



GENERAL INFORMATION

Development Code Amendment Development Map Amendment (Zone Change) General Plan Amendment

The following information sheet serves to provide a general overview of the approval process for a proposed Development Code Amendment, Development Map Amendment (Zone Change), and/or General Plan Amendment. All amendments must be consistent with California Planning and Zoning Laws. Please contact Community Development staff at (562) 916-1201 to assist in the application process.

	<u>Planning Process</u>	<u>Managed by</u>	<u>Description of Planning Stage</u>
APPLICATION SUBMITTAL	Application Preparation	Applicant	Application must be fully completed prior to submittal to the Department of Community Development, including the required property owner's signature, which shall be notarized. An incomplete application or failure to adhere to all application requirements may cause a delay in application processing by City staff.
	Application Intake	City Staff	Upon receipt of an application, City staff will review the application for completeness and adherence to application requirements. At the time a completed application is submitted to City staff, the applicant will be required to pay all applicable planning fees, as listed in the Master Fee Schedule, including entitlement fees, public hearing notification fees/deposits, and applicable environmental fees. If an application is deemed incomplete, City staff will contact the applicant accordingly.
	Environmental Review	City Staff; Applicant	City staff will review the proposed project in accordance with California Environmental Quality Act (CEQA) requirements. If the project is exempt from CEQA, no further action is required by the applicant. If further environmental review is needed, City staff will contact the applicant to request for the preparation of an Initial Study, Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report, based on the proposed project.
	Department and Agency Referrals	City Staff; Applicant	Upon receipt of a draft Initial Study and the applicable draft environmental analysis, City staff will circulate copies of the draft environmental studies to appropriate City departments and/or other agencies that have jurisdictional authority over the proposed project for review and comment. Issues requiring resolution or revisions may arise, and additional information may be requested of the applicant. Upon receiving City staff approval of the environmental analysis, the applicant will be responsible for the appropriate filings with the County of Los Angeles, publication of a Notice of Intent and Notice of Determination, and appropriate actions with the California Department of Fish and Wildlife, at the direction of City staff.
PLANNING COMMISSION	Planning Commission Staff Report	City Staff	Upon receipt of a completed application and a comprehensive environmental analysis document, City staff will tentatively schedule the proposed amendment(s) for review and consideration by the Cerritos Planning Commission. A staff report will be prepared by City staff describing the proposed amendment(s), legal and environmental findings, and staff recommendations. The legal findings include the findings the

Planning Process

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Description of Planning Stage

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PLANNING COMMISSION	Planning Commission Staff Report	City Staff	City must make to approve the requested amendment, and conditions under which the amendment would be finalized. The proposed amendment(s) must be consistent with all provisions of the City's General Plan and shall not be detrimental to public interest, health, safety, convenience, or welfare of the City. Conditions will include mitigation measures (if applicable) derived from the environmental CEQA analysis. Applicants are provided copies of the staff report on the Friday prior to the public hearing, at the same time the staff report is available to the general public.
	Public Noticing for the Planning Commission Meeting	City Staff	A public hearing notice for the Planning Commission meeting will be prepared by City staff upon scheduling the proposed amendments for review by the Planning Commission. The public hearing notice will include a description of the project and the date, time, and place of the public hearing. Public hearing notices are sent to applicable agencies and jurisdictions on the City's mailing list, and are also sent to all property owners within five hundred (500) feet of the project site, if the proposed amendments are site specific. In addition, the public hearing notice will be posted at the City's posting boards and published in the local newspaper, at least ten (10) days prior to the public hearing date.
	Planning Commission Meeting	Applicant; City Staff; Planning Commission	Regular meetings of the Cerritos Planning Commission are held once a month, on the first Wednesday of each month. At the Planning Commission meeting, City staff will present the proposed amendment(s) to the Planning Commission for consideration. Upon completion of City staff's presentation, the Planning Commission will discuss the proposed amendment(s), open the agenda item for public comments, and will address any outstanding questions to City staff or the applicant. The Planning Commission may make a determination at the public meeting, or may continue the matter if more information is needed. Applicants (or their agents) are required to attend the Planning Commission meeting to answer any project-specific questions the Planning Commission may have. Persons of the public may present oral or written comments supporting or opposing the project, and comments received will be noted for the record.
	Planning Commission Recommendation /Determination	Planning Commission	After conducting a public hearing regarding the proposed amendment(s), the Planning Commission will forward a written recommendation, by way of a Planning Commission resolution, to the City Council whether to approve, approve in modified form, or disapprove the proposed amendment(s).
CITY COUNCIL	Staff Report to City Council	City Staff	Upon recommendation by the Cerritos Planning Commission for review and approval of the proposed amendment(s) by the Cerritos City Council, by way of a Planning Commission resolution, the proposed amendment(s) will be tentatively scheduled for review and consideration by the Cerritos City Council. A staff report will be prepared for the City Council by

