

# ZONING CODE AMENDMENT FILING INSTRUCTIONS

## **A. General Information:**

1. The City of Vernon Zoning Ordinance divides all properties into various zoning districts in order to designate land uses and development standards. Each zone allows particular uses and stipulates specific development standards. A zoning ordinance amendment is a request to make changes in zoning regulations or the zoning map.
2. A proposed amendment to the zoning ordinance must be submitted to the Department of Community Services. Once the City Council receives a recommendation from the Planning Department, the City Council shall hold a public hearing on the proposed amendment. The City Council may approve, modify, or disapprove the Planning Department's recommendation.
3. An incomplete application will not be scheduled for public hearing and will be returned to the applicant.
4. **PLEASE NOTE** that the act of filing for a Zoning Code Amendment does not in any way presume approval by the City. The City will evaluate all evidence submitted by the applicant, proponents, and opponents prior to reaching a decision based on criteria contained in the Vernon Municipal Code.

## **B. Required Application Submittals (see attachments):**

- Application for a Zoning Code Amendment

## **C. Filing Fees:**

- Filing fee for Zoning Code Amendment is **\$2,000.00**

## **D. Purpose and Intent of a Zoning Code Amendment:**

- The zoning ordinance establishes certain regulations for the development and use of land within the City. A zoning amendment is a request to permanently change the regulations, including but not limited to permitted uses, development and planning standards or to the zoning map. Specific reasons shall be provided outlining why a regulation shall be amended and will be a benefit the community at large.



For Official Use Only  
Account No. 011.1041.468400

City of Vernon, Department of Community Services & Water  
4305 Santa Fe Avenue, Vernon, CA 90058 (323) 583-8811

**Zoning Code Amendment Application**

**Application Information:**

Name of Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Site address: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Proposed Zoning Code Amendment (*Describe in detail. Provide Code Section number(s) to be amended. Use additional sheets if necessary*). \_\_\_\_\_

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

Reason(s) for Zoning Code Amendment (*Describe in detail. Use additional sheets if necessary*). \_

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

**Contact Information:** (*if different from applicant*)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Relation to Applicant:  Engineer  Architect  Attorney  Realtor  Representative

Other \_\_\_\_\_

**NOTE:**

Is the required fee enclosed?  Yes  No

*Make check or money order payable to the **City of Vernon.***

**I declare under penalty of perjury that to the best of my knowledge and belief the foregoing is true, complete, and accurate.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Owner Representative

**Environmental Information Form**

Date Filed: \_\_\_\_\_

**General Information:**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address of project (*location*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Block and Lot Number (APN#): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name, address, and telephone number of person to be contracted concerning this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_  
\_\_\_\_\_

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Existing zoning district: \_\_\_\_\_

7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description:**

8. Site Size (Lot Size): \_\_\_\_\_

9. Square footage of Building(s): \_\_\_\_\_

10. Number of floors of construction: \_\_\_\_\_

11. Amount of off-street parking provided: \_\_\_\_\_

12. Attach plans: \_\_\_\_\_

13. Proposed scheduling: \_\_\_\_\_

14. Associated projects: \_\_\_\_\_

15. Anticipated incremental development: \_\_\_\_\_  
\_\_\_\_\_

16. If **retail** or **commercial**, indicate the type, whether neighboring, city or regionally oriented square footage of sales area, and loading facilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. If **industrial**, indicate type, estimated employment per shift, and loading facilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. If the project involves a variance, conditional use permit application, state this and indicate clearly why the application is required. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any of the following items applicable to the projects or its effects? Discuss on an attached sheet all items checked yes (attach additional sheets if necessary).

**YES NO**

- 19. Change in pattern, scale or character of general area of project?
- 20. Significant amounts of solid waste or litter?
- 21. Change in dust, ash, smoke, fumes or odors in vicinity?
- 22. Substantial change in existing noise or vibration levels in the vicinity?
- 23. Site on filled land or on slope of 10 percent or more?
- 24. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
- 25. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)?
- 26. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?
- 27. Relationship to a larger project or series of projects?

**Environmental Settings**

28. On an attached sheet, describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historic or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be acceptable.

29. On an attached sheet, describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be acceptable.

**Certification:**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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Date

Signature