Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

DEVELOPMENT CODE, DEVELOPMENT MAP, & GENERAL PLAN AMENDMENT APPLICATION GUIDE

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click “Log In” at top right corner. Select “Create a Profile”. Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:
   - ☐ Notarized Property Owner’s Consent to File Permit Application form (page 5).
   - ☐ Notarized Affidavit for Adjacent Property Owner’s List (page 6).

All attachments must be uploaded as PDF documents.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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City of Cerritos Amendment Process

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.

Application Submittal

1. Application Preparation

- Managed by 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.

2. Application Intake

- Managed by 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.

3. Environmental Review

- Managed by 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.

4. Department and Agency Referrals

- Managed by 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.

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Planning Commission

5. Planning Commission Staff Report

- Managed by 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 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.

6. Public Noticing for the Planning Commission Meeting

- Managed by 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.

7. Planning Commission Meeting

- Managed by 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.

8. Planning Commission Recommendation/Determination

- Managed by 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).

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City Council

9. Staff Report to City Council

- Managed by 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 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.

10. Public Noticing for the City Council Meeting

- Managed by 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.

11. City Council Meeting

- Managed by Applicant; City Staff; City Council
- 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.
- 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.

12. City Council Determination

- Managed by 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.

PROPERTY OWNER'S CONSENT TO FILE APPLICATION

I (we), _____, hereby certify that I am (we are) the owner(s) of the property located at _____ _____, and identified as APN _____and that I (we) have reviewed this application and that this application is being filed with the full knowledge and consent of the above property owner(s). I (we) further acknowledge and understand that if the application is approved by the City, the application shall subject the property to conditions of approval. I (we) certify, under penalty of perjury, that the foregoing statements presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature: _____

Mailing Address: _____

Phone: _____

Signature: _____

Mailing Address: _____

Phone: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of) .

On _____, before me, _____, Notary Public,
(insert name)

personally appeared _____

_____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

_____
Signature of Notary

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AFFIDAVIT – ADJACENT PROPERTY OWNER'S LIST

The following section shall be completed and signed by the legal property owner, and this section shall be notarized by a public notary (Page 8). In addition, a list of property owner names and addresses for adjacent properties located within five hundred (500) feet of the exterior boundary of the applicant's parcel shall be attached to this application. Property owner information is available on the latest assessment roll of the Los Angeles County Assessor which can be obtained at either:

Hall of Administration
500 West Temple, Room 225
Los Angeles, CA 90012-2770
(213) 974-3211

County of Los Angeles Assessor's Office
1401 E. Willow Street
Signal Hill, CA 90755
(562) 256-1701

In the event of a new subdivision within the five hundred (500) foot boundary and unavailable property owner information on the latest assessment roll, the applicant shall provide a list of addresses of all completed dwelling units and show the word "Current Business Owner" or "Current Occupant" in place of the name of the business/resident owner. This section must be notarized (Page 8) certifying that the list of property owners contains the names and addresses of all the property owners and residents within a five hundred (500) foot radius of the exterior boundaries of the area to be reviewed.

I, _____being duly sworn, depose and certify that I am the owner of all or part of the property located at _____, and identified as APN_____or am a duly appointed representative of such owner(s), and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

_____

_____

_____

_____

Date: _____ Signature: _____

Mailing Address: _____ Phone:_____

Please see the next page for the Public Notary form for this section.

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PROPERTY OWNER CONSENT TO FILE APPLICATION – PUBLIC NOTARY FORM

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A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of)

On _____, before me, _____, Notary Public,
(insert name)

personally appeared _____

_____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

_____
Signature of Notary