



City of Commerce

Community Development Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@commerceca.gov

GENERAL PLAN, SPECIFIC PLAN, ZONE CHANGE/TEXT AMENDMENT APPLICATION

FOR OFFICE USE ONLY

Project No: _____ **Application Fee:** _____ **Date Submitted:** _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The General Plan, Specific Plan, Zone Change/Text Amendment Application is also available at the following website address:

<https://www.ci.commerce.ca.us/city-hall/economic-development-and-planning/planning/planning-applications-fees>

Any proposed **Zone or General Plan Amendment** must comply with all requirements set forth in Chapter 19.39, Division 5 or Division 6 of the Commerce Municipal Code (CMC), as well as any information, standards and requirements by the City. Applications to amend the Zoning Code or General Plan may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The Economic Development and Planning Director may request proof of ownership or authorization to apply prior to the acceptance of any application. If the property for which the amendment is proposed is in more than one ownership, all owners or their authorized agents shall be required to sign the application.

Any proposed **Specific Plan** must comply with all requirements set forth in Chapter 19.39, Division 15 of the CMC, Section 65451 and 65452 (*see pages 4-6*) of the Government Code, as well as any information, standards and requirements by the City. A pre-application conference with the Economic Development and Planning Department Director or his designee is required prior to the formal submission of a Specific Plan Application.

INSTRUCTIONS TO APPLICANT:

A. Complete all the items listed below. *Please print legibly.*

B. Submit the following:

- 1 completed Application
- 1 electronic copy of Site/Plot Plan to scale (*or 24”x 36” sheets if submitting in person*)
- 1 electronic copy of Floor Plan to scale (*or 24”x 36” sheets if submitting in person*)
- 1 electronic copy of Elevations to scale (*or 24”x 36” sheets if submitting in person*)
- 1 *physical reduced* set of copies of all plans on 11” x 17” sheets
- 1 electronic copy of the draft document, in both PDF and Word format
- 5 *Physical* copies may be required of the draft document
- 500 ft Radius Map
- Property Owners Mailing List and Labels within the 500 ft (*2 sets*)

- C. Occupant's Permission to Enter and Investigate Site
- D. Environmental Data Form (*CEQA documentation and technical studies may be required*)
- E. Affidavit
- F. Application Fee (*See link above for current 'Fee Schedule' information*)

***For electronic submittals email all required documents to: planning-division@commerceca.gov**

GENERAL INFORMATION: *Note: If the property owner or applicant is a trust, partnership, corporation, or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation, or LLC.*

Property Owner: _____

Property Address: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Applicant: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Applicant's Representative: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

PROJECT INFORMATION:

Type of Review Requested: Specific Plan Specific Plan Amendment: (*Indicate SP*) _____

For Specific Plan Amendment: *Is there a development proposal for the amendment area?* Yes No

General Plan Amendment Zone Change Zoning Ordinance Text Amendment: (*Section*) _____

General Location or Project Address: _____

Assessor's Parcel No(s): _____

Legal Description of Property: (*Continue on separate page, if necessary*)

Present Zoning: _____ Current General Plan Designation: _____

Site Size: _____ Sq.Ft. / _____ Acres Off-Street Parking Provided: _____

PROJECT DESCRIPTION:

Please describe the proposed amendment and/or project of the above-described property: (Attach additional sheets if necessary—please be detailed and specific)

APPLICANT’S STATEMENT OF FACTS: *According to the Commerce Zoning Ordinance, the Planning Commission and City Council must make certain findings before approving a General Plan, or Zone Amendment. To assist in making these findings, the applicant shall answer the following questions as thoroughly as possible.*

- 1. Is the proposed project in the interest of the public, and is there be a community benefit?**

- 2. Is the proposed project consistent with the goals, policies, and objectives of the City of Commerce General Plan? If not, give reasons for application.**

- 3. Does the proposed project conflict with provisions of the Zoning ordinance or subdivision regulations?**

- 4. In the event that the proposed project is a change to the land use policy map, will the amendment adversely affect surrounding properties?**

- 5. Will the proposed project be detrimental to the public health, safety or general welfare of surrounding properties or person?**

- 6. In the event the proposed project is a change of zone or zoning ordinance text amendment, will the amendment adversely affect surrounding properties?**

