



Application Checklist for  
**VARIANCE (VAR)**

A request for a Variance requires a public hearing before the Planning Commission.

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

**Application Submittal Requirements:**

**A. \_\_\_ One (1) copy of the completed application packet, including:**

- Application Form
- Justification Statement
- Notarized Property Owner(s) Statement
- Financial Interest Disclosure
- Notarized Certified Property Owner's List Affidavit

**B. \_\_\_ The required processing fee (see fee schedule)**

**C. \_\_\_ Two (2) copies of a Property Ownership Map (1000' radius) indicating:**

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties within the 1000' radius (measured from exterior boundaries of subject property)
- All streets, highways, alleys, right-of-ways, and current lot lines
- All tract, lot and house numbers.
- Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- Ownership of all properties within a 1000' radius (number the lots to correspond to the property owners list described below).

**D. \_\_\_ Property Owners List with the following information:**

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (section C)
- One copy of a recorded legal description of the subject property

**E. \_\_\_ Property Owners Mailing Labels and Envelopes.**

- Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:
  - Name and address of the property owners of the proposed project
  - Name and address of the applicant if different from the owner

- Name and address of the applicant's representative, engineer, architect, and or surveyor
- Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
  
- Envelopes will be provided at a cost of \$ .50 per envelope\* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

\* Cost covers postage and supplies.

**F. \_\_\_ Variance Exhibit - Ten (10) copies of a fully dimensional exhibit drawn to scale indicating:**

- Identify the standards for which the adjustment is requested
- Project name and description, north arrow, and scale (must be engineer's scale - no smaller than 1" = 40')
- Name and address of owner and person(s) preparing the plan
- Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- Date of preparation. Date of revisions (if applicable)
- Property lines and dimensions and all easements of record
- Proposed buildings and structures and the dimensions, square footage, and number of stories of each
- Distance of buildings to property lines and centerline of all abutting streets and rights-of-way
- Existing buildings and other structures on-site and on adjacent properties.
- Pedestrian and vehicular circulation, driveways and parking spaces
- All planted/landscaped areas and areas to be planted (include location of existing trees)

**G. \_\_\_ A written response that adequately demonstrates each of the following:**

1. That, because of special circumstances applicable to the property, (including size, shape, topography, location or surroundings) or the intended use of the property, the strict application of the Development Code deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification.
2. That the granting of the variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone and denied to the property for which the Variance is sought.
3. That the granting of the variance will not be materially detrimental to the public health, safety or welfare, or be injurious to the property or improvements in such vicinity and zone in which the property is located.
4. That the granting of the variance does not constitute a special privilege inconsistent with the limitation upon other properties in the vicinity and zone in which the property is located.
5. That the granting of the variance will not allow a use or activity that is prohibited by the zoning regulation governing the parcel of property.
6. That the granting of the variance will not be inconsistent with the City of Santa Clarita General Plan.

If the variance relates to off street parking, include responses to the following:

7. That neither present nor anticipated future traffic volumes generated by the use of the site or the uses of the sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation.
8. That the granting of the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on streets.

***NOTE: All exhibits larger than 8 ½” x 11” must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.***

Other things to keep in mind.....

Please be aware that CC&Rs (Covenants, Conditions, and Restrictions) may apply to the property in question. These CC&Rs could include development standards and additional requirements that may be more restrictive than City requirements. Be sure to contact the property owner or his representative to obtain a copy of any CC&Rs or other requirements in order to determine the suitability of the property for your proposed use.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at [www.santa-clarita.com](http://www.santa-clarita.com). If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at [www.santa-clarita.com/cityhall/cd](mailto:www.santa-clarita.com/cityhall/cd), or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

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