

Submittal Checklist for

#### **VARIANCE / MINOR VARIANCE PERMIT**

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

#### **MINIMUM SUBMITTAL REQUIREMENTS:**

Listed below are the minimum submittal requirements for Variance/Minor Variance Permits. If there are multiple entitlements, they may be combined under one submittal.

	MASTER APPLICATION (eight copies)		
	a) Cover Sheet with Applicant Signature.		
	b) Environmental Assessment.		
	c) Tree Inventory.		
	d) Taxpayer Protection Act Disclosure Form.		
$\neg$	SITE PLANS (eight full size copies and four 11"X17" reductions)		
_	a) Applicant name, address and phone number.		
	b) Project site address, north arrow and drawing scale.		
	c) Property lines.		
	d) Internal and external rights-of-way and any vehicular access or other easements.		
	e) Existing and proposed structures with their uses labeled.		
	f) Location of structures on adjacent properties and their uses.		
	g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public		
	right-of-way).		
	h) Yard dimensions.		
	i) Topography (when applicable).		
	<ul> <li>j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).</li> </ul>		
	(integrated at lower right hand comer of plan).		
	OWNERSHIP VERIFICATION (one copy)		
	a) Copy of Grant Deed.		
	b) Written Consent from property owner to authorize representative (if applicable).		
	NOTIFICATION PACKET (two sets)		
	a) Radius Map and Ownership List.		
	b) Affidavit.		
	c) Labels.		
$\neg$	PHOTOS (two sets)		
_	a) A minimum of four photos (varied angles) of the project site showing walls, trees and		
	existing structures.		
_			
	APPLICATION FEES		
$\neg$	CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS		
	Refer to the reverse page for additional submittal requirements.		

V-MV-CHK Rev: 1/17/07

### **VARIANCE / MINOR VARIANCE PERMIT**

<u>SPECIFIC ENTITLEMENT REQUIREMENTS</u> :  In addition to the minimum submittal requirements, the following specific entitlement requirements
for Variance/Minor Variance Permits shall also be submitted:
<ul> <li>SUPPLEMENTAL APPLICATION (eight copies)</li> <li>a) Description of Request.</li> <li>b) Findings for a Variance/Minor Variance.</li> <li>c) Public Hearing Request (for Minor Variances only).</li> </ul>
ADDITIONAL ITEMS: In addition, the following items may be required by the Planner for submittal:
☐ FLOOR PLANS
☐ ELEVATIONS
☐ ELEVATION SECTIONS
☐ STREET ELEVATION SKETCHES
GRADING PLAN (if greater than or equal to 50 cubic yards)
☐ TOPOGRAPHIC MAP
CALCULATIONS (square footage, floor area ratio, average slope, etc.)
☐ LANDSCAPE PLAN
☐ CIRCULATION PLAN
☐ SIGN INVENTORY
☐ DEVELOPMENT SCHEDULE
☐ ESCROW TITLE PAPERS
☐ LEASE AGREEMENT
☐ OTHER ITEMS



## Supplemental Application for VARIANCE / MINOR VARIANCE

Project Address:	Case #
DESCRIPTION OF REQUEST: A separate description and set of findings must be submitted if the Variance request. This Variance / Minor Variance is to:	here is more than one Variance / Minor
FINDINGS: The applicant must thoroughly respond to the five (5) directives the proposed project. A separate set of findings must be adjustment request. Use additional sheets if more space is nece City's Zoning Code and General Plan can be viewed atwww.cityofpasadena.net.	submitted if there is more than one essary to complete your response. The
Describe how there are exceptional or extraordinary circums subject site that do not apply generally to sites in the same zo	

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Project Address:		Case #
2)		for the preservation and enjoyment of a substantial reasonable property loss or unnecessary hardship;
3)		not be detrimental or injurious to property or or to the public health, safety or general welfare;
1)	of the City's General Plan, and purpose and inte	conformance with the goals, policies and objectives ent of any applicable specific plan and the purposes stitute a grant of special privilege inconsistent with in the same zoning district; and

## Supplemental Application for VARIANCE / MINOR VARIANCE

Project Address:	Case #
<ol> <li>Explain how cost to the applicant of strictly complying primary reason for granting the Variance.</li> </ol>	with the regulation in question is not the
PUBLIC HEARING REQUEST: Section 17.61.080(C)(3) of the Zoning Code specifies tha "Minor" Variance if no concern is registered with the Zoning	
public notice. If no concern is registered, however, the app held.	
Sign here if you wish to have a public hearing held even if no	o concern is registered.
Signature of Applicant	 Date