



RANCHO PALOS VERDES

Community Development Department

## ZONE CHANGE

Any person having an interest in land may file an application with the City Council for a change of zone upon submission to the Director of an initiation application and payment of a filing fee, as established by the City Council. A person may not file, and the Director shall not accept a petition which is the same as, or substantially the same as, a petition upon which final action has been taken by either the Planning Commission or the City Council within twelve (12) months prior to the date of the initiation application, unless the initiation application is accepted by motion of the City Council, or the previous initiation application is denied without prejudice by the City Council. The City Council shall review an accepted initiation application to determine if the requested zone change is necessary or desirable. If the initiation application is approved by the City Council by a majority of affirmative votes, the proposed zone change shall be reviewed in accordance with the City's Development Code (see Chapter 17.68).

Before you file a request for a Zone Change, it is recommended that you discuss your preliminary plans with the City's Planning staff. In most cases, you must complete the City's Environmental Assessment Questionnaire. Such an assessment is used to determine whether the proposal's impacts are sufficient to require a full Initial Study.

Changes in zoning may be approved if the change is in conformance with the City's General Plan and it is warranted by considerations of access, surrounding development, and timing of development. Therefore, before filing a request for a zone change, you should be familiar with both the specific zoning designation contained in the Development Code and the general land use categories established in the General Plan. A preliminary conference with staff from the Environmental Services Department is also recommended. The purpose of this meeting is to identify and resolve potential conflicts before the plans are drawn and the application is filed.

In completing the application form, you should address your answer to Question #2 - the explanation of why the zone change is necessary - to the criteria listed above. Explain in detail why the zone change is necessary because of access, surrounding development, timing of development. By completing the application thoroughly and accurately, you will enable the staff and Planning Commission to better assess the merits of your proposal.

When you are ready to file your application, make sure the form is signed and that you have all the required materials. If the zone change area contains several parcels owned by different individuals, the application must be signed by all of the property owners.

These are the materials you will need:

- Three (3) copies of plans for the proposed development of all property in the zone change area, including a general site plan showing the approximate location and use of all proposed buildings (including number of units), location of points of access, parking and loading areas (and the number of parking and loading spaces proposed), walkways, and planting areas. Topographic map, easements, coastal setback lines (if appropriate) location and dimensions of existing buildings. Widths of adjacent streets, location, and uses of existing structures on adjacent parcels.

- Zone Change Application.
- Legal Description and Legal Plat of the subject property.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of a plan, may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (12 copies) will be requested from the applicant. Three (3) reduced copies (no larger than 11" X 17") of all regular sized plans must also be submitted (Note: For applications that are to be reviewed by the Planning Commission, once the application has been deemed complete, you will be required to submit an electronic version of the plans).

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). 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 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" 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 owner's mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- All applications which are required to be approved for your project may be submitted concurrently with this application.
- Application Fee<sup>1</sup> + **Trust Deposit**<sup>1</sup> (for Project Planner & other consultants).

Please remember that, if all of these materials are not submitted, the application cannot be accepted for filing.

Once the application has been accepted, staff will evaluate your project, in preparation for a public hearing before the Planning Commission. You may, in the course of processing your application, be requested to clarify, amplify, correct, or otherwise supplement the information required for the application.

You will then be notified of the date of the public hearing on your project. Staff will prepare a report and recommendation to the Commission; you will receive a copy of the report. It is important that you plan to attend the hearing so that you may answer any questions the Planning Commission may raise.

If the Planning Commission recommends in favor of your proposal, a public hearing will be held before the City Council. You will be notified of the date of the hearing; we suggest that you plan to attend.

(Please reference Chapter 17.68 of the Rancho Palos Verdes Development Code.)

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

**ZONE CHANGE APPLICATION**

**APPLICANT/CONTRACTOR:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
Project Location: \_\_\_\_\_

\_\_\_\_\_  
Description of Property: \_\_\_\_\_

\_\_\_\_\_  
Lot and Tract No: \_\_\_\_\_

\_\_\_\_\_  
Zoning: \_\_\_\_\_

\_\_\_\_\_  
Assessor's Book, Page, and Parcel Numbers: \_\_\_\_\_

**\*\*Legal Description and Legal Plat must also be submitted. \*\***

**GENERAL**

- Describe the zone change requested: (Include current and proposed zoning)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Explain in detail why this zone change is requested, why the change is necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***I HEREBY CERTIFY, under penalty of perjury, that I am an owner of property within the area proposed for the change of zone, and that the information and materials submitted with this application are true and correct.***

***Dated at*** \_\_\_\_\_, ***CA, on*** \_\_\_\_\_, ***20***\_\_\_\_\_

\_\_\_\_\_  
***Signature of Applicant***

\_\_\_\_\_  
***Signature of Landowner***

\_\_\_\_\_  
***Staff Signature***

***Date Accepted:*** \_\_\_\_\_