



VARIANCE MAJOR SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING

- 1. Completed Application Form.
- 2. Processing fee of \$4,230 + \$20 per lot.
- 3. Scanning Fee of \$47.00.
- 4. Public Notice fee of \$150.00
- 5. Fish & Wildlife processing fees:
 - a. County Clerk processing fee of \$50.00 to be paid at time of application submittal.
 - b. Fish & Wildlife (Mitigated) Negative Declaration fee of \$2,354.75 (to be determined at PRC); or
 - c. Fish & Wildlife EIR fee of \$3,271.00 (to be determined at PRC).
- 6. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
 - b. Environmental Impact Assessment fee
\$6,722.00 – Preparation of a Mitigated Negative Declaration or Negative Declaration
\$251.00 – Preparation of a Notice of Exemption
"Full Cost" environmental impact report
- 7. Twenty (20) folded copies of site plan drawn to scale clearly showing variance request.
- 8. One (1) set of 8.5"x11" reduction of all plans.
- 9. Letter signed and dated by the applicant addressing the scope of the project and any additional information to be considered as it pertains to special circumstances applicable to subject property specific to size, shape, topography, location, or surroundings, and how the strict application of the Zoning Ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.
- 10. Proof of ownership (i.e., latest Grant Deed).
- 11. Letter of authorization from the property owner if different than applicant.
- 12. Noticing package which includes:
 - a. Separate lists of property owners' names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500-foot radius.
 - d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).

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- 13. Submit one (1) CD containing the following information in PDF format and organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, photographs and applicant letter.
 - b. Technical/Environmental Studies, if applicable.
 - c. Plans: Site Plan.

B. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. ATTACHMENTS:

1. CMC Sections 17.96.010, 17.96.020, 17.96.170.

Revised 1/1/19