

ZONE CHANGE APPLICATION

SECTION 2, ARTICLE XV, CHARTER



**City of Glendale
Permit Services Center**

MSB Room 101 633 E. Broadway at Glendale Avenue (818) 548-3200

Existing Use Zone _____ Existing Fire Zone _____ Date _____

Proposed Use Zone _____ Proposed Fire Zone _____

Address _____ Zip Code _____

Legal Description _____

Total Area _____ Square Feet _____ Acres _____

Number of Lots _____ Number of buildings proposed _____

Date property was acquired _____

Number of existing buildings to be removed _____

Are there deed restrictions now in effect that regulate the number of dwelling units or the use of the land? _____ Yes _____ No. (If "Yes," attach copy of said restrictions.)

Abutting Street Improvements: Roadway width _____ ft.; Right-of-Way width _____ ft.

On-street Parking: None permitted _____; One side only _____; Both sides _____

Reasons for requesting the change of zone: _____

Proposed use of the premises (be specific): _____

PROPERTY OWNER(S)

I am (We are) the owner(s) of the land described hereinabove and shown on the accompanying map and hereby consent to the zone change request for this land.

Signature of Record Owner(s) of Site _____

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

APPLICANT

I declare under penalty of perjury that the foregoing is true and correct. Executed on _____ at _____, California.

Signature of Applicant _____

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

Attach additional sheets as necessary for property owners' signatures, names and addresses, and verification that the applicant is empowered to act on behalf of the property owner.

NOTICE TO APPLICANT: YOU AND/OR YOUR REPRESENTATIVE ARE EXPECTED TO ATTEND ALL PUBLIC HEARINGS ON YOUR ZONE CHANGE APPLICATION.

----- Do Not Write Below This Line -----

Zone Change Case No. _____

Filing Fee _____ Receipt No. _____ Received by _____ Date Received _____

EIF/EIR on File No. _____ Previous EIF/EIR Application No. _____

Planning Commission hearing date _____ Time: 3:00 p.m.
(The Planning Division staff report to the Planning Commission will be sent to you three (3) days before the Commission hearing.)

City Council hearing date _____ Time: 2:00 p.m.
(You may obtain a copy of the report from the Commission to the Council from the City Clerk on or before the date of the Council hearing.)

SITE MAP REQUIREMENTS:

1. Each site map shall have a minimum dimension of not less than 18 inches by 26 inches. The scale of the map shall be large enough to show clearly all details thereof, but in no case is to be smaller than 1 inch equals 50 feet.
2. The site map shall show the following:
 - a. The dimensions of the boundaries of the property for which the change of zone has been filed and the relation of said boundaries to other recorded subdivisions or recognized property lines.
 - b. Names and addresses of record owner or owners of property within three-hundred (300) feet of the project site's periphery.
 - c. Name and address of the applicant.
 - d. Name and address of the person preparing the site map.
 - e. Location, size and character of all existing public utility facilities (water, power, gas, phone, sewage) within or adjacent to the property proposed for the change of zone.
 - f. The locations, existing names, right-of-ways widths, roadway widths, grades, and curve radii of all existing streets and freeways and all proposed streets in or adjacent to the zone change site.
 - g. The width and location of all existing and proposed easements, whether public or private, for streets, drainage, sewerage, public utilities, private purposes, etc.
 - h. Existing use or uses of property and to scale, outline of all existing buildings to remain or to be removed and all proposed buildings in the development of the zone change site and their relation to existing or proposed streets and lot lines.
 - i. Statement of present and proposed use and fire zones and proposed use or uses of property.
 - j. Proposed public areas to be dedicated.
 - k. Location and species of all trees or stands of trees over six (6) inches in diameter in or adjacent to the area proposed for the change of zone.
 - l. Reserve strips, wall or other devices for controlling access to adjacent property.
 - m. A vicinity map showing all adjacent and abutting property and streets together with the zoning symbol thereon at a scale no smaller than one (1) inch equals 1000 feet.
 - n. Date, north arrow, and scale.
 - o. Where the zone change site covers an area having local relief greater than 20 feet, the site map shall show contours of the entire area (before project implementation and after project development) at an interval of 5 feet.









MATERIALS TO BE SUBMITTED AT THE TIME OF APPLICATION FILING:

1. A statement that the applicant is the owner or is legally empowered to act for the owner of the property for which the application is filed, and showing the names of all persons, firms, or corporations whose consent is necessary to pass title to all property or easements shown on said map.
2. Twenty (20) zone change applications (Page 1 only).
3. Twenty (20) site maps.
4. One (1) transparency of the site map.
5. Forty (40) 8 1/2-inch by 11-inch location maps at a scale of 1" = 200' with the zone change site cross-hatched and a 300-foot radius drawn from the project site's perimeter. Municipal section sheets available in Room 201 of the Municipal Services Building are to be utilized for this purpose.
6. A minimum of two (2) photographs of the site.
7. Five (5) development plans of the project including location and sizes of structures, parking space layout, interior floor plans, and exterior elevations.
8. Five (5) preliminary landscaping plans of the project indicating types and sizes of landscaping materials and permanent irrigation facilities, prepared by a person licensed to prepare such plans by the State of California.
9. A land use map at a scale of 1" = 100' which identifies the specific land uses within 300 feet of the proposed project site. Municipal section sheets available in Room 201 of the Municipal Services Building are to be utilized for this purpose. Each lot shall be colored to indicate the usage of the parcel as follows:

<u>Use</u>	<u>Prismacolor No.</u>	<u>Color</u>
One house on one lot	915	Yellow
Two houses or a duplex on one lot	918	Orange
Three houses, a house and a duplex, or a triplex on one lot	943	Light Brown
Four or more dwelling units on a lot	946	Dark Brown
Commercial retail or services	929	Pink
Wholesaling	924	Red
Light industry	934	Lavender
Heavy industry	932	Purple
Public property	902	Royal Blue
Quasi-public property	920	Light Blue
Parks and recreation	913	Light Green-Yellow
Conservation	910	Light Green-Blue
Parking	967	Grey

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Within each lot, each structure shall be identified with the following symbols and designations in black ink:

<u>Structure Type</u>	<u>Symbol</u>	<u>Additional Notations</u>
Single family dwelling		
Duplex		
Triplex		
Multi-family housing		Indicate number of units adjacent to symbol
Commercial or wholesale		Indicate use adjacent to symbol
Industry		Indicate use adjacent to symbol
School		
Church		
Building under construction	UC	Also indicate structural symbol

10. A zoning map at a scale of 1" = 100' which identifies the specific zones within 300 feet of the proposed project site. Municipal section sheets available in Room 201 of the Municipal Services Building are to be utilized for this purpose. Each lot shall be colored to indicate the zoning of the parcel as follows:

<u>Zone</u>	<u>Prismacolor No.</u>	<u>Color</u>
R1R or R1	915	Yellow
R3050	918	Orange
R2250	943	Light Brown
R1650	946	Dark Brown
R1250	948	Dark Brown-Black
C1	929	Pink
C2	922	Red-Orange
C3	924	Red
CM	930	Red-Purple
CA	911	Olive Green
M1A or M1	934	Lavender
M2	932	Purple
M3	901	Dark Blue
SR	913	Light Green-Yellow

Within each block, or area of a certain zone, the zoning designation shall be written in letters and numerals being a minimum height of 1/2-inch.

11. Two (2) copies of a complete title report encompassing all property within the subdivision and including map exhibits identifying the property described therein. Note: all easements of record enumerated in the title report shall be shown on the tentative tract map.