



City of Camarillo
 Department of Community Development
VARIANCE
 Application

SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org	APPLICATION <small>Staff Use</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Application Variance Admin Adj.</td> <td style="width: 40%;">Project No.</td> </tr> <tr> <td>Fee</td> <td>_____</td> </tr> <tr> <td>Received by</td> <td>_____</td> </tr> <tr> <td>Date Filed</td> <td>_____</td> </tr> <tr> <td>HTE No.</td> <td>_____</td> </tr> </table> <p style="text-align: right; font-size: small;"><i>(Keep Receipt with Application)</i></p>	Application Variance Admin Adj.	Project No.	Fee	_____	Received by	_____	Date Filed	_____	HTE No.	_____
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NOTE Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review Ordinance requirements and consistency with the General Plan. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development.

➤ Agenda reports will be emailed to all applicants and representatives.

APPLICANT	<p>APPLICANT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>ARCHITECT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>ENGINEER _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>PROPERTY OWNER _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>
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REQUEST	What ordinance section(s) apply(ies)? _____ Description of proposed variance or administrative adjustment. <i>(If necessary, attach letter.)</i> _____ _____ _____
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PROPERTY DESCRIPTION	Property Acquired (date) _____ Legal Description _____ Property Location _____ Assessor's Parcel No. _____ Cross Street(s) _____ Current Zoning _____ Parcel Area _____ Dimensions of Parcel: Width _____ Depth _____ General Plan Designation _____ Current Use of Property _____
EXISTING / PROPOSED SITE FEATURES	Access _____ Parking Spaces _____ Loading Spaces _____ Proposed Grading _____ Existing Features (please describe existing and proposed changes) Buildings _____ Topographical / Vegetation _____ _____ Proposed Development: Total Building Square Footage _____ Number of Parcels _____ Number of Stories _____ % of Site Landscaping _____ % of Site Paving _____
BUILDINGS	Building Coverage _____ Building Height _____ Building Materials: Roofing _____ Walls / Colors & Materials _____ Windows / Tint / Frames _____ Trim / Color & Materials _____ Type of Construction _____
PHASING	Previous Applications _____ Anticipated Construction Date _____ Construction Phasing _____ Units Per Phase _____

PROJECT INFORMATION

Note: If the application involves a request for a variance from the development standards, it will be necessary that the applicant provide detailed responses to the following statements for inclusion as justifications before the Planning Commission. **(Please attach additional sheets as necessary.)**

The sole purpose of any variance shall be to relieve the owner of property from an inability to make reasonable use of the property in the manner and for the purpose which other property of like character in the same vicinity and zone can be used. A variance shall not be granted which confers a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated.

1. What are the special conditions or exceptional characteristics applicable to the property involved, or its location or surroundings that do not apply generally to other properties or uses in the vicinity under identical zone classifications that would result in undue property loss?

2. Why is a variance necessary for the preservation and enjoyment of substantial property rights of the applicant such as that possessed by owners of other property in the same vicinity and zone, but which is denied to the property in question?

3. Why would the granting of such variance not be detrimental to the public interest, safety, health or welfare, and not be detrimental or injurious to the property or improvements in the same vicinity and zone in which the property is located?

4. Why would the granting of such variance not be contrary to or in conflict with the general purpose or intent of the Zoning Ordinance?

5. Would the approval of the variance adversely affect the adopted General Plan?

VARIANCE CERTIFICATION

APPLICANT'S SIGNATURE

NOTE: An application may be filed only by the owner of the property or by a person with the power-of-attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.

- I have the authority to file this application on behalf of the owner as authorized by the owner's consent signature below.
- I am the owner of the property.
- I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.
- I am the attorney-at-law representing the owner and a copy of the authorization is attached.

I/We, _____, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

Signature **Name (Please print)** **Date**

OWNER'S CONSENT

CONSENT BY OWNER (If applicant is other than owner, owner must sign consenting to filing.)

I/We, _____, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or environmental review for the processing of the application(s) being filed and consent to the filing of this application.

Signature **Name (Please print)** **Date**

CHECKLIST

No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Development Plans 12 copies (folded and collated)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Environmental Assessment Questionnaire
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" reduction of Development Plans
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of property owners within 300 feet (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining property owners (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining occupants (one copy plus 1 set on self-adhesive labels – see sample.)

Notes _____

DEVELOPMENT PLANS (12 copies, folded and collated)

The application package shall include copies of the development plans. The development plans shall include site plans, floor plans, exterior elevations, building sections and roof plan. A perspective drawing or model is optional. The site plan shall show all areas proposed for landscaping, parking, circulation, loading, pedestrian areas, building areas, and such. The landscaping areas shall include an indication of the types and sizes of the plant materials and the treatment of the topography, including walls and grading. The site plan shall be supported by scale, north arrow, legend, title, designer’s name and address, information and data (such as: lot coverage percentages, number of parking spaces, zone classifications, etc.), easements, setback dimensions, property dimensions, and an indication of the environmental features (including existing topography, vegetation, wind currents and shade/sun patterns).

FILING FEE

Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council. Environmental Impact Report assessment fees and the deposit for the preparation of the EIR shall also be submitted prior to any review or analysis of the application.

ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

In accordance with the Environmental Guidelines, any application shall be submitted along with a completed Environmental Assessment Questionnaire form. The form shall be accompanied with plans, photographs and/or descriptive materials to provide a sufficient amount of material to fully analyze the potential environmental effects of the subject proposal. Additionally, a complete **ownership list** (one copy plus 2 sets printed on self-adhesive labels, according to sample) and a map indicating all abutting property owners shall be submitted.

