



VARIANCE APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form)
- Completed **Planning Permit Application**.
- Project Description**. This should be a detailed written description of the proposed variance. A thorough, detailed, and quantified project description is required for a complete application. The required elements of the project description include:
 - a. Describe the **project location**, size of the parcel, general topography and slope, existing land uses, vegetation, and existing and proposed elevations on the site.
 - b. Describe the **proposed project** that necessitates this Variance Application.
 - c. **Answer the following questions:**
 - i. What are the special circumstances related to this property, including size, shape, topography, location, or surroundings, that would cause the strict application of the Land Use Code to deprive the property of privileges enjoyed by other properties in the vicinity and within the same zoning district?
 - ii. How is the proposed variance consistent with the City's General Plan and any applicable specific plan?
- Site Plan** meeting the requirements below. Preparation of the required site plan by a draftsman, architect, landscape architect, or engineer is strongly recommended. If the existing site is to be significantly modified by the proposed project (i.e., removal of existing buildings, extensive grading, and removal of vegetation), both an existing site plan and a proposed site plan should be submitted.
 - a. **Minimum Standards**. All site plans must meet general architectural or engineering standards and be legible and drawn to scale, including a bar scale. Aerial photos will not be accepted in lieu of the standard Site Plan, but can provide useful information to assist in preparing the site plan. All site plans must include a bar scale, north arrow, project name/applicant, name of preparer, date prepared, and date of last revision.
 - b. **Existing Structures**. Show and label the use of all existing structures and outdoor use areas including pool/spa, patios, parking areas, accessory structures, fences, and retaining walls. Show dimensions of all existing structures and outdoor use areas, their total square footage and distance to all property lines. Address and size (in square feet) for each structure must be included with the label for each structure, where applicable. Identify existing roads, driveways, waterways, drainage features, septic systems including expansion areas, sub drains, wells and underground utilities.

Property lines and dimensions supplied by the applicant are for representational purposes only and do not constitute an approval of the location by the City. While not required, it is the Owner's responsibility to have property lines surveyed.

- c. **Easements, Building Envelopes, and Covenants.** Accurately show the location and extent of any easements and their purpose, building envelopes, deed restrictions, agreements, and Covenants, Conditions and Restrictions (CC&Rs) that affect the property. Building envelopes can often be found on the Final Maps of subdivisions (available at the City). If no building envelopes are shown, or the property was not created by subdivision, the building envelopes are the required setbacks found in the zoning code for each zoning district. Easements can be found on a title report or by researching records at the County Recorder's office or a title company.
- d. **Proposed Uses, Structures, and Improvements.** Identify all proposed uses, structures and improvements and differentiate proposed from existing by using different sheets or line weights. Include outdoor use areas such as storage areas, patios, parking areas, accessory structures, pools/spas, fences, retaining walls, and solid waste disposal areas including sufficient space for trash, recycling, and organic waste receptacles. Show dimensions of all proposed structures and use areas, their total square footage, distance to property lines, setbacks to septic systems, creeks, wells and other structures as applicable. Identify all proposed improvements including driveways, turnarounds, turnouts, areas to be graded, drainage features, power poles, and underground utilities. Indicate the proposed onsite circulation pattern for all modes, consistent with the City's Active Transportation Plan. Identify the types and total number of parking spaces for vehicles, bicycles, and electric vehicle charging stations, including accessible spaces, the accessible path of travel if the use is public, and proposed type of surface proposed for parking areas. Provide a calculation table that identifies the number of required parking spaces and the number of spaces provided. Include the location, size, dimensions, and type of **all utilities** proposed to serve the site (new development only). Provide details regarding the type and extent of construction required, the construction methods (extent of grading, quantities of cuts and fills, location of any deposits or spoils) the duration and hours of construction, and the location of staging areas. Note if any blasting or pile driving is proposed.
- e. **Natural Features.** Location and names of both natural and man-made water courses and ponding areas, or areas of periodic inundation; including, but not limited to: creeks, streams, seasonal drainages, and wetlands. Location, species, and circumference at 54" above grade of any trees over 12" in circumference at that height.
- f. **Contours** (lines denoting elevation of terrain) are required for all planning permits involving grading or building construction.
- g. **Fire Department Access Standards.** Site plans must show the width of access roads to and around buildings and turnaround areas; turning radii for fire apparatus at all turns or curves in access roads (meeting the City standard minimum turning radius); and all other infrastructure for fire prevention and emergency. Any access gates must be set back at least 30 feet from the road.

- ❑ **Environmental Overview Form.** Check with Community Development staff to determine whether this form is required. The Environmental Overview Form is available on the City's website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources, geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant's expense, as well as environmental impact analyses.**

- ❑ **Filing fee.** See the current City of Cotati Fee Schedule. Fees and/or initial deposits will be determined at the time of application submittal.