



Zone Variance (ZV) Application (Information)

GENERAL INFORMATION

1. Applicants are encouraged to read Sections 155.670 through 155.682 of the City of Santa Fe Springs Zoning Ordinance on "Variance".
 2. Applicants should meet with members of the Department of Planning prior to submittal of an application. These meetings will assist the applicant in determining feasibility of the request based on required conditions of approval and/or staff's recommendation.
 3. Applicants should make sure that all application forms are complete and all required data and other related items are in order.
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APPLICATION FILING INSTRUCTIONS

1. An application for a variance shall be accompanied by maps showing the subject property as well as the surrounding area, plot plans of the subject property showing all existing and proposed buildings and uses, and any other data required by the Director of Community Development to adequately present the application to the Commission.
 2. The applicant must submit a completed application form, statements supporting why Planning Commission should grant Variance (see required showing by the applicant), a property ownership list and map of properties within 500 feet from subject site, notarized certified property owner's list affidavit, and two sets of property owners mailing labels and envelopes (see public hearing requirements). All required documents must be submitted digitally.
 3. If it is determined by the City that the proposed Zone Variance will require an Environmental Document, the applicant must complete and submit a digital copy of Part 1, Initial Study, with the application.
 4. The application form must be filled out in full, typed or legibly printed, and any required affidavits must be signed and notarized.
 5. All required documents **MUST BE SUBMITTED DIGITALLY WITH THE APPLICATION AT THE TIME OF SUBMISSION** in order for the application to be accepted for filing. **Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH ITEM SHALL BE A SEPARATE .PDF FILE.**
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PUBLIC HEARING REQUIREMENTS

All Zone Variance applications are set for Public Hearing before the Planning Commission.

The applicant must submit as a part of the application the following data required of Public Hearing items:

A. Property Ownership Map (Scale 1"=100')

A digital copy of a property ownership map must be submitted indicating the property which is the subject of the application and adjacent properties within 500 feet of the exterior boundaries of said property numbered to correspond to a property ownership list to be submitted by the applicant.

NOTE: Los Angeles County House Numbering Maps are acceptable to the City for use as the required base map and may be obtained at:

Los Angeles County Department of Public Works
900 South Fremont Avenue
Alhambra, California 91803

B. Property Ownership List

The applicant must provide two lists typed on labels of names and addresses of all property owners taken from the last equalized Los Angeles County Assessment Roll within 500 feet of the exterior boundary of the subdivision map. The property owners shown on the list must be numbered to correspond to properties on the property ownership map. The attached affidavit must be signed by the applicant or applicant's agent indicating that the ownership list and map are true and accurate and taken from the last equalized Assessment Roll of the County of Los Angeles.



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REQUIRED SHOWING BY THE APPLICANT

Before any variance shall be granted, the Planning Commission shall satisfy itself that the applicant has shown that all of the following conditions apply:

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to other properties or uses in the same vicinity and zone.
2. That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same vicinity and zone district, but which is denied to the property in question.
3. That the granting of such variance will not be detrimental to the public welfare or injurious to the property or improvements of others in the vicinity.
4. That the granting of such variance will not adversely affect the master plan of the city.

FEES

The filing fee for a Zone Variance is **(see current fee schedule)**. This fee is for the purpose of defraying the cost of processing the case and is **not refundable** in the event the requested Permit is denied.



Zone Variance (ZV) Application

The undersigned hereby petitions for a Variance to certain requirements of the Zoning Ordinance as outlined in this application.

Project and Land Use Data

Property Address: _____

Assessor's Parcel Number: _____

Zoning Classification: _____

Surrounding Zones of Subject Property

North: _____ South: _____ East: _____ West: _____

Lot Area-per Parcel (S.F./Acres): _____

Building (footprint) Square Footage: _____

Legal Description of Property (attach supplemental sheet if necessary): _____

Describe any easements, covenants or deed restrictions controlling the use of the property:

The Variance is requested for the following use (Describe in detail the nature of the proposed use, the building and other improvements proposed.): _____

NOTE

To be considered a formal submittal, this application must be accompanied by the filing fee, plans, and other data specified in the "Application Submittal Requirements" section.