CONTENTS OF PLAN PACKAGE: *The items listed below are considered a minimum. Additional information may be necessary during the review process for clarification.*

MODEL SPECIFIC PLAN OUTLINE: While state law specifies the mandatory specific plan contents pursuant to §65451, it leaves the format to the discretion of the local legislative body. Many of the specific plans reviewed as part of this report utilized an approach to organization similar to that of the individual elements of a general plan, covering information relating to land use, housing, circulation, open space, and so on. The following model outline is intended as a guide to the organization of a specific plan which is effective, efficient, and statutorily complete. <https://californiareleaf.org/wp-content/uploads/2019/06/OPR-A-Planners-Guide-to-Specific-Plans.pdf>

I. Introductory Plan Information

A. Title Page

1. Name of the plan
2. Name of local agency (Project proponent and/or public agency)
3. Date of adoption

B. Credits, acknowledgments and participants

C. Table of Contents

D. List of Tables

E. List of diagrams and maps

F. Copy of Adopting Resolution and/or Ordinance

II. Summary

- A. Purpose statement and range of issues
- B. Location
- C. Acreage
- D. Summary of preparation process

III. Introduction

- A. Detailed specific plan purposes
- B. Development and conservation issues addressed in the plan
- C. Project location, including influencing jurisdictions
 1. Written description
 2. Regional location map
 3. Vicinity map
 4. Site Location Map
- D. Planning area information and environmental description

E. Statement of whether the document is policy or regulatory by application (If the plan is both policy and regulatory by design, explain the relationship between the policies and regulations.)

F. Statement of how the plans policies and/or regulations accomplish the objectives of the plan.

G. Relationship of the specific plan to the general plan.

H. Relationship of the specific plan to neighboring plans and those of other jurisdictions, regional agencies, and the state.

I. A list of projects required by law to be consistent with the specific plan (e.g. rezonings, tentative subdivision maps and public works projects).

IV. Land Use Planning and Regulatory Provisions

- A. The land use plan - a statement of development policies (opportunities, issues, and analysis of data) pertaining to the planned type, intensity, and location of land uses consisting of:
 1. Objectives
 2. Policies
 3. Programs
 4. Plan proposals
 - a. Diagram and written description of planned and land uses.
 - b. Characteristics of each land use designation (e.g. single family residential, neighborhood commercial, open space for conservation).
 1. Development Standards
 2. Standards for conservation, development, and utilization of natural resources.

B. Land Use Regulations

1. Statement of purpose or intent
2. Applicability
 - a. Statement of applicability of the regulations to the planning area and designations on the specific plan land use plan diagram.
 - b. Effective date of the regulations
3. Statement of relationship between the specific plan regulations and the zoning, subdivision, and other local ordinances.
4. Development standards.

C. Design Standards

1. Building design, massing & height
2. Parking ratios/standards, location & orientation
3. Garage door size & type
4. Entrances, access, & on-site circulation

V. The Infrastructure Plan

A. Transportation: Development policies pertaining to the planned distribution, location, extent and intensity of public and private transportation consisting of:

1. Objectives
2. Policies
3. Discussion of the relationship between the objectives, policies and how they are implemented through the individual plan proposals.
4. Plan proposals
 - a. Diagram(s) and written description of proposed transportation components, including improvements that support the planned land uses.
 - b. Development standards for the primary components of public and private infrastructure (street cross-sections and material requirements).

B. Public Service Infrastructure (water, sewer, and storm drainage): Development policies pertaining to the planned distribution, location, extent, and intensity of water, sewer, and storm drainage consisting of:

1. Objectives

2. Policies

3. Discussion of the relationship between the objectives, policies and how they are implemented through the individual plan proposals.

4. Plan proposals

- a. Diagram(s) and written description of proposed water, sewer, and drainage systems, including the improvements which support the planned land uses.
- b. Development standards for the primary components of public infrastructure.

C. Solid Waste Disposal: Development policies pertaining to the planned distribution, location, extent, and intensity of solid waste disposal facilities and services consisting of:

1. Objectives

2. Policies

3. Plan Proposals

- a. Description of the type and location of proposed solid waste disposal facilities and serving necessary to support the planned land uses.
- b. Description of the proposed facilities and services to be provided (e.g., transformation station and recycling).

