



**TO ALL PERSONS APPLYING FOR A  
ZONE CHANGE**

The purpose of a Zone Change is to change a parcels zoning from designation to another. Zone Changes often accompany General Plan Amendments. The procedure for the processing of a Zone Change application is as follows:

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](mailto: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.

## **ZONE CHANGE APPLICATION INSTRUCTIONS**

A COMPLETED APPLICATION MUST INCLUDE:

1. **A FILING FEE OF \$1,700.00.** This fee may be waived or combined with fees paid for a General Plan Amendment 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).**

**ZONE CHANGE APPLICATION**

1. APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_
2. PROPERTY OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_
3. ARCHITECT/ENGINEER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_
4. SITE ADDRESS \_\_\_\_\_
5. EXISTING ZONING \_\_\_\_\_
6. PROPOSED ZONING \_\_\_\_\_
7. INTENDED USE OF THE SITE AFTER REZONING \_\_\_\_\_  
\_\_\_\_\_
8. PARCEL SIZE \_\_\_\_\_
9. LEGAL DESCRIPTION \_\_\_\_\_  
(Lot and Tract Number)
10. DATE THE SUBJECT PARCEL WAS ACQUIRED BY APPLICANT/OWNER \_\_\_\_\_  
\_\_\_\_\_

11. LIST THE DEED RESTRICTIONS PLACED ON THE SUBJECT PROPERTY, IF ANY, CONCERNING THE TYPE OF IMPROVEMENTS PERMITTED AND THE DATE THOSE RESTRICTIONS WERE RECORDED AND WHEN THEY EXPIRE.

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Attach a copy of the original printed restrictions in answer to this question after properly underscoring those features governing the type and class of uses permitted thereby. The applicant is responsible for researching and disclosing all deed restrictions. Failure to disclose all deed restrictions, including easements, may result in denial of the application.

**FULLY COMPLETE THE ANSWERS TO THE FOLLOWING:**

- I. SUCH ZONE CHANGE IS WARRANTED BECAUSE:

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- II. SUCH ZONE CHANGE WILL BE IN THE INTEREST OF FURTHERANCE OF PUBLIC WELFARE BECAUSE (State in detail wherein the conditions applicable to this property establish the above statement):

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- III. SUCH ZONE CHANGE WILL NOT BE MATERIALLY DETRIMENTAL TO THE PROPERTY OF OTHER PERSONS LOCATED IN THE VICINITY BECAUSE (State in detail wherein the conditions applicable to this property establish the above statement):

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THIS PAGE TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF ONLY

Zone Change Case No.: \_\_\_\_\_

Date Zone Change Case Filed: \_\_\_\_\_

Tentative PEC Hearing Date: \_\_\_\_\_

Project Planner: \_\_\_\_\_

Attach copy of Zone Change Fee Receipt Below:



