



VARIANCE APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1177 • Fax: 619.667.1380

The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute a complete application, unless the City determines additional information is needed to evaluate your application. If your application is determined to be incomplete, you will receive a written list describing what is needed to complete the application. If you have any questions about the application or review procedures, contact the Community Development staff.

Applicant (if applicable):	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Property Owner:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Contact Person:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____		_____

Property Location:

Address:	_____
Assessor's Parcel Number:	_____
Site Area (S.F./Acres):	_____
Building Area(s) (S.F.)	_____
Existing Parking	_____

Project Description:

FOR OFFICE USE ONLY

Application Number:	_____
Date Received	_____
Fee:	_____
Reviewed By:	_____

Legal Description (attach additional sheets if necessary):

Project Data:

Zoning Classification: _____
General Plan Land Use: _____
Existing Land Use: _____
Surrounding Land Uses: _____
 North: _____
 South: _____
 East: _____
 West: _____

Residential Projects:

Number of dwelling units on site: _____
Parking Proposed: _____
Description of other uses/structures on site: _____

Commercial Projects:

Gross Leaseable Area (GLA) of Existing Building(s): _____
GLA of Proposed Building(s) or Additions: _____
Parking Proposed: _____
Description of other uses/structures on site: _____

Findings:

Variances may be authorized to reduce, modify, or waive the specific development standards under any zone when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning Ordinance deprives such property of privileges enjoyed by other property in the zone and vicinity. An application shall be scheduled for a hearing before the planning Commission after accepting a complete application. The Planning Commission may approve, deny or conditionally approve a variance request after consideration of a report and holding a public hearing, based on required findings as listed below. Please provide your response to the required findings in the space provided. If more room is needed, attach additional pages.

1. Will the strict application of the development standard(s) for which the variance is requested deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity?

2. Are there special circumstances such as size, shape, topography, location, or surroundings which affect the building site and cause the deprivation of development privileges?

3. Will granting the variance constitute special privilege inconsistent with the limitations upon other properties in the same vicinity and zone?

ATTEST: The information on this Application and all accompanying maps, plans, legal descriptions and other information as submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I authorize the applicant as listed on this application to act as my representative for all aspects of processing this application with the City of La Mesa.

Property Owner: _____ Date: _____
Name (Please print) Title: _____

Signature

Applicant: _____ Date: _____
Name (Please print) Title: _____

Signature

The following list includes the items and information that must be submitted for a complete application. Some items may not apply to your project as noted in the list below, and some will only be required if specifically requested by the City to adequately evaluate the project. If you are not sure about a requirement, ask the Planning Division staff. You will be notified whether your application is complete. If it is incomplete or additional information is required, you will receive a specific list of required items.

CHECKLIST

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- Attached sheet(s) describing evidence supporting findings for variance.
- Photostatic copy of current deed or preliminary title report. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- Environmental Assessment Initial Study form and filing fee (if required).
- Submittal of (12) sets of required drawings prepared as follows with each set folded to 8" x 11" maximum.

GENERAL REQUIREMENTS

- Maximum sheet size of 24" x 36".
- Drawings shall be neat and clearly labeled.
- Submittal must include one set of clear, legible 8-1/2" x 11" reductions of all plans submitted in addition to full size submissions.
- Each sheet should contain the name, address and telephone number of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

SITE PLANS

- North arrow oriented to top of sheet.
- A small-scale locational map shown on cover sheet of plans.
- All boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
- All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
- Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; plans prepared as per the City's zoning requirements and Parking and Landscape Standards.

- Conceptual landscaping (preferable on a separate plan) shown with plant species, quantity, and sizes noted. Plans to be prepared in accordance with the City's Landscape Standards.
- The location of all existing trees, indicating those to remain and those to be removed.
- Designation of reserved handicapped spaces dimensioned and marked to State standards.
- Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.
- The existing, proposed, and future location of all new street improvements adjacent to the project (i.e., curbs, gutters, sidewalks, drive entrances, medians, deceleration/acceleration lanes and fire hydrants).
- Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.
- The overall and gross leasable floor area of all buildings specified in square feet.
- Lighting design specified for building, parking, and landscaping locations with description of type, illumination, height, and shielding.
- The site area to be covered by structures specified.
- Specific building use, square footage, and finished floor elevations for the ground level of each structure.
- Locations and dimensions of any temporary structures, sign(s), and other improvements proposed.
- Existing and proposed electrical and telephone distribution lines.

CONCEPTUAL GRADING PLANS

- Drawings prepared and stamped by a licensed engineer.
- Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
- Topographic contour lines at two (2) foot intervals for project sites under 10,000 s.f. and at five (5) foot intervals for sites equal to or greater than 10,000 s.f.
- Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.
- Cut and fill slope ratios and pad elevations specified.
- Schematic surface drainage plan with the flow noted by arrows, and flow of adjacent off-site drainage.
- The location and sizes of all existing and proposed underground utilities (water, sewer, and storm drains).
- Location and dimensions of natural features (such as water courses, rock outcroppings, ravines).
- Elevations of building pads and upper and lower levels.
- Location and type of water retention, detention, or routing facilities.

ELEVATIONS

- Elevations of ALL exterior building and accessory structure facades needed to evaluate the project drawn to a scale sufficient to evaluate the design, color, building materials, building height, and construction details of the project.
- Elevations to be labeled North, South, East, and West and to correspond to site plan.
- Materials and colors of all exterior surfaces and features specified.
- Elevations of decorative walls or screens with height, material, and color designated.

STRUCTURE FLOOR PLANS

- Floor plans in sufficient detail to assist in the site plan review and drawn to 1/8" or 1/4" scale.
- Floor plans must show the use of all interior spaces, all exiting and internal circulation systems, exterior openings, and other details needed to evaluate the design of the project.