City of Industry Zone Exception Application:

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → *Contact the Planning Department*

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted and which application is required. A copy of the zoning code can be found on the City of Industry website at:

15625 Stafford Street
City of Industry, CA 91744
Phone: (626) 333-2211
www.cityofindustry.org
planning@cityofindustry.org
Counter Hours: Monday through Thursday, excluding
holidays 8 am to 11:30 am and 1 pm to 4 pm

Step 2 → *Obtain Zone Exception Application*

- Download the application from website
- Request an application by email: planning@cityofindustry.org
- Request an application by phone: 626-333-2211
- Visit us at City Hall (address above)

Step 3 → *Fill Out Zone Exception Application*

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → *Complete and Notarize Property Owner Consent Affidavit*

Step 5 → *Submit Completed Application to City Hall*

Submit the completed application along with all required plans to the Planning Department for approval. Your project will be assigned to a Planner who will be the main contact. Within 30 days, City determines that necessary information is provided and application can move forward.

Step 6 → *Environmental Review*

City performs environmental review per CEQA

Step 7 → *Public Hearing Scheduled*

Public hearing with City Council scheduled and legal notifications posted/distributed

Step 8 → *Public Hearing*

Planning Commission Action

Step 9 → *Approval*

Once your application has been approved, the Planning Department will issue an approval letter and conditions of approval.

City of Industry
Zone Exception Application

15625 East Stafford Street • City of Industry • CA • 91744
Phone: (626) 333-2211• Fax: (626) 961-6795
www.cityofindustry.org

Please type or print clearly

Applicant Name: _____

Project Location: _____ Assessor's Parcel Number _____
Street *Zip*

Project Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street *City* *Zip*

Property Owner: _____ Phone Number: _____

Address: _____
Street *City* *Zip*

Legal Description of Property: _____

_____

_____

Current Zone: _____ General Plan Designation: _____ Gross Site Area: _____

Describe the proposed use of the site: _____

_____

Zoning code section from which exception is sought: _____

Zone exception request (e.g. 105 parking spaces in-lieu of 115 required by zoning code): _____

_____

The zone exception is requested for the following reasons: _____

_____

_____

_____

Consent and Certification

I/WE state that, as the applicant(s) for the zone exception herein described, I/WE have read the completed applications and know the contents herein. I/we declare, under penalty of perjury, that the information contained in this application and the plans and supporting materials submitted herewith are true and correct to the best of MY/OUR knowledge.

Applicant Name: _____ Applicant Signature: _____

Date: _____

Submittal Requirements for Zone Exception

* Property Owner Consent Form

* Two (2) sets and one PDF version on CD – Fully dimensioned site plan(s) to scale, clearly showing 1) legal parcel lines, 2) landscaped areas, 3) parking striping plan, 4) drive isles and driveways, 5) existing and proposed building walls, and 6) adjacent roadways. The site plan shall include calculations showing 1) total site area, 2) total existing building area and/or proposed building area, 3) proposed building area and code required building area, 4) code required landscaped area and proposed landscaped areas, and 5) code required parking and proposed parking. (see attached example)

* Environmental Information Form

* A vicinity map on an aerial with subject site and streets clearly labeled. The vicinity map shall be of scale to show entirety of all adjacent properties.

* A map indicating all properties within 300' of the exterior boundaries of the subject site, and a correlated property owners list providing the property owners' names and addresses for these properties (See sample "C".) 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 gummed labels with the names and addresses reflecting the 300' radius property owners list. Labels and parcels must be numbered to correspond with each other.

* $250.00 – Filing Fee (separate check required)

  $1,200.00 - Environmental Processing Fee (separate check required)
  - This fee is a deposit. If the cost of the environmental review exceeds $1,200.00, the applicant will be billed for the excess cost. If the cost is less than $1,200.00, the difference will be refunded to the applicant. Typical costs normally run from $2,500.00 - $8,000.00, but can be more. If an Environmental Study is required for a project, the applicant will be required to pay the entire cost of the preparation of the Environmental Study.

* $2,406.75 – California Department of Fish and Game Fee (separate check required) - *$3,343.25 if EIR Required.

* Reimbursement Agreement - A reimbursement 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.