D. Energy: Development policies pertaining to the planned distribution, location, extent, and intensity of energy facilities and services consisting of:

1. Objectives

2. Policies

3. Plan proposals

- a. Description of the type and location of proposed energy facilities, transmission lines, and easements necessary to support the planned land uses.
- b. Description of the proposed facilities and services to be provided (e.g., distribution of natural gas and the regulation of pressure).

E. Other essential facilities necessary to support the proposed land uses (e.g., schools, fire stations, street lighting and landscaping).

VI. Program of Implementation Measures

- A. Description of the regulations and ordinances which will implement the specific plan.
- B. Capital improvement program
 - 1. Estimated cost of capital projects identified in the specific plan’s infrastructure plan.
 - 2. The measures by which each capital project will be financed.
 - 3. Identification of parties responsible completing each proposed improvement.
- C. Financing measures necessary for implementation of each of the specific plan’s proposals other than capital improvements.
 - 1. List and description of projects needing financing.
 - 2. Cost estimates
 - 3. The measures by which each specific plan proposal will be financed.
 - 4. Identification of parties responsible for completing each proposal.
- D. Phasing plan for the specific plan proposal including capital improvements.
- E. Subsequent development entitlements
- F. Other Programs

VII. Relationship of the Specific Plan’s Environmental Document to Subsequent Discretionary Projects

- A. Projects that will be exempt from additional environmental documentation based on the plan’s EIR.
- B. Projects that will require additional environmental documentation.

VIII. Specific Plan Administration

- A. Specific plan cost recovery fees authorized by §65456.
- B. Specific plan amendment procedures
 - 1. State requirements.
 - 2. Local requirements

IX. Specific Plan Enforcement

X. Appendices

- A. Precise description of the specific plan area boundary.
- B. Summaries of key specific plan background data and information.
- C. Glossary of specific plan terms

FOR OFFICE USE ONLY

Received By: _____ Application Fee: _____ Receipt No.: _____

Recommend to: Approve Not Approve Scheduled for Planning Commission: (Date) _____

Scheduled for City Council: (Date) _____

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

I, _____, am the owner / owner in escrow, of the property involved in this application. I am being duly sworn, depose and say that I am the applicant in the forgoing application that I have read the forgoing application for a(n) change/amendment and know the contents thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

I, _____, being duly sworn, depose and say that I am the applicant in the forgoing application, that I have read the forgoing application for a(n) change/amendment and know the content thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



**CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT**

<https://www.commerceca.gov/city-hall/community-development/planning>

OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

City of Commerce
Community Development Department
2535 Commerce Way
Commerce, CA 90040

I, _____, as _____
(owner or lessee)

and occupant of the property located at: _____,

do hereby authorize representatives from the City of Commerce to enter upon the above-mentioned property for inspection purposes and to obtain photographs of the subject property to prepare the necessary reports associated with Public Hearing Case: _____.

This authorization is null and void upon the final decision on this particular case, made either by the Planning Commission or City Council of the City of Commerce.

I do/ do not have a dog or other animals on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)



**CITY OF COMMERCE
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**SUPPLEMENT TO MASTER APPLICATION FORM
ENVIRONMENTAL ASSESSMENT**

EXISTING PROPERTY INFORMATION:

This section of the Environmental Assessment is for information regarding the Existing property only.

**Your application is complete when all attached supplemental applications are completed and submitted. The case manager will notify you if any additional items or reviews are necessary.*

Assessor Parcel Number(s): _____

Square Footage of Property: _____ **Average slope of land if over 15%:** _____

SURROUNDING LAND USES:

North: _____ **East:** _____

South: _____ **West:** _____

ADDRESS OF EXISTING BUILDINGS ON SUBJECT SITE:

Building A: _____

Building B: _____

Building C: _____

Building D: _____

| EXISTING BUILDING(S) | BUILDING A | BUILDING B | BUILDING C | BUILDING D |
|--|-------------------|-------------------|-------------------|-------------------|
| Total gross square footage | | | | |
| Total commercial gross square footage | | | | |
| Total residential gross square footage | | | | |
| Year built | | | | |
| Building footprint in square feet | | | | |
| Open space / landscaping square footage | | | | |
| Paving square footage | | | | |
| Number of parking spaces | | | | |
| Height of building in feet | | | | |
| Number of stories | | | | |
| Number of housing units | | | | |
| Square feet to be demolished | | | | |
| Standard Industrial Classification (SIC) Code | | | | |
| Type of use (i.e. residential, commercial, mixed uses, etc.) | | | | |
| To be altered? (yes / no) | | | | |
| To be relocated? (yes / no) | | | | |

*** Continue to Proposed Information Section**

PROPOSED PROJECT INFORMATION:

This section of the Environmental Assessment is for information regarding the Proposed project only.



CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT

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SUPPLEMENT TO MASTER APPLICATION FORM
ENVIRONMENTAL ASSESSMENT

Estimated Valuation: _____
 Explain if the project is located in a geological hazard area (i.e. Seismic fault, erosive soils): _____

Amount of grading proposed: Cut: _____ Fill: _____ Balance: _____

Imported: _____ Exported: _____

Type of development (single family residence, apartments, condominiums, commercial, industrial, institutional): _____

Total housing units: _____ Is this an affordable Housing Project? yes no # of affordable units: _____

Proposed Energy Types: All electrical Electric Kitchen Electric HVAC Gas kitchen

| PROPOSED BUILDING(S) | BUILDING A | BUILDING B | BUILDING C | BUILDING D |
|--|-------------------|-------------------|-------------------|-------------------|
| Total gross square footage | | | | |
| Total commercial gross square footage | | | | |
| Total residential gross square footage | | | | |
| Building footprint in square feet | | | | |
| Open space square footage | | | | |
| Landscaping square footage | | | | |
| Height of building in feet | | | | |
| Number of stories | | | | |
| Number of parking spaces | | | | |
| Number of housing units | | | | |
| Number of bedrooms | | | | |
| Hotel / motel number of rooms | | | | |
| Hours of operation | | | | |
| Number of employees | | | | |
| Square feet of restaurant seating area | | | | |
| Number of fixed seats (restaurant) | | | | |
| Number of hotel / motel rooms to be demolished | | | | |
| SIC Code | | | | |
| UBC construction type | | | | |
| Fire sprinklers? yes / no | | | | |
| Type of use (i.e. residential, commercial, mixed uses, etc.) | | | | |

* If there are additional buildings on the site, please attach a separate sheet with the above information for each building.

ATTACH AN EXPLANATION for any of the below questions answered with yes.

- yes** **no** Is this a phased project?
 yes **no** Will there be demolition or removal of any structure of any age?
 yes **no** Will there be any alteration of any existing structure?

The following data must be submitted to the City of Commerce to assist in the preparation of the environmental determination for the proposed project.



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A. Brief Description of the Existing Environmental Conditions in the Area:

B. Existing Facilities: Projects related to the operation, repair, maintenance or minor alterations of existing structures, facilities, mechanical equipment or topographical features involving negligible or no expansion of uses beyond that previously existed.

| | Questions | Yes | No |
|-----|---|-----|----|
| 1. | Will the Project involve major interior or exterior alterations? | | |
| 2. | Will the Project involve major restoration, rehabilitation of deteriorated or damaged structures, facilities or mechanical equipment? | | |
| 3. | Will the project involve additions to the existing structures which increase the floor area to fifty percent or by 5,000 square feet? | | |
| 4. | Will the project result in the removal of any trees? | | |
| 5. | Will the project result in substantial air emissions or deterioration of ambient air quality? | | |
| 6. | Will the project result in the creation of objectionable odors? | | |
| 7. | Will the project result in the increases in existing noise levels or exposure of people to severe noise? | | |
| 8. | Will the project result in changes to absorption rates, drainage patters or the rate or amount of surface runoff? | | |
| 9. | Does the proposal involve a risk of explosion or the release of hazardous substances? | | |
| 10. | Will the project generate substantial additional traffic? | | |
| 11. | Will the proposal result in the in substantial increases in the amount of fuel or energy used? | | |
| 12. | Will the project have an effect upon or result in a need for new or altered governmental services? | | |
| 13. | Will the project result in the need for new or altered public utility systems? | | |
| 14. | Will the proposal result in the creation of or exposure of people to any health hazard or potential health hazard? | | |