Planning Process

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Description of Planning Stage

CITY COUNCIL

Staff Report to City Council	City Staff	City staff, similar to the staff report presented to the Cerritos Planning Commission, and inclusive of any revisions, conditions, or modifications requested by the Cerritos Planning Commission. Applicants are provided copies of the staff report on the Friday prior to the public hearing, at the same time the staff report is available to the general public.
Public Noticing for the City Council Meeting	City staff	Public noticing for the City Council meeting will be prepared and distributed in the same manner as that of the Planning Commission meeting.
City Council Meeting	Applicant; City Staff; City Council	<p>Regular meetings of the Cerritos City Council are held twice a month, on the second and fourth Thursday of each month. At the City Council meeting, City staff will present the proposed amendment(s), including the Planning Commissions findings, to the City Council for approval and adoption. Upon completion of City staff's presentation, the City Council will discuss the proposed amendment(s), open the agenda item for public comments, and will address any outstanding questions to City staff or the applicant. The City Council may make a determination at the public meeting, or may continue the matter if more information is needed.</p> <p>Applicants (or their agents) are required to attend the City Council meeting to answer any project-specific questions the City Council may have. Persons of the public may present oral or written comments supporting or opposing the project, and comments received will be noted for the record.</p>
City Council Determination	City Council	The City Council will make a determination to approve, approve in modified form, or disapprove the proposed amendment based on the required findings. If the City Council proposes a substantial modification to the proposed amendment not previously considered by the Planning Commission during its hearing(s), the proposed modification may first be referred back to the Planning Commission for recommendation in compliance with California Government Code Section 65857.

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City of Cerritos
 Department of Community Development
 Civic Center • 18125 Bloomfield Avenue
 P.O. Box 3130 • Cerritos, California 90703-3130
 Phone: (562) 916-1201 • Fax: (562) 916-1371
 www.cerritosgis.com • www.cerritos.us

APPLICATION

Development Code Amendment Development Map Amendment (Zone Change) General Plan Amendment

1.0 APPLICATION TYPE

The following application is being submitted for City review and consideration(check all that apply):

1.1 Development Code Amendment (DCA)

A Development Code Amendment is a request to amend a specific set of regulations set forth in Title 22 "Development Plan" of the Cerritos Municipal Code. A Development Code Amendment will not be considered if the approval of a Development Code Amendments will cause a direct conflict with the goals, objectives, and policies of the Cerritos General Plan.

1.2 Development Map Amendment (DMA)

A Development Map Amendment (Zone Change) is a request to amend the official zoning map of the City of Cerritos. A Development Map Amendment will not be considered if the approval of a Development Map Amendment will cause a direct conflict with the goals, objectives, and policies of the Cerritos General Plan.

1.3 General Plan Amendment (GPA)

A General Plan Amendment is a request to amend the City's General Plan, and associated land use map, which are long-range comprehensive documents that govern the growth and development of the City. In accordance with Section 65358(a) of the California Government Code, the City of Cerritos is authorized to amend the Cerritos General Plan and land use map up to a maximum of four (4) times per calendar year.

2.0 APPLICATION FEES

Please see the Department of Community Development Master Fee Schedule for applicable application fees, which were adopted by City Council Resolution No. 2017-4 in February 2017.

3.0 APPLICANT INFORMATION

3.1a Name of Applicant: _____

3.1b Applicant Phone Number: _____

3.1c Mailing Address: _____
(Street Address) (City) (State & Zip Code)

3.2a Name of Legal Property Owner: _____

3.2b Property Owner Phone Number: _____

3.2c Mailing Address: _____
(Street Address) (City) (State & Zip Code)

4.0 PROJECT LOCATION

4.1 Project Location (or General Project Vicinity): _____

4.2 Legal Description: _____
(Give exact legal description as recorded in the Office of the County Recorder, may be attached separately)

4.3 Assessor’s Parcel Number (APN): _____

5.0 AMENDMENT REQUEST

Please indicate the requested amendment action:

5.1 Development Code Amendment

5.1a Section/Chapter of Cerritos Municipal Code proposed to be amended:

5.1b Existing regulation:

5.1c Proposed amendment:

5.2 Development Map Amendment

5.2a Existing map designation:

5.2b Proposed map designation

Property Address: _____
(same as item 4.1 on page 2)

**FOR OFFICE
USE ONLY** **A/P#** _____

5.3 General Plan Amendment

5.3a Section/Chapter/Pages of the General Plan to be amended:

5.3b Existing General Plan designation:

5.3c Proposed General Plan amendment:

6.0 PURPOSE OF REQUEST

6.1 Please indicate the reason for requesting Planning Commission and City Council approval of the proposed amendment(s).

