



Amendment Application

GENERAL PLAN AMENDMENT INFORMATION

Existing Land Use Designation: _____ Proposed Land Use Designation: _____

List section, page no., and new text of proposed change(s): (Attach additional sheets if necessary)

Section	Page No.	Proposed Text Change
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIFIC PLAN AMENDMENT INFORMATION

Existing Land Use Designation: _____ Proposed Land Use Designation: _____

List section, page no., and new text of proposed change(s): (Attach additional sheets if necessary)

Section	Page No.	Proposed Text Change
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



ZONING CODE AMENDMENT INFORMATION

List section, page no., and new text of proposed change(s): (Attach additional sheets if necessary)

Section	Page No.	Proposed Text Change
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ZONE CHANGE INFORMATION

Existing Zoning Designation: _____ Proposed Zoning Designation: _____





Amendment Application Submittal Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Note: Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing.

General Plan Amendment

- Completed *Planning Application*.
- Completed *Amendment Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- Three (3) complete copies of map showing the proposed General Plan Land Use District change, reduced to 11" x 17" (*if applicable*).
- A complete description of the general plan amendment, including the reason for the request.
- A zone change application (*if applicable*).
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

Specific Plan Amendment

- Completed *Planning Application*.
- Completed *Amendment Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- Three (3) complete copies of map showing the proposed Specific Plan Land Use District change, reduced to 11" x 17".
- A complete description of the specific plan amendment, including the reason for the request.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

Zoning and Development Code Amendment

- Completed *Planning Application*.
- Completed *Amendment Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- A complete description of the Zoning Code Amendment, including the reason for the request.
- A zone change application (*if applicable*).
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

Zone Change (Zoning Map Amendment)

- Completed *Planning Application*.
- Completed *Amendment Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- Three (3) complete copies of map showing the proposed Zoning District change, reduced to 11" x 17".
- A complete description of the zone change, including the reason for the request.
- A general plan amendment application (*if applicable*).
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte, CA 91733, phone: (626-258-6001)*). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.
- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the Property Owner mailing list and the Occupant mailing list. The return address shall read: "City of Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".
- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

Note: Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.