ZONE CHANGE

A Zone Change for a parcel of land will be allowed if the proposed change is consistent with the General Plan, otherwise, the zone change will also require a General Plan amendment. A zone change must not be detrimental to the surrounding vicinity and be compatible with the surrounding uses.

1. **SUBMIT PROJECT TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION**

   The following items must be submitted to the Community Development Department, Planning Division, before any application for a Zone Change will be accepted.

   1. Six (6) sets of plans indicating location and legal description of the parcels requested for zone change.
      
      a. A location map shall be submitted showing the existing zoning of the surrounding properties.

   2. **PDF copy of all documents on a CD.** (Please combine all PDFs into ONE single PDF file). **THIS IS REQUIRED FOR ALL SUBMITTALS.**

   3. **Completed Planning Application.** All zone change requests must also complete the Environmental Information Forms. All required signatures must be included on the application.
4. Payment of fees --

<table>
<thead>
<tr>
<th>Residential</th>
<th>Non-Residential</th>
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<tbody>
<tr>
<td>a. Zone Change………… $4,176</td>
<td>a. Zone Change…………………… $4,176</td>
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<tr>
<td>b. Negative Declaration………… $3,503</td>
<td>b. Negative Declaration……………….. $3,503</td>
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<td>(Unless determined to be categorically exempt - $193)</td>
<td>(Unless determined to be categorically exempt - $193)</td>
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<tr>
<td>c. 300' Radius 1st Noticing…….. $832</td>
<td>c. 500' Radius 1st Noticing…….. $1,384</td>
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<tr>
<td>d. 300' Radius 2nd Noticing…….. $248</td>
<td>d. 500' Radius 2nd Noticing…….. $551</td>
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<td>e. Legal Ad ($168 x 2)................ $336</td>
<td>e. Legal Ad ($168 x 2)................ $336</td>
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<td>f. Public Notice Poster ($187 x 2)............. $374</td>
<td>f. Public Notice Poster ($187 x 2)............. $374</td>
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<td>g. Records Technology $663</td>
<td>g. Records Technology $723</td>
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<tr>
<td>Total….. $10,132</td>
<td>Total….. $11,047</td>
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h. Fish and Game filing fee - per State fee; payable to “L.A. County Clerk” with NO DATE

Concurrent applications filed at same time: 100% of highest fee, plus 50% of second highest fee, plus 25% of additional application fees. Public noticing, CEQA and other fees are charged once unless otherwise required. Other fees may be required during the application process per the adopted Fee Schedule.

5. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses on the application.

2. STAFF ENVIRONMENTAL REVIEW COMMITTEE (Review Requirements of the California Environmental Quality Act - CEQA)

Certain projects depending on their size and impact of the proposed uses are considered categorically exempt from CEQA requirements and therefore, do not require Environmental Review. Staff makes this determination based on the State Guidelines.

All other projects are subject to CEQA and upon submittal will be scheduled for the agenda of the Staff Environmental Review Committee. They will determine any potential environmental impacts associated with the project. If it is determined that the project would result in a significant impact on the environment the applicant may be required to prepare additional studies, and in some cases an Environmental Impact Report. Alternatively, the Committee may determine that the project will not have a significant impact on the environment and will recommend the adoption of a Negative Declaration, or a mitigated...
Negative Declaration in which mitigation measures are included to address any identified impacts.

A representative of the project must attend the meeting to answer any questions associated with the project.

The Planning Division will give the applicant a Public Notice poster, which must be displayed at the site a minimum of 10 days before the Staff Environmental Review meeting.

**AFTER THE STAFF ENVIRONMENTAL REVIEW COMMITTEE MEETING, THE APPLICANT MUST SUBMIT 18 ADDITIONAL SETS OF PLANS TO THE PLANNING DIVISION. REVISIONS OR FURTHER STUDIES REQUESTED BY THE STAFF ENVIRONMENTAL REVIEW COMMITTEE, IF ANY, MUST BE MADE PRIOR TO RESUBMITTAL. FOLLOWING SUBMITTAL OF PLANS, A PUBLIC HEARING WILL BE SCHEDULED BEFORE THE PLANNING COMMISSION.**

3. **PLANNING COMMISSION**

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission will make a recommendation to the City Council regarding the zone change and may impose conditions to mitigate any potential impacts associated with the project.

The Planning Division will give the applicant a Public Notice poster, which must be displayed at the site a minimum of 21 days before the meeting of the Planning Commission.

A representative of the project must be at the meeting of the Planning Commission to answer any questions the Planning Commission may have.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City’s web site at [www.hermosabeach.gov](http://www.hermosabeach.gov).

4. **CITY COUNCIL**

All requests for zone changes are subject to approval from the City Council. The City Council will again have a public hearing regarding this matter.

The Planning Division will give the applicant another public notice poster, which must be displayed at the site a minimum of 21 days before the meeting of the City Council.

A representative of the project must be at the meeting of the City Council to answer any questions.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City’s web site at [www.hermosabeach.gov](http://www.hermosabeach.gov).
5. **BUILDING PERMITS**

The Community Development Department will not issue any building permits for the project until all conditions listed in the resolution have been met, and the California Coastal Commission has approved the plans for all projects that are within the coastal boundaries, as applicable.

6. **NOTICE**

Please note that the requirements and policies of the Zoning Ordinance, General Plan and other codes (Chapters 15 and 17 and Sections 8.56, 8.120, 8.12 and 8.44) are basic requirements. The Planning Commission or the City Council (on appeal), may impose other conditions on the project to address site specific concerns and/or to mitigate any adverse impacts that potentially would be caused by approval of the project.

City staff are available for assistance and can provide samples of typical requirements that may be imposed. The scope of the review may be found in the applicable code sections. Time frames to process applications are approximate and may be longer when necessary due to requirement for information or revised plans from the applicant, to prepare environmental documents, or for continued hearings as directed by the decision making bodies.