

CITY OF AUBURN

1225 Lincoln Way Auburn, California 95603 (530) 823-4211

VARIANCE APPLICATION INFORMATION

GENERAL INFORMATION: The City of Auburn Zoning Ordinance allows for deviation from the standards identified in the Ordinance where unnecessary hardship may result from the strict application of such standards. However, no variance may be granted to permit a land use. The variance process includes public notice and authority to approve, approve with conditions, or deny any variance request. Specific findings, as identified in the Ordinance, are required to be made by the Commission with any approval action.

ENVIRONMENTAL REVIEW: A variance application may be processed only after the environmental review has been completed in accordance with the Auburn Municipal Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Planning Department.

A. APPLICATION CHECKLIST: All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City Staff).

1. One (1) completed copy of the application form.
2. The appropriate non-refundable filing fee.
3. One (1) completed copy of the environmental review checklist (if applicable).
4. Fifteen (15) copies of the site plan and fifteen (15) copies of all applicable elevations (including one colored set), landscape plans, parking plans, etc. Floor plan to drawing required with site plan and elevations.
5. An 8 ½" x 11" clear transparency of the plot plan and any other related maps, plans, etc.
6. One (1) materials sample board (max. size 8 ½" x 14"), if applicable.
7. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

B. SITE PLAN (15 copies) All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your applications (as determined by the City Staff).

- _____ 1. Graphic scale and north arrow.
- _____ 2. Vicinity map (showing property location to major roads or major landmarks).
- _____ 3. Show location and dimensions of existing and proposed structures and walls. (Identify existing as a solid line and proposed as a dashed line).
- _____ 4. Label the use of all existing and proposed structures or area.
- _____ 5. Show the distance between structures and to the property lines.
- _____ 6. Show square footage of the structure(s) and percentage of structure coverage in relationship to the entire lot.
- _____ 7. Show location and dimensions of adjacent street right-of-way, property lines, building setback lines, sidewalks and easements.
- _____ 8. Show off-street parking facilities, including parking area and layout, loading areas trash storage areas, dimensions and numbers of individual parking spaces (including handicapped spaces) and aisles.
- _____ 9. Show site access (including driveways).
- _____ 10. Indicate existing and proposed landscaping and exterior lighting.
- _____ 11. Show size and species of all trees 6 inches and greater, in diameter at breast height.
- _____ 12. Show location and size of all proposed and existing signs, fences and walls.
- _____ 13. Site plans should be maximum size of 18" x 26". If large than 8 ½" x 11", they should be folded to an 8 ½" x 11" format.
- _____ 14. Show location and general dimensions of watercourses and drainage ways on the site, including any proposed modifications.
- _____ 15. Show location and general dimensions of all existing and proposed culverts or bridges on the site.
- _____ 16. An 8 ½ x 11" clear transparency copy of the plot plan and any other maps, plans, etc. is required for all projects.

C. **PROJECT ELEVATIONS:** (15 copies) When applicable project elevations are to be submitted, drawn to scale, properly dimensioned, and clearly showing all of the following items with one set to be colored.

- _____ 1. Buildings (existing and proposed) from at least four (4) directions (labeled by compass direction).
- _____ 2. Height of all existing and proposed structures.
- _____ 3. Exterior building materials (labeled).
- _____ 4. Colors including all exterior surfaces and materials.

D. **SITE CONTEXT INFORMATION:** As part of the initial project submittal, provide two (2) sets of photographs of the project site with images of the proposed project digitally superimposed in the photographs, or two (2) sets of enhanced architectural elevations expanded to include the project site. The photographs or expanded elevations of the project site should illustrate the relationship of the development to the project site and surrounding properties. The images shall include all adjacent properties within 100'. After project revisions have been made to address initial development related issues, and prior to scheduling for a public hearing, the developer shall provide a total of six (6) sets of photographs/plans.

E. **SUPPORTING INFORMATION:** Provide additional information (e.g. narrative letter, plans, etc.) which demonstrates the following:

- 1. That the granting of the variance will not be inconsistent with the limitations upon other properties in the vicinity and under identical zoning.
- 2. That because of special circumstance applicable to the subject property, including size, shape, topography, location, or surroundings, that the strict application of the provisions of this chapter is found to deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zoning.