8½” X 11” REDUCTIONS

A reduced copy of the Development Plan in a camera-ready (paper) copy is required as part of the application. The reductions are used in the environmental document, agenda report, and at the Planning Commission meeting for display purposes. The reductions should be no larger than 8½” x 11” and clearly printed on a quality stock paper. A colored reduction shall be submitted for Development Plans presented in color.

RADIUS MAP

A radius map is required for a public hearing item. The map shall be prepared on a single sheet with a scale of 1” equals 100 feet or as appropriate for the size and configuration of the subject parcel. The parcel shall be shown with a dark boundary along with all parcels within 300 feet of the subject parcel. The 300-foot radius line shall be indicated and any parcel within the area shall be identified with a number or letter to be keyed into a listing of the property owners. The map shall indicate the name of the person who prepared the map, the date of preparation, north arrow, scale, the application number, and for whom the map was prepared. Accuracy is important to ensure that all persons are notified. Two copies of the map are required.

LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)

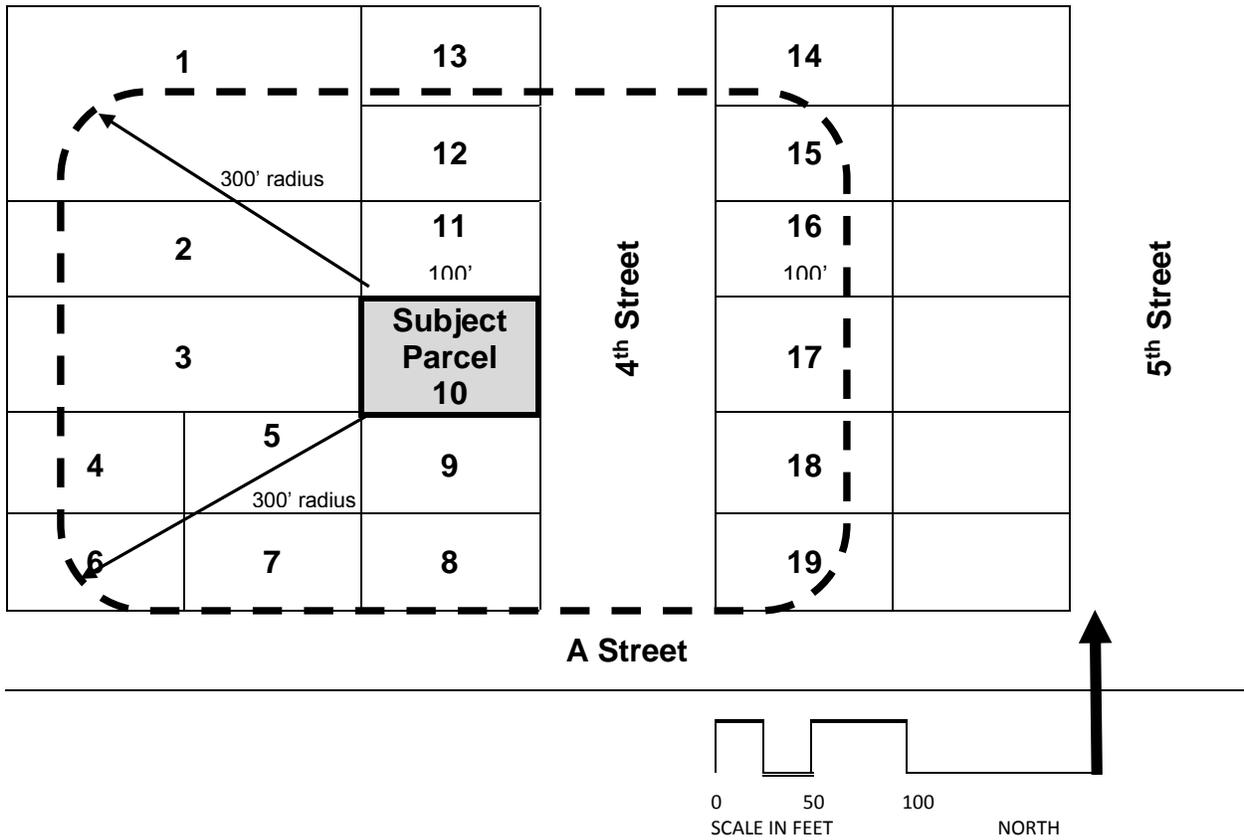
A listing indicating the owner’s name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor’s office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor’s parcel number, then the owner’s name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

CERTIFICATION OF PROPERTY OWNER’S LIST (Submit original form signed by preparer)

LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)

A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

SAMPLE 300 FOOT RADIUS MAP AND LABELS



SAMPLE PROPERTY OWNERS LABELS				
<i>(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)</i>				
<p>Use the following format for address labels:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;"> <p>#1/A. 123-1-456-789 JOHN Q PUBLIC 555 4TH STREET CAMARILLO CA 93010</p> </td> <td style="width: 60%; padding: 5px;"> <p>= Reference to map # (or letter) and Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)</p> </td> </tr> </table>			<p>#1/A. 123-1-456-789 JOHN Q PUBLIC 555 4TH STREET CAMARILLO CA 93010</p>	<p>= Reference to map # (or letter) and Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)</p>
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<p>#1 [Enter first address label here]</p>	<p>#2 [Enter second address label here]</p>	<p>#3 [Enter third address label here]</p>		
<p>#4 (etc.)</p>				
<p>Identification label goes on the bottom right label Type information in ALL CAPS</p>	<p>Applicant Name → Project Name → Type of Labels →</p>	<p>RW CONSTRUCTION MAJESTY HOMES 300' RADIUS LABELS</p>		
<p>Please indicate in type of labels if they are 300' Radius Property Owners, Adjoining Owners <u>OR</u> Adjoining Occupants</p>				