Zone Variance (ZV) Application

Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Relationship to owner:

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ENGINEER ☐ OTHER _____

JUSTIFICATION STATEMENT

BEFORE A ZONE VARIANCE CAN BE GRANTED, THE PLANNING COMMISSION MUST BE SATISFIED THAT ALL OF THE FOLLOWING CONDITIONS APPLY. EXPLAIN IN DETAIL HOW YOUR REQUEST CONFORMS TO THE FOLLOWING REQUIREMENTS. THE ANSWERS SHOULD JUSTIFY YOUR REQUEST FOR A VARIANCE (Attach a supplemental sheet if necessary).

1. Explain any special circumstances or conditions which apply to the land or the use involved in this application which DO NOT apply generally to other land or uses in the same vicinity and the same zone.
2. Explain why a Variance is necessary to maintain the same substantial property rights possessed by other property owners in the same vicinity and the same zone. (If your property can reasonably be developed and devoted to uses permitted in the existing zone, you are probably not being deprived of a substantial property right.)
3. Demonstrate why the Variance requested will not be detrimental to other persons or properties in the same area, nor adversely affect the public welfare or the community in general.
4. Will the Variance requested adversely affect the General Plan of the City of Santa Fe Springs?

(Attach a supplemental sheet if necessary):



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Zone Variance, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____
(If signed by other than the Record Owner, written authorization must be attached to this application)

(seal)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public



Initial Study

Part 1

Date Filed: _____ Type of Project: _____

File No: _____

Environmental Information Form

(To be completed by applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name, address and telephone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by the City, State, and Federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION:

8. Site Size: _____

9. Square Footage: _____

10. Number of floors of construction: _____

11. Amount of off-street parking provided: _____

12.: Attach Plans: _____

13. Proposed Scheduling: _____

14. Associated project: _____

15. Anticipated incremental development: _____

16. If residential, include the number of unit, schedule of unit sizes, range of sale prizes or rents, and type of household size expected: _____

17. If commercial, indicated number of unit, schedule or unit sizes, range of sale prices or rents, and type of tenants expected: _____

18. If industrial, indicated type, estimated employment per shift, and loading facilities: _____

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

20. If the project involves a Variance, Conditional Use Permit, or Zone Change, state this and indicated clearly why the entitlement is required: _____

Are the following items applicable to the project or its effects? Discuss below all items checks yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any hills, or substantial alterations of underground contours	()	()
22. Change in scenic views or vistas from existing residential areas or public lands or roads	()	()
23. Change in pattern, scale, or character of general area of project	()	()
24. Significant amounts of solid waste or litter	()	()
25. Change in dust, ash, smoke, fumes, or odors in vicinity	()	()
26. Change in streams, or ground water quality or quantity, or alteration of existing drainage patterns	()	()
27. Substantial change in existing noise or vibration levels in the vicinity	()	()
28. Site on filled land or on a slope of 10 percent or more	()	()

	Yes	No
29. Use or disposal of potentially hazardous materials such as toxic substances, flammable, or explosives	()	()
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	()	()
31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.)	()	()
32. Relationship to a large project or series of projects	()	()

ENVIRONMENTAL SETTING

33. Describe the project sites as it exists before the project, including information on topography, soil, stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Firm Name: _____

Address: _____

Phone Number: _____

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____

FILING FEE: _____ RECEIPT NO.: _____

APPLICATION COMPLETE? _____

Application Submittal Checklist

- | | |
|---|--|
| ☐ Digital copy of submitted documents | ☐ Notarized Certified Property Owner's List Affidavit |
| ☐ Justification Statement | ☐ Zone Variance Fee |
| ☐ Notarized Property Owners Statement | ☐ Public Hearing Fee |
| ☐ Initial Study Questionnaire | ☐ CEQA Review –Initial Study Fee |
| ☐ A digital copy of a Property Ownership Map (500' radius) *including mailing labels | |