



VARIANCE APPLICATION (Requires Additional Core Application)

I. INTRODUCTION: Variances are required for new structures or additions which do not meet required zoning standards. Variances may be granted only for specific reasons, including unusual physical characteristics of the property. Variances must be approved by the Planning Commission, which may place conditions on both the project and the resulting land use. This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your Variance request. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about your project or the application process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Variance **IN ADDITION TO THE CORE PROJECT APPLICATION:**

A. Attached Forms:

1. **Supplemental Form** - including a description of the proposed project, a statement of how the request meets the required Variance findings, and an original signature from the property owner.

B. Public Notice Materials: (*Optionally, the city will provide all the public notice materials for a flat fee of \$150.00, otherwise follow the instructions below.*)

1. **Property Owners Map** - depicting the properties within the required radius for the project site:

500 feet: for all residential properties.

500 feet: for all non-residential properties with an area of 30,000sf. ft. or less.

800 feet: for all non-residential properties with an area **greater than** 30,000sf.

2. **Property Owners List** - names and addresses of all current owners of the properties within the required radius per map, keyed to map

3. **Property Owners Labels** - two sets of mailing labels corresponding to list.

4. **Vicinity Map** - showing all parcels within 500 feet of the project site, and indicating their existing land use(s).

C. Drawing Sets:

1. **Site Plan** - thirteen (13) copies* at a scale of 1"=20' or larger (or as otherwise approved by the Director), and including the following:

- Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
- Slopes, contours, trees and other pertinent physical features;
- Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;



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- All exterior lighting, existing and proposed; and
 - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This may be submitted as a separate map or included on the site plan.
2. **Building Elevations** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director), showing:
 - All exterior sides of all existing and proposed buildings;
 - Overall building height and angle plane conformity (See R-1 standards, attached); and Description of all exterior building materials and colors.
 3. **Floor Plans** - thirteen (13) copies* at a scale of 1" = 8' or larger, including the following:
 - Dimensions and description of the proposed use of all interior floor area;
 - **Shading of the affected walls and areas to be modified or built;**
 - All dimensions of interior rooms or other enclosed areas; and
 - Location of all plumbing equipment, existing or proposed.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11"

**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets are required.*

D. Other Materials

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
2. **Title Report or Grant Deed**
3. **Application Fee:** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge

III. PROCESSING YOUR APPLICATION

- A. **Pre-Application Review:** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable zoning standards.
- B. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the application packet and the required fees to the Planning Department. Your project will be assigned a case number and you will receive a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness:** You will be notified if anything is missing from your application packet. When the packet is complete and a date is set for deciding your request, a total of thirteen (13) sets of plans will be required.



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- D. **Staff Review for Environmental Determination:** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Review:** Your project may also require review by the Design Review Board for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the Variance request:** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- G. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- H. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the City Council. Information regarding the appeals process is available at the Planning Department.

IV. FEES: The following is the current fee schedule for Variance. The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Game fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Game directly.

Application Fee:	\$2,905.00	<u>Separate Check Required Later:</u>	
Environmental Assessment:	\$250.00	County Posting Fee:	\$75.00 (payable to L.A. County Recorder)
Hearing Notice Fee:	\$150.00	Environmental Impact Report:	\$2,792.25 (payable to Dept of Fish & Game)
<u>Engineering/Misc Deposit:</u>	<u>\$1,500.00</u>	Negative Declaration:	\$2,010.25 (payable to Dept of Fish & Game)
TOTAL FEE	\$4,805.00		

VAR#

City Date Stamp

V. SUPPLEMENTAL APPLICATION

- 1. **VARIANCE REQUEST** (Examples: Increase maximum height from 32 to 37 feet; Reduce minimum number of parking spaces from 15 to 12.)



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2. JUSTIFICATION STATEMENT: The following conditions and findings must be met before a Variance can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. That because of special circumstances or exceptional characteristics applicable to the property, the strict application of this code deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification:

B. That the adjustment authorized will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated:

C. That strict application of zoning regulations as they apply to such property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations and standards:

D. That such adjustment will not be materially detrimental to the public health, safety or general welfare, or to the use, enjoyment or valuation of property of other persons located in the vicinity:

E. That the proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic values in the neighborhood:
