

CITY OF WOODLAKE:

Variance Application Checklist

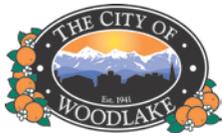
The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask the planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted.

Processing of your application could be delayed if required information is missing, inaccurate, or incomplete.

Requirements for Application Completion:

1. Application Form: *Attached to this packet.*
2. Application Fee: \$600
3. Environmental Description Form: *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4. An Assessor's Parcel Map: Showing all properties within 300 feet of the subject property. State law requires that all property owners within 300 feet of a Conditional Use Permit be notified of the public hearing for the permit. This information is available at the Tulare County Assessor's Office (733-6361)
5. One set of stick-on address labels: For all property owners within 300 feet of subject property. Staff will use these labels to mail notice of the public hearing to neighboring property owners.
6. Fifteen (15) prints of site plan. A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on the site plan.

The site plan must show the following information (pg.2):



Community Development Department

- Site location and dimensions: The exterior boundaries of the parcel with dimensions of each parcel line

- Buildings and Structures: Location, size, height, and proposed use

- Yards: The spaces between buildings

- Walls and fences: Show the location, height, and materials

- Off-street parking & off-street loading: Location, number of spaces, and dimensions of parking plus loading areas and the internal circulation pattern

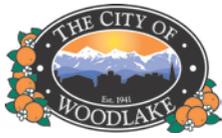
- Signs: Include location, size, height and type of illumination.

- Lighting: Include location and general nature – indicate any hooding devices

- Street dedications and improvements (if any are required): Existing street improvements that are adjacent to the project site shall be shown on all site plans

- Landscaping: Including location and plant types, and irrigation equipment

- * Any other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project (if necessary will be requested by planning staff)



FINDINGS...

To grant a Variance, the Planning Commission must be able to make five “Findings” (below) with regard to the project. Explain in detail how the project complies with the following findings:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objective of this title:
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district:
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district:
4. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district:
5. That the granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity:

**Please type or print clearly in ink. Incomplete applications will be returned*

