

AN APPLICANT'S GUIDE

Zone Change

City of Pomona Planning Division



PURPOSE

The City of Pomona Zoning Ordinance divides all property into various zoning districts for designating land uses and development standards. Each zone allows particular uses and stipulates specific development standards. It is possible to change the zone of an area, but only if a compelling reason exists. Such requests are reviewed carefully by the Planning Commission and City Council.

The Zoning classification of an area must be consistent with the land use designation of that area as stipulated by the Pomona General Plan, the city's comprehensive long range plan for development. The zone of a property cannot be changed to a classification which would be incompatible with the General Plan. If a zone change is requested which would create such an incompatibility, a General Plan Amendment is also necessary.

APPLICATION SUBMITTAL REQUIREMENTS

- One copy of completed and notarized application signed by the property owner
- One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property.
- List of property owners and occupants within 400 feet of proposed project typed on two sets of mailing labels. A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- Twenty (20) copies of a plot plan showing the area affected and all existing and proposed improvements. Drawings must be to scale.
- 8½"x 11" reductions of the plans (site plan, floor plans, and elevations) on photographic paper (KP5) or equivalent.
- Environmental Information Form
- Fees - refer to fee schedule (also include two separate \$75 Environmental filing fee checks - make checks payable to Los Angeles County)
- A copy of title report or grant deed for the property