*** Please make checks payable to City of Industry**
***All plans submitted with this application will be kept on file with this office**

1/2020

CITY OF INDUSTRY

15625 East Stafford Street Suite 101 City of Industry CA 91744
(626) 333-2211 FAX (626) 961-6795
www.cityofindustry.org
planning@cityofindustry.org

PROPERTY OWNER CONSENT AFFIDAVIT FOR ZONE EXCEPTION 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: _____
(Signature)

OWNER: _____
(Signature)

Address: _____
(Number) *(Street)*

_____
(City) (State) (Zip)

Address: _____
(Number) *(Street)*

_____
(City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PARTY OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AND 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 COMPLTE 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.

_____ **SEAL**
NOTARY PUBLIC

Waiving the California Department of Fish and Wildlife CEQA Fee

Your project may be eligible to have the Fish and Wildlife Fees waived by the CDFW. Please see the following summary and go to the following website for complete information:

http://www.dfg.ca.gov/habcon/ceqa/nedprocess.html

If the fee is waived, return the written NED to the Planning Department

CDFW Summary Information

No Effect Determination (NED)

Pursuant to Fish and Game Code (FGC) Section 711.4(c)(1), all project applicants and public agencies subject to the California Environmental Quality Act (CEQA) shall pay a filing fee for each project. The filing fee will be waived however, if the project will have no effect on fish and wildlife.

NED Eligibility

CDFW may determine that a project would have no effect on fish and wildlife if:

- The project would **not** result in or have the potential to result in harm, harassment, or take of any fish and/or wildlife species.
- The project would **not** result in or have the potential to result in direct or indirect destruction, ground disturbance, or other modification of any habitat that may support fish and/or wildlife species.
- The project would **not** result in or have the potential to result in the removal of vegetation with potential to support wildlife.
- The project would **not** result in or have the potential to result in noise, vibration, dust, light, pollution, or an alteration in water quality that may affect fish and/or wildlife directly or from a distance.
- The project would **not** result in or have the potential to result in any interference with the movement of any fish and/or wildlife species.

Examples of Qualifying Projects

CDFW has previously found the following types of projects to have no effect on fish and wildlife:

- Development and redevelopment in highly urbanized or industrialized settings, typically within existing footprints, and demolition and rebuilding at sites where the project did not affect nearby animals, bat roosts, nesting birds, and other resources.

- Projects that are statutorily or categorically exempt from CEQA are not subject to the filing fee and do not require a NED.
- Minor zoning changes that did not lead to or allow new construction, grading, or other physical alterations to the environment.
- Minor modifications to existing structures including addition of a second story to single or multi-family residences.
- Approval of administrative regulations, school, or special district redistricting, and air quality improvement plans subject to CEQA that did not authorize activities that could cause effects on fish and wildlife, or physical alterations to the environment.

NED Process

Submitting a Request

If you anticipate that your project will have no effect on fish and wildlife, please contact the appropriate regional office; and

- Complete a NED Request Form and send to the appropriate Regional Office with the environmental document. Documents submitted in digital format are preferred (e.g., email, compact or digital videodisk).
- If you receive a NED, keep the original NED for your records and submit two copies to the county clerk (for local agencies) or Office of Planning and Research-State Clearinghouse (state agencies) along with the Notice of Determination (14 CCR Section 753.5(c)(2)). Certified Regulatory Program applicants please keep the original NED for your records and submit a copy to the Natural Resources Agency along with the Notice of Decision.

Finding No Effect

If CDFW determines a project will not have a potential effect on fish, wildlife, or habitat, then CDFW staff will provide the project applicant a written NED. The lead agency shall retain the written NED and file a copy with the NOD or a Notice of Decision. Only a CDFW-issued NED form will be accepted in lieu of the CEQA filing fee.

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.).:

_____

_____

_____

_____

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:

_____

_____

_____

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

_____

_____

_____

3. Demolition proposed: No:____ Yes:____ Square feet:_____

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

_____

_____

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:

_____

_____

_____

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:

_____

_____

_____

_____

_____

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:

_____

_____

_____

_____

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

_____

_____

_____

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.

