

Staff Use Only

TYPE OF APPLICATION	APPLICATION NUMBER	FEE PAID
Architectural Review:		
a. Conceptual Review:	_____	_____
b. Formal Review:	_____	_____
c. Minor/Incidental:	_____	_____
Planning Commission:		
Use Permit:	_____	_____
Variance:	_____	_____
Tentative Map:	_____	_____
Rezone:	_____	_____
General Plan Amendment:	_____	_____
Other:		
(Specify): _____	_____	_____

FEES:

Description:	Explanation:	Fee:
Base Fee:	_____	_____
Environmental Review:	_____	_____
Other Fees:	_____	_____
Total Fees:	_____	_____
Fee Paid By:	<input type="checkbox"/> - Applicant <input type="checkbox"/> - Representative <input type="checkbox"/> - Property Owner	

Tentative Review Dates:

- a. Review of Completeness (if applicable): _____
- b. Staff Review/Determination: _____
- c. ARB Review: _____
- d. Planning Commission Review: _____
- e. Other Review: _____

Notes to the File: _____

CITY OF MARYSVILLE

Planning Department
749-3904

VARIANCE APPLICATION INSTRUCTIONS

TO APPLICANTS: The following list includes all the items you must submit for a complete application. If your application is not complete, a copy of this list will be returned to you marked accordingly. . If submitting blueprints, Planning Staff encourages that you submit one copy of the plan to allow for application completeness check, following which eight complete sets of plans would need to be submitted.

1. Planning application form complete.
2. Application Fee: In accordance with the City's fee schedule.
3. Statement describing the requested exception(s) from property development standards, if not included in application form.
4. One 8-1/2" x 11" site plan; or twelve larger copies folded to 9" x 12" (check with Planning Staff depending on type of variance) with the site plan to include the following information as it pertains to the variance:
 - (a) Dimensioned property lines and all building setbacks.
 - (b) Location, name and width (including required widening) of adjacent streets.
 - (c) Existing and proposed public and private easements.
 - (d) All proposed improvements and existing improvements which will be retained.
 - (e) Parking spaces and aisles, dimensioned; the flow of traffic should be noted by arrows.
 - (f) Access and circulation of pedestrians and vehicles.
 - (g) Walls, fences and exterior lighting structures.
 - (h) Planted areas and outdoor-use areas.
 - (i) Location of signs.
 - (j) Location of trash enclosures.
5. Other drawings to illustrate the requested exception (elevations, section, etc.)
6. Statement explaining why the variance is justified - that the four required findings can be made:
 - (a) That there are exceptional or extraordinary circumstances or conditions applying to the land, building or use referred to in the application, which circumstances or conditions do not apply generally to other land, buildings and/or uses in the

district (including size, topography, shape, location or surroundings) which justify the variance. More specifically, the variance is warranted due to (please describe below):

(b) The granting of the variance based on the above reasons is necessary for the preservation and enjoyment of the substantial property rights of the applicant; and.

(c) That the granting of the variance will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements of the environmental in said neighborhood.