

# Zone Variance Applicant's Guide

## PURPOSE

The Zone Variance is designed to permit minor adjustments to the zoning regulations when there are special circumstances applying to a parcel of land or a building that prevent the property from being used to the extent intended by the zoning. Variances can be granted only when a finding can be made that the application of the regulations would deprive the property of privileges enjoyed by other properties in the vicinity and zoning district in which the property is situated. Special circumstances may include factors such as the size, shape, location, and surroundings of a piece of property. A change of use cannot be permitted by a variance.

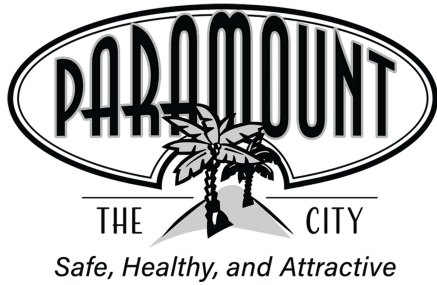
## FINDINGS

The applicant for a Zone Variance shall substantiate to the satisfaction of the Planning Commission the following facts:

- (1) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and zone.
- (2) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question.
- (3) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located.
- (4) That the granting of such variance will not adversely affect the comprehensive general plan.

### **Procedure for Filing a Zone Variance Application**

1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Planning Department. The filing fee is **\$1,062.50**.
2. After all forms are submitted, the Chair of the Planning Commission will schedule the matter for a public hearing before the Commission. The applicant, owner of the subject property, and owners/tenants of the properties within 500 feet of the subject property will receive notice of the public hearing ten days prior to the public hearing. Please provide two sets of labels.
3. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the applicant prior to the hearing.
4. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
5. The Planning Commission may then close the public hearing and (1) approve, (2) conditionally approve, (3) deny the request or postpone decision to a later date, or (4) continue the public hearing to a specified time, date, and place. The Commission will announce its decision at a regular meeting or scheduled special meeting within 40 days after the conclusion of the public hearing. The decision of the Planning Commission shall be final unless an appeal is filed with the City Clerk.
6. Any person dissatisfied with the action of the Planning Commission may file an appeal with the City Clerk within 10 days of notification in writing of the Planning Commission's decision. Such appeal must be filed on the appropriate form and accompanied with a filing fee of **\$531.25**.
7. On appeal, the City Council will review the Planning Commission's decision and hear new evidence and testimony, if any. In deciding the appeal, Council may either affirm, reverse, or modify any Commission decision.

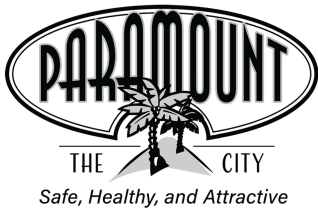


Planning Department  
Planning Division  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036  
planning@paramountcity.com

## Zone Variance Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Zone Variance Application (Applicant, Location, Legal, Land Use, Request, Justification)**
- ☐ **Property Owner Authorization Slip, if applicant is not owner of property**  
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**  
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Environmental Information Form (3 pages)**
- ☐ **13 Prints of Site Plan/Floor Plan**  
Must be reviewed by Planning Department, prints must be 11 inches by 17 inches.
- ☐ **Provide electronic copy (PDF) of Site Plan/Floor Plan**
- ☐ **500-foot Radius Map**
- ☐ **Mailing Labels for addresses of both Property Owners & Tenants within 500 feet of Project Site (Please provide two sets of labels)**
- ☐ **Certificate of Correctness**  
To be completed by preparer of radius map and mailing labels.  
Get document signed and acknowledged before a notary public.
- ☐ **Filing fee (\$1,062.50 base fee + cost of environmental review if applicable)**



City of Paramount  
16400 Colorado Ave.  
Paramount, CA 90723  
(562) 220-2036

**For Planning Department Use:**

Date Filed: \_\_\_\_\_ Fee: \$1,062.50

Case No.(s) \_\_\_\_\_

Date of Hearing \_\_\_\_\_

By: \_\_\_\_\_

Related Items: \_\_\_\_\_

**ZONE VARIANCE  
APPLICATION**

APPLICANT

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

Mailing Address: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Legal Owner of Property  
(If different than applicant): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Name of Business  
(If applicable): \_\_\_\_\_

LOCATION

Subject property is located at \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

LEGAL

Assessor's Parcel No. \_\_\_\_\_ Parcel Size \_\_\_\_\_ sq. ft.

Legal description:

LAND USE

Existing Zoning: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

If Vacant, Previous Use: \_\_\_\_\_

Number of Months Vacant: \_\_\_\_\_

REQUEST

Explain the proposed improvements to the property and explain how the improvements do not conform with existing zoning regulations.

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JUSTIFICATION

1. Describe the exceptional or extraordinary circumstances or conditions applicable to the subject property which do not apply generally to other property in the same vicinity and zone.

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2. Explain how other property owners under like conditions in the same vicinity and zone enjoy a property right, and that limitations imposed on the subject property are in consistent with the limitations placed upon other properties in the same vicinity and zone.

