

## APPLICATION CHECKLIST VARIANCE (V)

A request for a Variance requires one (1) public hearing before the Planning Commission. Processing time is normally eight (8) to twelve (12) weeks; however, it is dependent upon the number of similar requests before the City. **The applicant or the applicant's representative must be present at all public hearings to answer questions.** 

Applications shall be reviewed for compliance with the Application Submittal Requirements. *Applications submitted* without the required information are not required to be accepted for processing.

## **Application Submittal Requirements:**

- A) One (1) copy of the completed application form, with an **address approved by the Engineering Division** and all required original signatures.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).

C)	Twenty-five (25) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:
	Identify the standards for which the variance is requested
	Property lines
	Building setback lines
	Existing and proposed buildings and other structures on site
	Building setback lines Existing and proposed buildings and other structures on site Driveways and parking spaces (double striped). All parking spaces shall be individually numbere and handicapped spaces shall be designated.
	All planted areas and areas to be planted (include location of existing trees)
	Entrances, exits, and walkways
	Accessibility requirements (as required by Uniform Building Code and California Disabilities Act)
	Trash enclosures and other site improvements
	Existing and proposed fencing
	Existing easements and type
	Street names
	Project name
	A vicinity map
	North arrow and scale
	<ul> <li>Entrances, exits, and walkways</li> <li>Accessibility requirements (as required by Uniform Building Code and California Disabilities Act)</li> <li>Trash enclosures and other site improvements</li> <li>Existing and proposed fencing</li> <li>Existing easements and type</li> <li>Street names</li> <li>Project name</li> <li>A vicinity map</li> <li>North arrow and scale</li> <li>Summary of project statistics including zoning, square footage by use and parking required ar provided</li> </ul>
	One (1) 8 ½" x 11" reproducible copy

- D) Information which demonstrates each of the following:
  - 1. Special physical circumstances applicable to the property, including size, shape, topography, location or surroundings.
  - 2. The property would be deprived of privileges enjoyed by other property in the vicinity and under identical zoning.
  - 3. Approval of the variance would not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity in which the property is located.
  - 4. Approval of the variance would not allow a use or activity which is not otherwise expressly prohibited and will not constitute a grant of special privilege inconsistent with limitations on other property in the vicinity and with identical zoning.
- E) Additional information as deemed necessary by the Planning Department.

NOTE: All exhibits larger than 8  $\frac{1}{2}$ " x 11" must be FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Department at (916) 774-5276 or, staff is available at 311 Vernon Street, Roseville, CA 95678.