

**GENERAL PLAN AMENDMENT AND/OR INITIATION REQUEST
PROCEDURE AND APPLICATION**

The City Council has adopted the following procedures:

1. Requests for an amendment and/or initiation shall be submitted to the Community Development Department on forms provided by the City, together with the appropriate fee.
2. Requests will be received and processed at any time during the calendar year.
3. After submittal of a complete application, staff prepares a brief analysis of the request.
4. Council considers the analysis of the request at a noticed meeting and provides a tentative and advisory determination which shall not be construed as any form of obligation that the City Council will grant or deny an ensuing General Plan Amendment Application.

In order for your General Plan Amendment and/or Initiation Request to be deemed “complete” and ready for processing, please submit the following items and information:

General Plan Amendment Initiation:

- A General Plan Amendment and/or Initiation Request form, completely filled out and signed by the applicant and property owner with the following filing fee:

Initiation¹ + **Trust Deposit**¹ (for Project Planner & consultants)

Amendment¹ + **Trust Deposit**¹ (for Project Planner & consultants)

- Two (2) copies of a “vicinity map”, prepared to scale, which shows all neighboring properties within a 500’ radius of the subject property (applicant). The map shall include a 100’ radius line, taken from the subject property. The “Vicinity Map” must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500’ radius of the subject property (applicant). The name and address of every property owner (including applicant) and the Homeowner’s Association, if any must be typed on 8 ½” x 11” sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners’ mailing list must be prepared exactly as described in the attached instruction sheet.

NOTE: General Plan Amendment Initiation is an optional process which is to be used only when requested by the project applicant. Any applicant may file a General Plan Amendment without first processing a General Plan Amendment Initiation Request.

¹ Please refer to the City’s [Master Schedule of Fees](#) for Planning Division application fees.



GENERAL PLAN AMENDMENT and/or REQUEST FOR INITIATION

ZON_____

APPLICANT

LANDOWNER

(Name) _____

(Name) _____

(Address)

(Address)

Telephone: _____

Telephone: _____

E-mail: _____

E-mail: _____

Property Location: _____

Assessor's Map Book Page And Parcel:_____

Size of Parcel: _____ Zoning of Parcel: _____

Current General Plan Designation: _____

Proposed General Plan Designation: _____

Described the reason for your request, including why you feel the requested General Plan Amendment is appropriate (attached extra sheets as necessary).

[illegible]

HAZARDOUS WASTE & SUBSTANCE STATEMENT (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/22/2012):

30940 Hawthorne Blvd	City Hall / Civic Center	Envirostor ID 19970023
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I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

Property Owner Signature: _____

PROPERTY OWNER'S CERTIFICATION (REQUIRED)

I hereby certify, under penalty of perjury, that the information and materials herein and submitted with this application are true and correct.

Property Owner Signature _____ Date _____