



**TO ALL PERSONS APPLYING FOR A
GENERAL PLAN AMENDMENT**

The purpose of a General Plan Amendment is to make changes to maps or text within the General Plan, including Land Use designations. State law provides that each mandatory General Plan element may be amended not more than four times per year. A General Plan Amendment may be granted by the City Council where sufficient findings may be made to ensure that the change will be beneficial to the City and surrounding area and will that the amendment will be in conformance with adopted General Plan goals, policies and objectives.

1. Submit a complete application to the Community Development Department.
2. Community Development Department staff will review the application within 30 days and determine the level of CEQA review required for the project.
3. After completion of the appropriate CEQA documents, Community Development Department staff will schedule a public hearing before the Planning and Environment Commission (PEC). The PEC will either recommend approval of the application with conditions, recommend denial, or continue the application to modify an application or obtain more information.
4. After the public hearing before the PEC, a public hearing before the City Council will be scheduled for consideration of the proposed amendment.

THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF WILL BE HAPPY TO ASSIST YOU. SHOULD YOU HAVE ANY QUESTIONS CONCERNING YOUR APPLICATION, PLEASE DO NOT HESITATE TO CONTACT THE DEPARTMENT:

TELEPHONE: (562) 866-9771, EXTENSION 2341

E-MAIL: myplans@lakewoodcity.org

SPECIAL NOTES

You are advised **NOT** to obtain any loans or loan commitments on your property, or to clear the land, or do any work whatsoever that is dependent on final approval of your application. Anything you do before final approval **will be at your own risk**. Do not assume that your case has been finally approved until you are officially notified of such decision in writing by the City.

Note that final approval alone may not be enough to proceed as further actions on your behalf will be required after the public hearing. **READ** the **RESOLUTIONS OF APPROVAL** of the Planning and Environment Commission and the City Council upon which the decisions are based.

**CITY OF LAKEWOOD
GENERAL PLAN AMENDMENT APPLICATION PROCEDURE**

To apply for a General Plan Amendment, the applicant shall first submit to the Lakewood City Council a General Plan Amendment Request Letter and a preliminary plan of the proposed project. The General Plan Amendment Request Letter shall show that:

1. Such a change is warranted.
2. Such a change will be in the interest of furtherance of the public welfare.
3. Such a change will not be materially detrimental to the property of other persons located in the vicinity thereof.
4. Such a change will be within the economic interests of the City.

With the General Plan Amendment Request Letter, the following shall also be submitted:

1. **A FILING FEE OF \$1,700.00.** This fee may be waived or combined with fees paid for a Zone Change application.
2. **ENVIRONMENTAL INFORMATION FORM.** Complete and submit the Environmental Information Form, available from the Community Development Department. Note that the City may require an Initial Study be prepared by a third party consultant, pursuant to current California Environmental Quality Act (CEQA) Guidelines, as amended. City planning staff will advise the applicant on the costs and deposits required for third party consultants and if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (EIR) will be required. Contact city planning staff for more information.

The applicant is responsible for the cost of preparation of the Initial Study and any subsequent CEQA documents, including studies identified by the Initial Study. These study topics may include; Aesthetics, Air Quality, Anthropological and/or Archeological Resources, Biological Resources, Demographics, Economic, Energy, Geology and Soils, Greenhouse Gas Emission, Hazardous Materials, Historical Resources, Hydrology, Noise and/or Vibration, Photometric, Public Safety/Services, Traffic, Tribal and/or Cultural Resources, Utilities, Vehicle Miles Traveled, and/or Water Resources,

3. **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FEES**

Negative Declaration or Mitigated Negative Declaration - \$600.00 (If applicable)

- A \$75.00 check payable to the L.A. County Clerk for posting a Notice of Intent.
- A \$75.00 check payable to the L.A. County Clerk for posting a Notice of Determination.

Environmental Impact Report (EIR) – 10% of the cost of preparation (If applicable)

The applicant is responsible for the cost of preparation of the Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (EIR), and any related documents and/or studies. Furthermore, if the application is approved, the applicant agrees to indemnify, hold harmless and defend the City, its officers, agents and employees, from

any and all liability or claims that may be brought against the City arising out of its approval of the application, or arising out of the operation of the business, save and except that caused by City's active negligence.

4. **PROPERTY OWNERSHIP LIST.** A list of property owner names, mailing addresses, and mailing labels for ALL property that fall wholly and/or partially within a 300-foot radius of the property under consideration including properties that are outside the City of Lakewood boundaries. Include all owners of the property being filed upon. These names and addresses must be from the latest available County Tax Assessor rolls. Number each name. This list must be signed. An inaccurate or incomplete list will be cause to remove the case from the agenda or require a rehearing of the case.
5. **PROPERTY OWNERSHIP MAP.** Prepare and submit a PDF map (not more than 5MB) showing a 300-foot radius around the subject property and **show the property ownership by using the corresponding numbers from the Property Ownership List.** One set of **printed mailing labels** is required showing names and complete mailing addresses, including zip codes, of property owners that correspond to the 300-foot radius map.
6. **LAND USE MAP.** A PDF (not more than 5MB) of a plot plan showing the area covered in the legal description and all existing and proposed improvements. The plot plan shall state the existing and proposed General Plan Land Use designations.
7. **WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER IF OTHER THAN APPLICANT.**
8. **PROOF OF OWNERSHIP OF THE PROPERTY (SUCH AS A COPY OF THE DEED OR TITLE REPORT).**
9. Any other information that may support the request for the General Plan Amendment.
10. Submit the complete application package to: myplans@lakewoodcity.org.
11. Mail or deliver the General Plan Amendment Request Letter, application fees, property ownership list and mailing labels, and the written authorization form to:

City of Lakewood
Community Development Department
5050 Clark Avenue
Lakewood, CA 90712