C. Replacement or Reconstruction: Projects related to replacement or reconstruction of existing structures and facilities where the new structures will be located on the same site as the structure replaced and will have substantially the same purpose as the structure replaced.

| | Questions | Yes | No |
|-----|--|-----|----|
| 1. | Is the project designed to replace a commercial or industrial structure with a larger building(s)? | | |
| 2. | Will the Project require grading involving removal or import of soil? | | |
| 3. | Will the project require the removal of any trees? | | |
| 4. | Will the project result in substantial air emissions or deterioration of ambient air quality? | | |
| 5. | Will the project result in the creation of objectionable odors? | | |
| 6. | Will the project generate increased noise levels, or expose people to sever noise levels? | | |
| 7. | Will the project result in changes in absorption rates, drainage patter or the rate or amount of surface runoff? | | |
| 8. | Does the proposal involve a risk of explosion or the release of hazardous substances? | | |
| 9. | Will the project generate substantial additional traffic? | | |
| 10. | Will the proposal result in the in substantial increases in the amount of fuel or energy used? | | |
| 11. | Will the project have an effect upon or result in a need for new or altered governmental services? | | |
| 12. | Will the project result in the need for new or altered public utility systems? | | |
| 13. | Will the proposal result in the creation of or exposure of people to any health hazard or potential health hazard? | | |



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SUPPLEMENT TO MASTER APPLICATION FORM
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D. New Construction: Projects involving construction of new structures on vacant or cleared land. New construction includes conversion of a site from one land use to another, such as residential to industrial.

| | Questions | Yes | No |
|-----|--|-----|----|
| 1. | Will the project involve the construction of three or more single family structures? | | |
| 2. | Will the project involve the construction of a motel, duplex or apartment with five or more units in three or more structures? | | |
| 3. | Is the project a store, office or restaurant or other facility designed for an occupant load of 21 persons or more? | | |
| 4. | Will the project involve the removal of any existing residential structure(s)? | | |
| 5. | Will the project require grading that will result in the substantial removal or importing of earth? | | |
| 6. | Will the project require the removal of any trees? | | |
| 7. | Will the project result in substantial air emissions or deterioration of ambient air quality? | | |
| 8. | Will the project result in the creation of objectionable odors? | | |
| 9. | Will the project generate increased noise levels, or expose people to sever noise levels? | | |
| 10. | Will the project result in changes in absorption rates, drainage patter or the rate or amount of surface runoff? | | |
| 11. | Does the proposal involve a risk of explosion or the release of hazardous substances? | | |
| 12. | Will the project generate substantial additional traffic? | | |
| 13. | Will the proposal result in the in substantial increases in the amount of fuel or energy used? | | |
| 14. | Will the project have an effect upon or result in a need for new or altered governmental services? | | |
| 15. | Will the project result in the need for new or altered public utility systems? | | |
| 16. | Will the proposal result in the creation of or exposure of people to any health hazard or potential health hazard? | | |

E. Alterations in Land Use:

| | Questions | Yes | No |
|----|---|-----|----|
| 1. | Will the project involve major lot line adjustments, side-yard and setback variances which will create a new parcel or a change in land use or intensity? | | |
| 2. | Will the project require the issuance of a major encroachment permit? | | |

F. Compatibility with Planning and Zoning:

| | Questions | Yes | No |
|----|---|-----|----|
| 1. | Will the project require a zone change in the Zoning Map and/or Zoning Ordinance? | | |
| 2. | Will the project require a change in the General Plan or any specific plan? | | |

G. Mitigation Measures: Please discuss any measures which can eliminate or reduce to insignificant levels any significant adverse effect of the proposed project as indicated by yes answers in the above sections. (Use additional sheets if necessary)



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G. Statement of No Significant Environmental Effects: If you have answered yes to any question in any of the above but feel that the project will have no significantly adverse environmental effect or that such effect or effects can be mitigated or eliminated, indicate your reasons below. (Use additional sheets if necessary)

I certify that the answers to the questions contained in this Environmental Assessment Form are true and correct to the best of my knowledge.

(SIGNATURE)

(DATE)