



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### Additional Project Information (Existing and Proposed) Include on Plans

Current Zoning:	Current General Plan:	Gross Project Acreage:
Proposed Zoning:	Proposed General Plan:	Number of Existing Buildings:
Total Square Footage of Existing Building(s):	Existing Use:	Proposed Use:
Lot Area (In acres and square feet):	Floor Area Ratio (FAR):	Lot Coverage Ratio:
Number of Floors & Building Height:	Mezzanine (Square-Footage):	Office to Industrial Use Ratio (1/3 maximum):
Landscape area (Square-footage):	Setback:	Number of Bicycle Racks:
Number of EV charging stations:	Number of Carpool spaces:	Number of Parking Spaces:
Number of ADA Parking Spaces:	Number of Compact Parking Spaces:	Number of Standard Parking Spaces:

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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



## City of Industry Planning Division

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**Zone Change  
Check List**  
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Review Checklist (Incomplete Applications will NOT be accepted)

### I. Submittals:

#### A. First Submittal

This first submittal will be reviewed internally by City staff and responsible agencies.

The following items are required with the application:

- ☐ Completed Property Owner Consent Form (Attached)
- ☐ Completed Environmental Information Form (Attached)
- ☐ A vicinity map on an aerial with subject site and streets clearly labeled. The vicinity map shall be of a scale to show entirety of all adjacent properties.
- ☐ A map indicating all properties within 300' of the exterior boundaries of the subject site
- ☐ A correlated property owners list providing the property owners' names and addresses for these properties (This certified list must be prepared from the last equalized assessment roll of the County of Los Angeles Tax Assessor's Office)
- ☐ Two (2) sets of self adhesive with the names and addresses reflecting the 300' radius property owners list (Labels and parcels must be numbered to correspond with each other)
  - Public Hearing Information: Submit the items listed below (**If Applicable**).
  - A list of all property owners within the project's required mailing radius of 300 ft. The mailing list information shall be obtained from the latest Los Angeles County Equalized Assessment Rolls.
  - 1" x 2 ¾" Self-adhesive, typed address labels (two sets) listing the name, address and assessor's parcel number of all property owners within the project's mailing radius
  - A radius map clearly drawn in red ink on the Assessor's Parcel maps showing the subject site and all properties within 300 ft. of the exterior boundaries of the project site. The Assessor's pages shall be merged together on an 8 ½" x 11" format.
  - One labeled business size envelope (Size 10; 4 ⅞" x 9 ½") prepared for mailing for each name on the mailing list with the City's return address as shown below. (Must be First Class® postage Forever Stamps, they are non-denominational, which means that they can be used to mail First Class letters no matter what the postal rate).
- ☐ One (1) check in the amount of \$10,000.00 (This is a fee deposit)
- ☐ Plan Package: Two (2) full size plan sets to include:
  - Site Plan
  - Existing Structure/Demo Plan
  - Floor Plan
  - Elevations
  - One (1) USB Flash Drive/Digital Set with PDF files of plan sets



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**Zone Change  
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- All plan sets shall be collated, folded and stapled as a complete set. (See Section 2)

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

### B. Second Submittal:

The required items listed below shall incorporate all the comments from the first Planning review

- ☐ Revised plan sets: Quantity to be determined by Project Planner.
- ☐ Deposit Reimbursement Agreement - An agreement will be required for all Projects submitted to the Planning Department. This will be arranged subsequent to all formal submittals. Payment fees along with the signed agreement will be required upfront for Staff to continue to the entitlement process.
- ☐ Any additional information required pertinent to the project proposed.

### C. Third Submittal:

After completing required reviews, and prior to scheduling for approval, the following required items must be submitted:

- ☐ A revised full size set of colored plans.
- ☐ Provide a 3D colored rendering of the completed building in relation to berming, landscape, parking lot, etc. The main image should be looking at the building from the public right-of-way.
- ☐ A revised digital colored photograph of the colors and materials board.
- ☐ Any additional information required pertinent to the project proposed.