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3. Explain that the granting of the variance will not be detrimental to the public health, safety, convenience, and welfare or injurious to property and improvements in the same vicinity and zone in which the subject property is located.

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4. Explain that the granting of the variance would not be in conflict with the General Plan.

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**AUTHORIZATION – TOP SECTION OF THIS PAGE TO BE COMPLETED  
IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY**

I/We, \_\_\_\_\_ owner of the above described real property, authorize  
\_\_\_\_\_ to:

\_\_\_\_\_ Make an application for a \_\_\_\_\_  
on the property heretofore described and/or

\_\_\_\_\_ Appear and act for me in my place and stead for the City of Paramount. He or she is  
authorized to take such action as he or she deems advisable in connection with said  
application.

Signature of Property Owner \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Property Owner's Daytime Telephone No. \_\_\_\_\_

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**AFFIDAVIT  
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA            }  
COUNTY OF LOS ANGELES    }    SS:

I, \_\_\_\_\_, being duly sworn depose and say

Agent \_\_\_\_\_

Lessee \_\_\_\_\_

That I am an owner \_\_\_\_\_ of property in this petition and that the

Optionee \_\_\_\_\_

Purchaser \_\_\_\_\_

Forgoing signature, statements, and answers herein contained and the information herewith submitted are  
in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury  
that the foregoing is true and correct.

**Notary Instructions:**

**Please execute a Jurat and provide  
State approved Jurat form. Thank  
you.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

CITY OF PARAMOUNT

**ENVIRONMENTAL INFORMATION FORM**

(To Be Completed By Applicant)

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

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, telephone number, and email address of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains **[Paramount staff will assign the number]**:  
\_\_\_\_\_
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 project for which this form is filed:  
\_\_\_\_\_

**Project Description**

8. Site size.
9. Square footage.
10. Associated project.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.

**Environmental Information Form**  
**Page 2**

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14. Anticipated incremental development.
15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, 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 institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
19. If the project involves a variance, conditional use, or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	<u>Yes</u>	<u>No</u>
20. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.	___	___
21. Change in scenic views or vistas from existing residential areas or public lands or roads.	___	___
22. Change in pattern, scale or character of general area of project.	___	___
23. Significant amounts of solid waste or litter.	___	___
24. Change in dust, ash, smoke, fumes, or odors in vicinity.	___	___
25. Change in ocean, bay, lake, stream or groundwater quality or quantity, or alteration of existing drainage patterns.	___	___
26. Substantial change in existing noise or vibration levels in the vicinity	___	___
27. Site on filled land or on slope of 10 percent or more.	___	___
28. Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	___	___
29. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	___	___
30. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	___	___
31. Relationship to a larger project or series of projects.	___	___

**Environmental Setting**

32. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.
33. 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.) intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**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.

\_\_\_\_\_  
Date

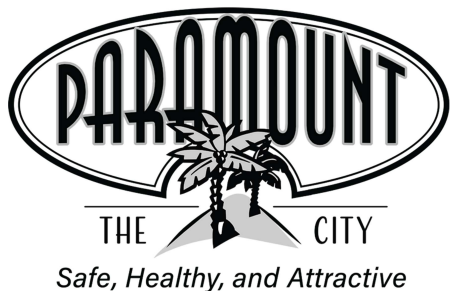
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

## SUBMITTALS

The applicant shall file as a part of this application:

1. **13 prints (11" x 17") of a site plan (plot plan), one set drawn to an appropriate scale, showing the following information:**
  - A. The exterior boundaries of the subject property indicating easements, dimensions and lot size.
  - B. The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
  - C. The location, size, height and type of all structures, including signs, walls and fences and the location, size and dimensions of all yards, setbacks, and all spaces between structures.
  - D. The location, size and type of all doors and windows.
  - E. The location, dimensions, and method of improvement of all driveways, parking areas, walkways, and means of access, ingress and egress.
  - F. The location, dimensions, and layout of all parking areas. Identify all Americans with Disability Act (ADA)-compliant parking stalls.
  - G. The location, dimensions, and method of improvement of all property to be dedicated to the public or to public utilities.
  - H. The name, mailing address, phone number, and email address of the proposed property owner and the person and/or firm preparing the building plans (plot plans, floor plans and elevations).
  - I. The scale to which the plot plan has been drawn and the north point (where possible the plot plan should be drawn with north oriented toward the top of the plan).
2. **13 prints (11" x 17") of a detailed floor plan shall also be required.** Such floor plans shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location doors and facilities. Floor plans may be combined with the plot plan and submitted as a single map.
3. **Provide one electronic (PDF) copy of the plans.**



## **APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS**

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners and tenants within a 500-foot radius of the subject property. This includes applications for General Plan amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, Condominium Conversions, and Zoning Ordinance Text Amendments.

