Applicant's Name: _____

Phone Number: _____

Date of Submittal: _____

APPLICATION SUBMITTAL REQUIREMENTS
COMMISSION VARIANCE

Upon submittal of a variance application, the applicant must include the information outlined in this checklist. An application will not be accepted if information identified in this checklist is missing. Compliance with this checklist, as determined by staff, does not necessarily deem an application complete. Within 30 days of the submittal date, staff will conduct a thorough review of all the information submitted as part of this application. Only then will staff determine if an application is deemed complete or incomplete. A letter will be sent to the applicant as to the status of this application.

GENERAL INFORMATION	
Site Address:	Owner's Name/Address/Phone:
APN:	
Project Description:	Applicant's Address (if different from owner):
Zoning District:	Gen. Plan Classification:

SUBMITTAL DOCUMENTS				
		Provided		
		Yes	No	N/A
Application Form	Application must be filled out with all signatures in tact.			
Project Summary	Letter describing the proposed project and proposed findings justifying approval of the variance. (see "Other Information")			
Plans	3 copies of full-scale plans drawn to a scale of 1" = 20'-0" site plan, 1/8" or 1/4" = 1'-0" elevations; and 15 copies of SCALABLE reduced plans (either 11"x17" or 12"x18"). Plans are to be fully dimensioned and stamped by a licensed civil engineer, surveyor, architect, or designer. Plans shall include:			
	Site Plan			
	Floor Plan			
	Elevations			
	Landscaping Plan			
Title Report	Prepared within three months of the date of submittal.			
Mailing Labels	Two copies of mailing labels within a 300' radius of the site. APN map showing 300' radius and mailing cost.			
Environmental Review	Categorical exemption, negative declaration, mitigated negative declaration, or environmental impact report.			
Fee	VAR: Env: Mailing ($0.43 per label):			

PLAN SUBMITTAL INFORMATION				
	All pages shall include the following information: Name of the Project, Owner and Architect's Information, Page Numbers, Site Address and Revision Dates.	Provided Yes	No	N/A
Site Plan	Owner and Architect's information			
	Site area and all property lines			
	Building footprint (existing and proposed)			
	Acc. Structures (garages, sheds, etc. greater than 120 sq. ft.)			
	Vicinity Map			
	North Arrow and Bar Scale			
	Outline of Surrounding Structures (adjacent properties)			
	Setback Lines (dimensioned)			
	Existing Trash Enclosures (commercial/mixed use/multi-family)			
	Existing Easements			
	Contour Lines on Lots Greater Than 10% Grade (10' Intervals)			
	Project Information Table: Lot Area and Building Area – existing and proposed Lot Coverage – existing and proposed Floor Area Ratio - existing and proposed Height – existing and proposed Parking – existing and proposed (show handicapped sp.) Percentage of Impervious Surface – existing and proposed Percentage of Landscaping – existing and proposed			
	Driveway/Median Cuts			
	Public Right of Way Improvements (street names, sidewalks, curbs, trees, fire hydrants, median, utility poles/boxes, etc.)			
	Fences and Retaining Walls			
	Sign Area			
	Existing Tenants (square footage of lease space)			
	Uses (existing and proposed)			
	Roof Lines			
Floor Plan	All floors			
	Dimension and Label Each Room			
	Addition/Area of Work (existing and proposed)			
	Scale – Standard and bar			
Elevations	All Sides (Front, Rear, and both Sides)			
	Materials – Roof and siding (show existing and proposed)			
	Height Dimensions			
	Finished Grade – Show contour elevation.			
	Scale – Standard and bar			
	Mechanical Equipment			
	One Building Section			
Landscaping	All Plants - Common and botanical names, and sizes			
	Walkways			
	Existing Mature Trees (over 24" in diameter)			

OTHER INFORMATION				
Letter	Add the following information in your "Project Summary."			
1.	Is the site on a lot of unusual size, shape, or configuration?			
2.	Is the property on a steep slope or ravine, and is there a unique natural feature (waterway, rock outcropping, etc.) on the lot?			
3.	Are there other properties in your neighborhood with the same site characteristics and conditions?			
4.	Explain reasons for your variance request from the ECMC.			