



# GENERAL INFORMATION

## Development Code Amendment Development Map Amendment (Zone Change) General Plan Amendment

The following information sheet serves to provide a general overview of the approval process for a proposed Development Code Amendment, Development Map Amendment (Zone Change), and/or General Plan Amendment. All amendments must be consistent with California Planning and Zoning Laws. Please contact Community Development staff at (562) 916-1201 to assist in the application process.

	<b><u>Planning Process</u></b>	<b><u>Managed by</u></b>	<b><u>Description of Planning Stage</u></b>
<b>APPLICATION SUBMITTAL</b>	Application Preparation	Applicant	Application must be fully completed prior to submittal to the Department of Community Development, including the required property owner's signature, which shall be notarized. An incomplete application or failure to adhere to all application requirements may cause a delay in application processing by City staff.
	Application Intake	City Staff	Upon receipt of an application, City staff will review the application for completeness and adherence to application requirements. At the time a completed application is submitted to City staff, the applicant will be required to pay all applicable planning fees, as listed in the Master Fee Schedule, including entitlement fees, public hearing notification fees/deposits, and applicable environmental fees. If an application is deemed incomplete, City staff will contact the applicant accordingly.
	Environmental Review	City Staff; Applicant	City staff will review the proposed project in accordance with California Environmental Quality Act (CEQA) requirements. If the project is exempt from CEQA, no further action is required by the applicant. If further environmental review is needed, City staff will contact the applicant to request for the preparation of an Initial Study, Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report, based on the proposed project.
	Department and Agency Referrals	City Staff; Applicant	Upon receipt of a draft Initial Study and the applicable draft environmental analysis, City staff will circulate copies of the draft environmental studies to appropriate City departments and/or other agencies that have jurisdictional authority over the proposed project for review and comment. Issues requiring resolution or revisions may arise, and additional information may be requested of the applicant. Upon receiving City staff approval of the environmental analysis, the applicant will be responsible for the appropriate filings with the County of Los Angeles, publication of a Notice of Intent and Notice of Determination, and appropriate actions with the California Department of Fish and Wildlife, at the direction of City staff.
<b>PLANNING</b>	Planning Commission Staff Report	City Staff	Upon receipt of a completed application and a comprehensive environmental analysis document, City staff will tentatively schedule the proposed amendment(s) for review and consideration by the Cerritos Planning Commission. A staff report will be prepared by City staff describing the proposed amendment(s), legal and environmental findings, and staff recommendations. The legal findings include the findings the

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PLANNING COMMISSION	Planning Commission Staff Report	City Staff	City must make to approve the requested amendment, and conditions under which the amendment would be finalized. The proposed amendment(s) must be consistent with all provisions of the City's General Plan and shall not be detrimental to public interest, health, safety, convenience, or welfare of the City. Conditions will include mitigation measures (if applicable) derived from the environmental CEQA analysis. Applicants are provided copies of the staff report on the Friday prior to the public hearing, at the same time the staff report is available to the general public.
	Public Noticing for the Planning Commission Meeting	City Staff	A public hearing notice for the Planning Commission meeting will be prepared by City staff upon scheduling the proposed amendments for review by the Planning Commission. The public hearing notice will include a description of the project and the date, time, and place of the public hearing. Public hearing notices are sent to applicable agencies and jurisdictions on the City's mailing list, and are also sent to all property owners within five hundred (500) feet of the project site, if the proposed amendments are site specific. In addition, the public hearing notice will be posted at the City's posting boards and published in the local newspaper, at least ten (10) days prior to the public hearing date.
	Planning Commission Meeting	Applicant; City Staff; Planning Commission	Regular meetings of the Cerritos Planning Commission are held once a month, on the first Wednesday of each month. At the Planning Commission meeting, City staff will present the proposed amendment(s) to the Planning Commission for consideration. Upon completion of City staff's presentation, the Planning Commission will discuss the proposed amendment(s), open the agenda item for public comments, and will address any outstanding questions to City staff or the applicant. The Planning Commission may make a determination at the public meeting, or may continue the matter if more information is needed.  Applicants (or their agents) are required to attend the Planning Commission meeting to answer any project-specific questions the Planning Commission may have. Persons of the public may present oral or written comments supporting or opposing the project, and comments received will be noted for the record.
	Planning Commission Recommendation /Determination	Planning Commission	After conducting a public hearing regarding the proposed amendment(s), the Planning Commission will forward a written recommendation, by way of a Planning Commission resolution, to the City Council whether to approve, approve in modified form, or disapprove the proposed amendment(s).
CITY COUNCIL	Staff Report to City Council	City Staff	Upon recommendation by the Cerritos Planning Commission for review and approval of the proposed amendment(s) by the Cerritos City Council, by way of a Planning Commission resolution, the proposed amendment(s) will be tentatively scheduled for review and consideration by the Cerritos City Council. A staff report will be prepared for the City Council by

**Property Address:** \_\_\_\_\_  
*(same as item 4.1 on page 2)*

**FOR OFFICE  
USE ONLY**    **A/P#** \_\_\_\_\_

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Staff Report to City Council	City Staff	City staff, similar to the staff report presented to the Cerritos Planning Commission, and inclusive of any revisions, conditions, or modifications requested by the Cerritos Planning Commission. Applicants are provided copies of the staff report on the Friday prior to the public hearing, at the same time the staff report is available to the general public.
Public Noticing for the City Council Meeting	City staff	Public noticing for the City Council meeting will be prepared and distributed in the same manner as that of the Planning Commission meeting.
City Council Meeting	Applicant; City Staff; City Council	<p>Regular meetings of the Cerritos City Council are held twice a month, on the second and fourth Thursday of each month. At the City Council meeting, City staff will present the proposed amendment(s), including the Planning Commissions findings, to the City Council for approval and adoption. Upon completion of City staff's presentation, the City Council will discuss the proposed amendment(s), open the agenda item for public comments, and will address any outstanding questions to City staff or the applicant. The City Council may make a determination at the public meeting, or may continue the matter if more information is needed.</p> <p>Applicants (or their agents) are required to attend the City Council meeting to answer any project-specific questions the City Council may have. Persons of the public may present oral or written comments supporting or opposing the project, and comments received will be noted for the record.</p>
City Council Determination	City Council	The City Council will make a determination to approve, approve in modified form, or disapprove the proposed amendment based on the required findings. If the City Council proposes a substantial modification to the proposed amendment not previously considered by the Planning Commission during its hearing(s), the proposed modification may first be referred back to the Planning Commission for recommendation in compliance with California Government Code Section 65857.

CITY COUNCIL