## II. Plans:

### A. Plan Requirements

1. All full size plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42".
2. All site and landscaped plans shall be drawn to an engineering scale of 1"=20', 1"=30', 1"=40', or 1"=50', with the scale clearly labeled (Grading plan scale shall not exceed 1"=40').
3. All elevations shall be drawn to an architectural scale no smaller than 1/4"=1' (a scale of 1/8" =1' may be used for larger commercial or industrial buildings as determined by the Planning Division).
4. All submitted plans shall be collated, folded and stapled as a complete set.
5. All plans shall be clear, legible and accurately scaled.
6. All site plans shall contain a north arrow, vicinity map and a legend identifying any symbols.



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7. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
8. Clearly label all building/structure setbacks.
9. Existing versus proposed improvements shall be clearly identified. Existing features/improvements shall be shown by solid lines. Future improvements should be shown by long dashes.
10. Truck turning radius shall be made visible on plans.
11. Include and correctly dimension all perimeter and interior property lines and indicate which lines will be removed or created and by what instrument.
12. Depict the location and dimensions of all existing and proposed easements and all property to be dedicated to the City for street or other purposes. (If Applicable)
13. Dimension all existing and proposed buildings on the site and depict the footprint and square footage of all structures to be demolished or removed.
14. Include and dimension all existing and proposed landscape and building setbacks.
15. Show and fully dimension all landscape areas, loading zones, drop-off areas, trash enclosures, and the location of all existing and proposed utility meters and services including transformers.
16. Show the height, location, and construction type of all existing and proposed fences or walls.
17. Fully dimension the proposed disabled access routes of travel, pedestrian walkways, parking lot, drive aisles, and parking stalls.
18. Dimension and label all abutting streets and alleyways (from street/alley centerline to curb, centerline to property line, and curb to property line) as well as the location of all driveways, streets and alleys intersecting into abutting streets.

**B. Elevations: (show all of the following)**

1. Illustrative elevations of all sides of all buildings and structures (including trash enclosures, walls, and fences etc.)
2. Illustrative cross-sections and enlargements or architectural elements or details as needed
3. All exterior building materials and architectural style(s) clearly labeled on each sheet of elevations
4. The height of walls, roof element, and the height of any architectural features
5. Provide a 3D rendered image of the completed building in relation to berming, landscape, parking lot, etc. The main image should be looking at the building from the public right-of-way

**C. Floor Plans: (show all of the following)**

1. Label use of each area (warehousing, manufacturing, office, showroom, kitchen, dinning area, waiting area, etc.)
2. Dimensions of all walls.



# CITY OF INDUSTRY

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[planning@cityofindustry.org](mailto:planning@cityofindustry.org)

## PROPERTY OWNER CONSENT AFFIDAVIT FOR CONDITIONAL USE PERMIT APPLICATION

**\*\*THIS FORM MUST BE NOTARIZED\*\***

**BUSINESS DESCRIPTION** \_\_\_\_\_

**BUSINESS LOCATION** \_\_\_\_\_

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES) SS  
CITY OF INDUSTRY )

DATE: \_\_\_\_\_

I/We, \_\_\_\_\_, \_\_\_\_\_, the **OWNER(s)** of the Real Property involved in this application, do hereby consent to the filing of this application. I/We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

**OWNER'S AGENT:** \_\_\_\_\_ Phone No. \_\_\_\_\_  
(e.g. Property Manager) (Printed Name of Agent)

**Address of Owner's Agent:** \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

**OWNER:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_  
(Signature) (Signature)

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
(Number) (Street) (Number) (Street)  
(City) (State) (Zip) (City) (State) (Zip)

**NOTE:** A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PARTY OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF THE CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT OUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

### FOR NOTARY USE ONLY

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_  
(Printed Name of Owner As Signed Above) (Printed Name of Owner As Signed Above)

*proved to me on the basis of satisfactory evidence to be the person(s) who appeared to me.*

\_\_\_\_\_  
NOTARY PUBLIC **SEAL**

Environmental Information Form

The Environmental Information Form is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental impacts. This review provides the basis for determining whether the project may have a significant impact on the environment, as required by state law, or more specifically, the California Environmental Quality Act (CEQA). After this information has been evaluated by the Planning Department, a determination will be made regarding the appropriate environmental documentation for your project, in accordance with the CEQA Guidelines.

