



City of Villa Park

Application for Change of Zone

INSTRUCTIONS FOR FILING A PROPERTY DEVELOPMENT CHANGE OF ZONE APPLICATION

Application Filing Fee: \$1,500.00

Prior to submittal of any Change of Zone application, a Site Plan Review must be conducted. If after a Site Plan Review it is determined that a Change of Zone is necessary, a Change of Zone application must be completed. Fees paid for a Site Plan Review may be deducted from the Application Filing Fee for the Change of Zone application. Building permits and plan check may be required.

The applicant shall prepare all required exhibits. All plans, legal descriptions and supporting documents must be submitted on sheets not less than 8 ½" X 11". Plans must be carefully drawn and easily readable. If a plan is not so drawn, it will not be accepted for filing. All applications not containing the required documentation will be returned and may result in delay of City Council consideration.

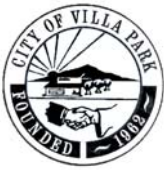
Decision by the City Council is final and not subject to appeal. Applications denied may not be submitted for consideration again in similar scope for a period of one (1) year from date of denial. Approved applications are subject to conditions of approval and applicable timelines.

Required Documents and application checklist:

**Did You
Include It?**

1. **A completed Change of Zone application with detailed proposal description**

2. **PLOT PLAN** – Fifteen (15) copies drawn to scale containing at a minimum the following information (plans must be folded no larger than 8 ½" X 14" and include one clean 8 ½" X 11" copy to be scanned for public viewing):
 - a. Tile Block (including applicant's name, project name, date drawn, and directional indicators).
 - b. Property lines of the subject property, including dimensions.
 - c. Buildings, existing and proposed, showing location, size and setbacks from property lines.
 - d. Property data and calculations showing the following:
 - i. Lot dimensions and net lot area.
 - ii. Existing and proposed building areas.
 - iii. Building setback requirements and proposed building setbacks.
 - iv. Lot coverage calculations including lot coverage allowed and lot coverage requested (expressed in figures and as a percentage).
 - v. Floor area allowed, requested floor area, and floor area ratio.
 - vi. Existing and proposed building heights.
 - e. Exterior elevations and floor plans for all proposed and existing structures.



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- f. Location of structures on adjoining properties showing setbacks from property lines.
- g. Street names, locations, and width of right-of-way.
- h. Easements, location, purpose and dimensions.
- i. Parking areas.
- j. Walls and fences, existing and proposed, showing type, location, and height.
- k. Landscaped areas, existing and proposed.
- l. Topography.
- m. Signs, location, height, dimensions and a copy, if applicable.
- n. Other outdoor structures and facilities; show location and use.
- o. An aerial map showing zoning classifications for all properties within 1,000 feet of subject property.

3. **LETTER OF JUSTIFICATION** – One (1) copy *written by the applicant* that clearly describes and explains the basis for the request and how the proposed exception is justified in reference to Municipal Code regulations.

Section 23-19.1 of the Villa Park Municipal Code states: "...The zoning and zoning regulations may be amended by changing the boundaries of any zone or by changing any zoning regulation or any other provision of this chapter in accord with the procedure prescribed in this section..."

Change of Zone requests must include a statement indicating the precise manner of compliance with each of the applicable provisions of the specified regulation, together with any other data pertinent to the findings prerequisite to the granting of a Change of Zone, prescribed in subsection 23-19.16.

For a Change of Zone to be approved, the City Council *must* make findings of fact that establish that the circumstances in the paragraphs below do apply:

- i. That the proposed change of zone is in accord with the objectives of the Municipal Code and the purpose of the zone in which the site is located.
- ii. That the proposed change of zone and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, welfare or morals.
- iii. That the proposed change of zone will not contribute to a limiting of permitted uses in the adjacent residential zone.

4. **LEGAL DESCRIPTION** – One (1) copy of the property involved, including a description of easements and rights-of-way that provide access thereto. In some cases, a copy of the recorded grant deed may be required.

5. **PUBLIC NOTICE** – Furnish two (2) sets of self-adhesive labels for all persons whose names and addresses appear on the most recent assessment roll for Orange County as owning property within a distance of 300 feet from the exterior boundaries of the property to which the applications pertains. A radius



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map showing the property in question and the 300-foot radius must be included. The radius is measured by traversing 300 lineal feet from every corner extremity of the subject property. All properties within the radius, even if they intersect the radius line must be notified.

6. **FILING OF APPLICATION** – The applicant must present all exhibits in person at City Hall, 17855 Santiago Boulevard. Filing hours are 8 a.m. to 4 p.m. Monday through Friday. Applications must be submitted by the first Tuesday of the month to be heard at the regularly scheduled City Council meeting held on the fourth Tuesday of the month. When all required documents and exhibits have been completed and accepted, the date of the public hearing will be set. The applicant or his authorized agent should be present at the public hearing.

A SEPARATE CHANGE OF ZONE APPLICATION, TOGETHER WITH FEE, MUST BE FILED FOR EACH SEPARATE CHANGE OF ZONE ON A SUBJECT PROPERTY.



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Please fill out this form completely in order to be considered for a Change of Zone. This form and all of the required documentation and applicable fees are due to the City of Villa Park no later than the first Tuesday of a month to be considered at the City Council Meeting on the fourth Tuesday of the Month.

Applicant Information		
Applicant:		
Address:		
Phone:	Fax:	
Email Address:		
Property Owner Information		
Name:		
Address:		
Phone:	Fax:	
Email Address:		
Property Information		
Address:		
Tract:	Lot #:	APN#:
Lot Size:		
Current Zoning Designation:		
Proposed Zoning Designation:		
Total Building Square Feet:		
Number of Stories:		

