

**CITY OF LOMITA**  
***INSTRUCTIONS & APPLICATION FOR HEARING***  
***TO FILE FOR A ZONE CHANGE***

1. Submit two copies of a map drawn to scale of one inch to 100 feet, (except for very large areas requiring a map more than nine square feet), showing all streets, highways, alleys, rights-of-way and lot cuts. Include tract and lot numbers. This map should include the applicant's property with dimensions and all surrounding property within a radius of 500 feet from the exterior boundaries. Satisfactory maps for most cases can be purchased at the Department of Public Works, Survey Section, 900 South Fremont Avenue, 4<sup>th</sup> Floor, Alhambra, CA 91803, (626) 458-5154. Maps may also be purchased from private vendors.
2. Prepare one of the map prints described in item 1 above as a "LAND USE MAP" to show the existing developments on the surrounding properties within a 500 foot radius from the exterior boundaries of the subject property. The attached Figure "A" is an appropriate symbol example.
3. Prepare another of the map prints as an "OWNERSHIP MAP" to show the owner or owners of each lot or parcel land within, or partially within, a 300 foot radius from the exterior boundaries of the subject property. Owners must correspond to those required by item "4" below.
4. Prepare a complete list of names and mailing addresses of all property owners of each parcel within, or partially within a 300 foot radius of the exterior boundaries of the property under consideration. This information must be as it appears on the latest available assessment roll of the County Tax Assessor, 1401 East Willow Street, Signal Hill, CA 90755-4052, (562) 256-1701. This list shall be certified to be true and correct and the certificant's signature shall be notarized. An inaccurate or incomplete list would be cause to remove the case from the agenda or require rehearing of the case.
5. Prepare two (2) sets of gummed labels from the list in item "4" above for mailing purposes. A list of vendors who will prepare materials required in items 1-5 can be obtained from the Planning Department.
6. One copy of the application form must be completed, notarized and signed by the owner of the property in question.
7. The application forms must show the exact legal description of the property involved, no more and no less. This must be secured from the deed, including map book, page, number, etc.
8. State in the application the zone change and the purpose of the request, for example: "R-1 to RVD-2500, "Convert single-family residence into a two-family dwelling."
9. A filing fee of \$1,100 must accompany the application for a zone change. An environmental review fee of \$25 is usually required. Make checks payable to the City of Lomita.
10. YOU OR YOUR REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARING.
11. APPLICATION FORMS AND SUPPLEMENTAL DATA MUST BE COMPLETE IN EVERY DETAIL BEFORE THEY CAN BE ACCEPTED FOR CONSIDERATION.
12. YOU WILL BE NOTIFIED BY MAIL 10 DAYS PRIOR TO THE PUBLIC HEARING ON YOUR CASE. APPLICATIONS MUST BE SUBMITTED AT LEAST 22 WORKING DAYS PRIOR TO THE PLANNING COMMISSION MEETING DURING WHICH THE PUBLIC HEARING ON THE CASE WILL BE HEARD.

CERTIFIED PROPERTY OWNER'S LIST

AFFIDAVIT

ZONE CHANGE CASE NO. \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_, declare under penalty of perjury, pursuant to Section 2015.5 of the Code of Civil Procedure, that the attached list contains the names and addresses of all persons who are shown on the latest available assessment roll of the County of Los Angeles as owners of the subject property and as owning property within a distance of three hundred (300) feet from the exterior boundaries of property legally described as:

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Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature

**PETITION FOR CHANGE OF ZONE**

AS PROVIDED BY THE ZONING ORDINANCE

CITY OF LOMITA

TO THE CITY PLANNING COMMISSION:

**The undersigned petitioner(s) is (are) the owner(s) of the following legally described property:**

\_\_\_\_\_  
(Exact legal description of property petitioned for change)

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

**Situated at** \_\_\_\_\_

(Give street address or exterior boundaries of area petitioned for change, by property lines, alleys, etc.)

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

**A plot plan of this property is hereto attached and made a part of this petition. YES ( ) NO ( )**

**THE PETITIONER(S) REQUEST(S) THAT THE CITY ZONING ORDINANCE BE AMENDED TO RECLASSIFY THIS PROPERTY FROM ZONE \_\_\_\_\_ TO ZONE \_\_\_\_\_.**

**NOTE: SEE INSTRUCTIONS AS TO THE PREPARATION OF MAPS AND OTHER DATA OR INFORMATION PERTINENT TO THIS PARTICULAR PETITION BEFORE FILING THIS PETITION.**

**Said property has (had) the following deed restrictions affecting the use thereof:**

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(If deed restrictions have expired, state what they were originally)

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**Said deed restrictions will (have) expire(d) on \_\_\_\_\_ 19\_\_\_\_.**

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**THE ANSWERS TO THE FOLLOWING MUST BE MADE COMPLETE AND FULL.**

**I Such change is warranted because**

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(State in detail wherein the conditions applicable to this property establish the above statement)

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**II Such change will be in the interest of furtherance of public welfare because**

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(State in detail wherein the conditions applicable to this property establish the above statement)

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**III Such change will not be materially detrimental to the property of other persons located in the vicinity thereof because \_\_\_\_\_**

(state in detail wherein the conditions applicable to this property establish the above statement)

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**PETITIONER NOT TO WRITE IN THIS SPACE**

This is to certify that the foregoing petition has been inspected by me and was filed  
in accordance with the provisions of the Zoning Ordinance, City of Lomita

Filed \_\_\_\_\_, 20\_\_\_\_\_  
Fee \$ \_\_\_\_\_

Effective Date of  
Existing Zoning \_\_\_\_\_

Receipt No. \_\_\_\_\_  
Case No. \_\_\_\_\_

By: \_\_\_\_\_, Cashier