Mailing labels and maps must be submitted to the Planning Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners and tenants within a 500-foot radius of the project site. This list contains the names of businesses we are aware of, and isn't meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business, which provides the same service.

**Susan W. Case**  
**Ownership Listing Service**  
917 Glenneyre St., Suite 7  
Laguna Beach, CA 92651  
(949) 494-6105  
[www.susancase.com](http://www.susancase.com)  
[orders@susancaseinc.com](mailto:orders@susancaseinc.com)

**Catherine McDermott**  
**Ownership Listing Service**  
P.O Box 890684  
Temecula, Ca 92589-0684  
(951) 699-8064  
[ownershislistingsservice@hotmail.com](mailto:ownershislistingsservice@hotmail.com)

**Hoover Architectural Group**  
**Rex A. Hoover, AIA**  
6458 East Surrey Drive  
Long Beach, CA 90815  
(562) 595-8770  
(909) 466-7595 Fax  
[rhoover@hoover-architect-group.com](mailto:rhoover@hoover-architect-group.com)

**A M Mapping Service**  
**Anna M. Smit**  
8001-B Archibald Ave., #4710  
Rancho Cucamonga, CA 91730  
(909) 466-7596  
(626) 403-1803

**NotificationMaps.com**  
668 N Coast Hwy # 401  
Laguna Beach, CA 92651  
(866) 752-6266  
[sales@notificationmaps.com](mailto:sales@notificationmaps.com)

**L.A. Mapping Service**  
781 Pinefalls Avenue  
Diamond Bar, Ca 91789  
[info@lamappingservice.com](mailto:info@lamappingservice.com)  
[lamappingservice.com](http://lamappingservice.com)

**Radius Map Service**  
**Mark Jaworski**  
3837 E. 7<sup>th</sup> Street  
Long Beach, CA 90804  
(562) 673-1753

**Donna's Radius Maps**  
684 S. Gentry Lane  
Anaheim, CA 92807  
(714) 921-2921  
[ddradiusmaps@sbcglobal.net](mailto:ddradiusmaps@sbcglobal.net)

**City Radius Maps**  
**Robert Simpson**  
300 East Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
[robert@cityradiusmaps.com](mailto:robert@cityradiusmaps.com)  
[cityradiusmaps.com](http://cityradiusmaps.com)

**Atlas Radius Maps**  
**Dana Molino**  
PO Box 18612  
Anaheim CA 92817  
Cell: 714-906-3168  
[atlasradmaps@gmail.com](mailto:atlasradmaps@gmail.com)  
[www.atlasradiusmaps.com](http://www.atlasradiusmaps.com)

**GIS and Cartography**  
**Stanley Szeto**  
879 W. Ashiya Road  
Montebello, CA 90640  
(626) 512-5050  
[szetostanley@sbcglobal.net](mailto:szetostanley@sbcglobal.net)

**N.P.S + ASSOCIATES**  
396 W. AVENUE 44  
LOS ANGELES, CA 90065  
(323) 801-6393  
[npsassociates.com](http://npsassociates.com)  
[contact.npsassociates@gmail.com](mailto:contact.npsassociates@gmail.com)

**Express Notice and Mail**  
17595 Harvard Suite C 209  
Irvine, CA 92614  
(714) 551-9814  
[ExpressNoticeandMail.com](http://ExpressNoticeandMail.com)  
[sales@expressnoticeandmail.com](mailto:sales@expressnoticeandmail.com)

**More Services**  
**Joe Moreno**  
12106 Lambert Avenue  
El Monte, CA 91732  
Cell: (626) 350-5944  
[moreservices@sbcglobal.net](mailto:moreservices@sbcglobal.net)  
[moreservicesmapping.com](http://moreservicesmapping.com)

**Along with the mailing labels, you must provide a notarized certification of corrections signed by the person who prepared the radius and labels. A sample certification is attached. Please provide two sets of labels.**

**CERTIFICATION OF CORRECTNESS**

The attached list represents the names and addresses of all property owners and tenants located within 500 feet of the exterior boundaries of the property located at \_\_\_\_\_, Paramount California. This information was obtained from the latest Los Angeles County Assessment Rolls.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Printed Name of Preparer

State of California       }  
County of Los Angeles   }       SS.

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Notary Public, personally appeared \_\_\_\_\_,  
Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.  
WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

## **IMPORTANT NOTICE**

**THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.**

**THIS APPLICATION IS SUBJECT TO PUBLIC NOTICING REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE 65091, WHICH INCLUDES PUBLIC NOTIFICATION IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION.**

**YOUR APPLICATION INCLUDES THE FOLLOWING FEES FOR A TOTAL OF \$350.00 ABOVE THE BASE CITY FILING FEE:**

- **A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.**
- **A \$275.00 FEE TO PUBLISH A PUBLIC HEARING NOTICE IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION *[NOTE: IF A PROJECT INCLUDES MORE THAN ONE APPLICATION WITH PUBLIC HEARINGS, ONLY ONE APPLICATION REQUIRES THE \$275.00 FEE.]***