

# AN APPLICANT'S GUIDE

## VARIANCE



### City of Pomona Planning Division

#### PURPOSE

Each zoning district contains specific development standards such as setbacks, height limitations and parking requirements. There may be occasions, however, when the strict application of certain standards may be inappropriate because of special characteristics of a property. Variances are designed to allow deviations from specific zoning regulations when there are special or extraordinary circumstances applying to a parcel of land including the size, shape, topography, and location, that prevent the property from being used to the extent intended by the zoning. The intent of a Variance however, is not to grant special privileges not shared by other properties in the same vicinity or zone, nor to authorize a use or activity which is not otherwise expressly authorized by the zoning regulations governing the property.

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#### APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One copy of completed and notarized application signed by property owner
- ☐ One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property.
- ☐ List of property owners and occupants within 400 feet of proposed project typed on two sets of mailing labels. A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- ☐ Twenty (20) complete sets of plans, including conceptual landscape plan, site development plan, floor plans and building elevations, all individually folded to 8 1/2 " by 14" size. Drawings must be to scale.
- ☐ One colored elevation or rendering-maximum size: 24" x 36"
- ☐ Photographs of the existing site
- ☐ Color and materials sample board
- ☐ 8 1/2"x 11" reductions of the plans (site plan, floor plans, and elevations) on photographic paper (KP5) or equivalent.
- ☐ Environmental Information Form
- ☐ Fees - refer to fee schedule (also include two \$75 Environmental filing fees on separate checks - make checks payable to Los Angeles County)
- ☐ A copy of title report or grant deed for the property