6.2 How does the proposed amendment(s) meet a public necessity, provide public convenience, or benefit the general welfare of the community?

6.3 How does the proposed amendment better serve the intent and purpose of the applicable sections of the Cerritos General Plan and Cerritos Municipal Code, which govern property affected by the proposed amendment?

Property Address: _____
(same as item 4.1 on page 2)

FOR OFFICE USE ONLY A/P# _____
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6.4 Are there any deed restrictions on the subject property that would prohibit any use permitted by the proposed amendment?

FOR OFFICE USE ONLY	
Project Reference Number: DCA # _____ DMA # _____ GPA # _____	City of Cerritos Acknowledgement of Receipt of Application _____ Staff Signature _____ Date

Property Address: _____
(same as item 4.1 on page 2)

FOR OFFICE USE ONLY	A/P# _____
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7.0 PROPERTY OWNER CONSENT TO FILE APPLICATION

The following section shall be completed and signed by the legal property owner declaring that all information stated herein is correct and true, and this section shall be notarized by a public notary (Page 6). Applications without property owner signature and notary will not be accepted.

I (we), _____, hereby certify that I am (we are) the owner(s) of the property located at _____ and identified as APN _____ and that I (we) have reviewed this application and that this application is being filed with the full knowledge and consent of the above property owner(s). I (we) certify, under penalty of perjury, that the foregoing statements presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature: _____

Mailing Address: _____

Phone: _____

Signature: _____

Mailing Address: _____

Phone: _____

Please see the next page for the Public Notary form for this section.

Property Address: _____
(same as item 4.1 on page 2)

FOR OFFICE USE ONLY A/P# _____

7.1 PROPERTY OWNER CONSENT TO FILE APPLICATION – PUBLIC NOTARY FORM

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of) ss.

On _____, before me, _____
(insert name and title of notary public)

personally appeared _____

who 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 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.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

Signature of Notary

Property Address: _____
(same as item 4.1 on page 2)

**FOR OFFICE
USE ONLY** A/P# _____

8.0 AFFIDAVIT – ADJACENT PROPERTY OWNER’S LIST

The following section shall be completed and signed by the legal property owner, and this section shall be notarized by a public notary (Page 8). In addition, a list of property owner names and addresses for adjacent properties located within five hundred (500) feet of the exterior boundary of the applicant’s parcel shall be attached to this application. Property owner information is available on the latest assessment roll of the Los Angeles County Assessor which can be obtained at either:

Hall of Administration
500 West Temple, Room 225
Los Angeles, CA 90012-2770
(213) 974-3211

County of Los Angeles Assessor’s Office
1401 E. Willow Street
Signal Hill, CA 90755
(562) 256-1701

In the event of a new subdivision within the five hundred (500) foot boundary and unavailable property owner information on the latest assessment roll, the applicant shall provide a list of addresses of all completed dwelling units and show the word “Current Business Owner” or “Current Occupant” in place of the name of the business/resident owner. This section must be notarized (Page 8) certifying that the list of property owners contains the names and addresses of all the property owners and residents within a five hundred (500) foot radius of the exterior boundaries of the area to be reviewed.

I, _____ being duly sworn, depose and certify that I am the owner of all or part of the property located at _____, and identified as APN _____ or am a duly appointed representative of such owner(s), and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

Date: _____ Signature: _____
Mailing Address: _____ Phone: _____

Please see the next page for the Public Notary form for this section.

Property Address: _____
(same as item 4.1 on page 2)

FOR OFFICE USE ONLY A/P# _____

8.1 PROPERTY OWNER CONSENT TO FILE APPLICATION – PUBLIC NOTARY FORM

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____) ss.

On _____, before me, _____
(insert name and title of notary public)

personally appeared _____

who 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 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.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

Signature of Notary

Property Address: _____
(same as item 4.1 on page 2)

**FOR OFFICE
USE ONLY** A/P# _____