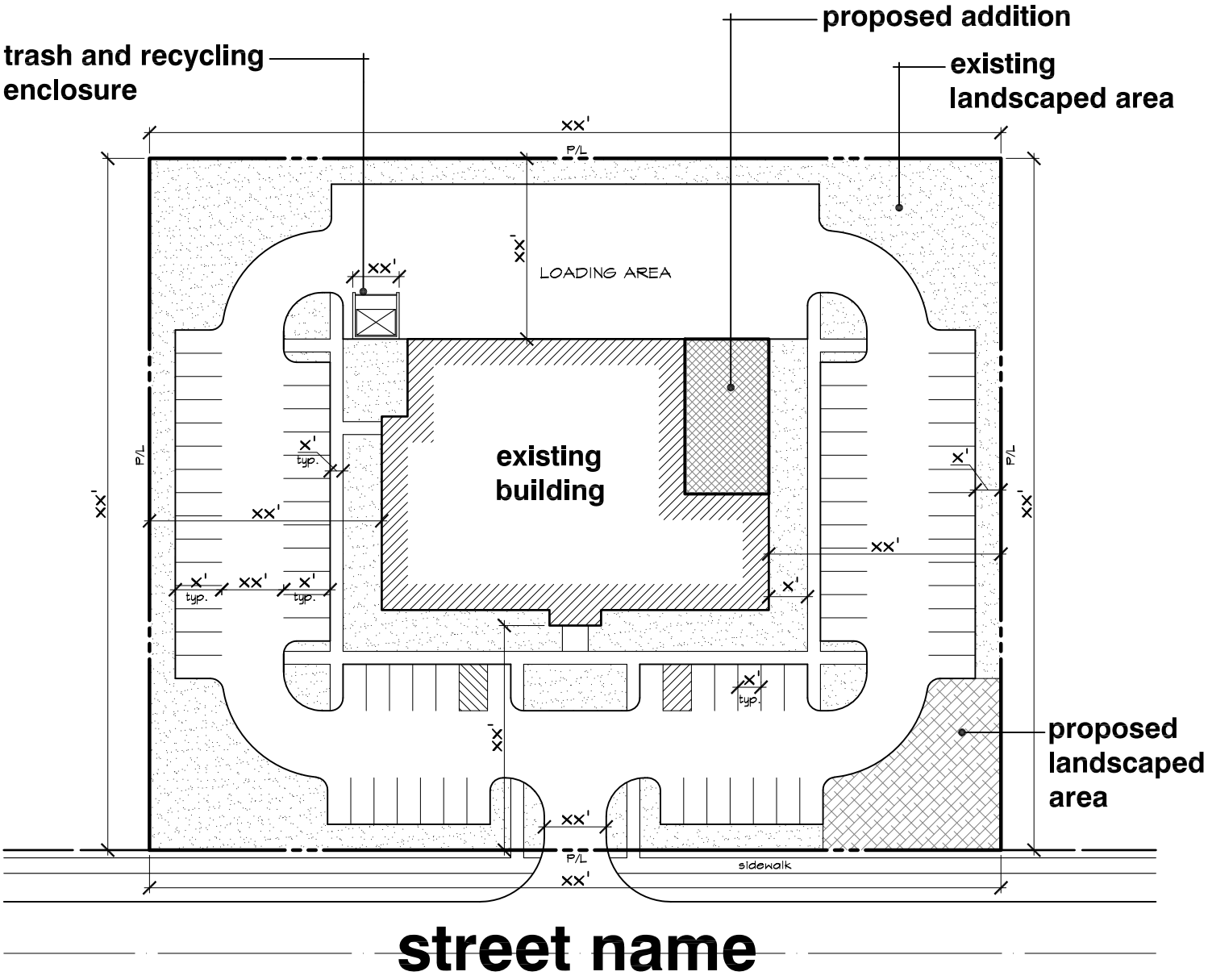
Certification

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: _____

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REQUIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES

SCALE

NOTE:

THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF MAY WAIVE THE REQUIREMENT TO PROVIDE SOME INFORMATION THAT IS NOT RELEVANT TO THE PROPOSAL; HOWEVER, THIS WILL ONLY BE DETERMINED BY PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS STRONGLY ADVISED THAT ALL APPLICANTS MEET WITH PLANNING STAFF PRIOR TO SUBMITTAL TO REVIEW THE PROPOSED PROJECT AND SUBMITTAL REQUIREMENTS. 10 MINUTES CAN SAVE A LOT OF TIME AND EXPENSE.