If no significant environmental impacts are anticipated, or if impacts can be mitigated or avoided by a change or specific requirement in the project’s design or operation, a Negative Declaration or Mitigated Negative Declaration will be prepared. If potential significant environmental impacts are identified, an Environmental Impact Report must be prepared, which focuses on the areas of concern identified by the Initial Study.

The City of Industry, as Lead Agency, is required to comply with CEQA. In order to assist us in completing this required environmental review, please provide us with the information outlined below. Please note that upon review of the submitted information, City staff may request additional supporting documentation to assist in the environmental analysis of your project to ensure compliance with CEQA.

This Environmental Information Form works in concert with the other applications. Both need to be completed in order for your application to be accepted as complete. If you need assistance in completing the Environmental Information Form, or have questions regarding the environmental review procedures, please contact the Planning Department at (626) 333-2211.

General Information

1. Name developer, agent, or project sponsor: Phone Number:

Address: Street City Zip

2. Project name: Assessor’s Parcel Number:

Address: Street Zip

Environmental Setting (Attach additional sheets and photos as necessary)

1. 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:

2. Provide photographs of the site and describe any existing structures onsite and the use of the structures:



3. Describe the surrounding properties (north, east, south, and west of the project site), including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (industrial, commercial, etc.), intensity of land use (warehousing, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.).:

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4. Provide photographs of the surrounding uses and adjoining properties.

**Project Description (attach additional sheets as necessary)**

1. List and describe any other permits and approvals required for project implementation, including those required by local, regional, state, and/or federal agencies:

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2. List any other development proposals associated with the project and its relationship to a larger project or series of projects, if any:

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3. Demolition proposed:      No: \_\_\_\_\_      Yes: \_\_\_\_\_      Square feet: \_\_\_\_\_

4. Tentative development schedule including start and completion dates, and phasing if proposed:

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5. If commercial or office, indicate the type, whether neighborhood, city or regionally oriented, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

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6. If industrial, manufacturing or warehouse, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

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7. If institutional, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, location of loading facilities and anticipated hours of loading/delivery operations, and community benefits to be derived from project:

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8. If the project involves an exception, conditional use permit, or re-zoning application, state this and indicate clearly why the application is required:

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### Potential Environmental Impacts

If any of the following items are applicable to your project please discuss (use a separate sheet as necessary).

- |   | Yes | No |
|---|-----|----|
| 1. Change in existing features of any drainage ways or hills, or substantial alteration of any ground contours.   |     |    |
| 2. Change in scenic views or vistas from existing residential areas or public lands or roads.   |     |    |
| 3. Change in pattern, scale, or character of the general area of the project.   |     |    |
| 4. Result in significant amounts of solid waste or debris.  |     |    |
| 5. Change in or introduction of air emissions (e.g., dust, ash, smoke, fumes) or odors in the vicinity during grading and/or construction phases.             |     |    |
| 6. Change in surface water (e.g., channel, stream) or ground water quality or quantity.   |     |    |
| 7. Substantial alteration of existing drainage patterns that could lead to flooding on- or offsite.   |     |    |
| 8. Substantial change in noise or vibration levels in the project vicinity during grading and/or construction phases.   |     |    |
| 9. Substantial change in traffic patterns and circulation in the project vicinity.  |     |    |
| 10. Substantial change in topography of project site and/or vicinity.   |     |    |
| 11. Site located on filled land or on slopes of 10 percent or more.   |     |    |
| 12. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.  |     |    |
| 13. Substantial change in demand for public services and utilities and service systems (police, fire, water, wastewater, solid waste, electricity, gas, etc.) |     |    |
| 14. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)   |     |    |

***What studies have been prepared for this site that might assist the City in reviewing the potential environmental impacts of the project? Some examples of such studies include environmental site assessment, soils and geology study, biological resources study, cultural resources study, hydrology study, etc. These studies may have been prepared for this project or some earlier development project. Supporting documentation or studies may answer questions and facilitate the processing of your application.***

**Certification**

I am the legal owner of the property that is the subject of this application or have been authorized by the owner to act on his/her behalf regarding this application. 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. I further acknowledge that any false statements or information presented herein may result in the revocation of any approval or permit granted on the basis of this information.

Name of preparer: \_\_\_\_\_ Preparer's signature: \_\_\_\_\_

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