### List of Radius Map Services

<p>N.P.S. + Associates, Nick Vasuthasawat, President          396 W. Avenue 44          Los Angeles, CA 90065          Telephone: (323) 801-6393          Fax: (323) 227-5463          E-mail: <a href="mailto:nicksplanningservices@gmail.com">nicksplanningservices@gmail.com</a>          Website: <a href="http://www.npsassociates.com">www.npsassociates.com</a></p>	<p>Radius Maps Company          211 S. State College Boulevard          Anaheim, CA 92806          Cell: (714) 323-6031          Office: (888) 272-3487          E-mail: <a href="mailto:radiusmaps@gmail.com">radiusmaps@gmail.com</a>          Website: <a href="http://www.RadiusMapsCompany.com">www.RadiusMapsCompany.com</a></p>
<p>AM Mapping Services          Anna M. Smit          Telephone: (909) 466-7596          Telephone: (626) 403-1803          E-mail: <a href="mailto:ammappingserv@aol.com">ammappingserv@aol.com</a></p>	<p>Advanced Listing Services Inc.          Denise Kaspar          Telephone: (949) 361-3921          E-mail: <a href="mailto:Denise@Advancedlisting.com">Denise@Advancedlisting.com</a>          Website: <a href="http://www.advancedlisting.com">http://www.advancedlisting.com</a></p>
<p>GC Mapping Service, Inc.          3055 West Valley Boulevard          Alhambra, CA 91803          Telephone: (626) 441-1080          Fax: (626) 441-8850          E-mail: <a href="mailto:gcmapping@radiusmaps.com">gcmapping@radiusmaps.com</a></p>	<p>Joe Moreno and Sue Moreno          12106 Lambert Avenue          El Monte, CA 91732          Telephone: (626) 350-5944          Fax: (626) 350-1532          E-mail: <a href="mailto:moreservices@sbcglobal.net">moreservices@sbcglobal.net</a></p>
<p>Susan Case Inc - Radius Maps &amp; Lists          917 Glenneyre Street, #7          Laguna Beach, CA 92651          Telephone: (949) 494-6105          E-mail: <a href="mailto:orders@susancaseinc.com">orders@susancaseinc.com</a>          Website: <a href="http://www.susancaseinc.com">www.susancaseinc.com</a></p>	<p>Michael Pauls Associates          203 Argonne Avenue, #141          Long Beach, CA 90803          Telephone: (562) 434-2835          Fax: (562) 434-4301          E-mail: <a href="mailto:michael@michaelpaulsassociates.com">michael@michaelpaulsassociates.com</a></p>
<p>TMG Solutions, Inc.          19401 S. Vermont Avenue, Suite B 201 H          Torrance, CA 90502          Telephone: (310) 532-0446          E-mail: <a href="mailto:lanny@tmgolutions.net">lanny@tmgolutions.net</a></p>	<p>Ownership Listing Service          Cathy McDermott          Telephone: (951) 699-8064          Fax: (951) 699-8064          E-mail: <a href="mailto:ownershiplistingservice@hotmail.com">ownershiplistingservice@hotmail.com</a></p>
<p>Donna's Radius Maps, Donna Scales          684 S. Gentry Lane          Anaheim, CA 92807          Telephone: (714) 921-2921          Mobile: (714) 458-4758          E-mail: <a href="mailto:ddradiusmaps@sbcglobal.net">ddradiusmaps@sbcglobal.net</a></p>	<p>Atlas Radius Maps, Dana Molino          P.O Box 18612          Anaheim, CA 92817          Mobile: (714) 906-3168          E-mail: <a href="mailto:atlasradmaps@gmail.com">atlasradmaps@gmail.com</a>          Website: <a href="http://www.atlasradiusmaps.com">www.atlasradiusmaps.com</a></p>
<p>Express Notice and Mail, LLC          17595 Harvard Avenue, Suite C209          Irvine, CA 92614          Telephone: (714) 551-9814          E-mail: <a href="mailto:sales@ExpressNoticeAndMail.com">sales@ExpressNoticeAndMail.com</a>          Website: <a href="http://www.ExpressNoticeAndMail.com">www.ExpressNoticeAndMail.com</a></p>	<p>Szeto &amp; Associates          Stan Szeto          Telephone: (626) 512-5050          Fax: (323) 838-0515          E-mail: <a href="mailto:stanleyszeto@sbcglobal.net">stanleyszeto@sbcglobal.net</a></p>
<p>Ownership Listings &amp; Radius Maps          Telephone: (949) 542-MAPS (6277)          E-mail: <a href="mailto:info@ownershiplistingservice.com">info@ownershiplistingservice.com</a></p>	<p>DataPro, Michael Higgerson          Telephone: (800) 568-7104          E-mail: <a href="mailto:datapromapping@gmail.com">datapromapping@gmail.com</a></p>
<p>City Radius Maps          300 E. Bonita Avenue, #3641          San Dimas, CA 91773          Telephone: (818) 850-3382          E-mail: <a href="mailto:robert@cityradiusmaps.com">robert@cityradiusmaps.com</a></p>	<p>NotificationMaps.com          668 N Coast Hwy #401          Laguna Beach, CA 92651          (866) 752-6266          E-mail: <a href="mailto:sales@notificationmaps.com">sales@notificationmaps.com</a></p>

This list is provided as reference only for your convenience. The businesses on the list are not arranged in any particular order. The City does not provide recommendations for any company. You are not restricted to using only the companies on this list. You are not required to hire a company to prepare the property owner list. You may prepare the labels yourself by acquiring the required maps at the public counter and gathering the property owner information at the Los Angeles County Tax Assessor's Office.