



VARIANCE APPLICATION CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Planning Division to process your Variance application. Additional information may be required for certain types of projects, such as those related to major commercial or industrial uses. Please contact the Planning Division for details on your specific use.

The following items are required for a complete application:

1. **COMPLETED AND SIGNED PLANNING PERMIT APPLICATION FORM.**
2. **WRITTEN STATEMENT.** Describe the project in detail and state the reasons for the project, including the City's potential benefits and costs. This shall include the attached "Justification for Variance" questionnaire.
3. **TITLE REPORT.** A preliminary title report prepared within three months of filing application, including a complete legal description.
4. **SITE PLAN drawn to scale** that illustrates the proposed development, particularly the location and size of proposed and existing structures, driveways, public utility lines, septic systems, etc., and their distance from property lines. Indicate any other information pertinent to the project. For commercial, industrial, public, or multiple-family residential developments, provide parking area layout (existing and proposed stalls), landscape plan, signage plan, building elevations, and site drainage and grading plan.
5. **REDUCTION.** All plans submitted shall include legible reductions no larger than 11" x 17" to provide for photocopying on standard office equipment.
6. **AUTHORIZATION FORM** to enter private property.
7. **PROPERTY OWNER'S AUTHORIZATION LETTER OR STATEMENT OF AGENCY FORM** is required if the applicant is not the owner of the subject property, including a statement that the property owner authorizes someone else to act on their behalf in all or partial dealings with the application.
8. **ENVIRONMENTAL ASSESSMENT FORM** must be completed and submitted with each application for projects that are not exempt from CEQA and will require an Initial Study.
9. **APPLICATION AND ENVIRONMENTAL REVIEW FEES** are required at the time the application is submitted.
10. **OTHER:**