CITY OF MONTEBELLO
Community Development Department
Planning Division
1600 W. Beverly Boulevard
Montebello CA 90640
www.cityofmontebello.com

ZONE VARIANCE APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Zone Variance application. A Zone Variance request is heard by the Planning Commission at a noticed public hearing. Any appeals of the decision will be heard by the City Council. A complete Zone Variance application submittal consists of the following materials:

☐ **Filing Fees** – Please consult with a Planner to determine the required application fees.

☐ **Zone Variance Application** – Completed Zone Variance application.

☐ **Grant Deed** – Current Grant Deed identifying the property owner.

☐ **Hazardous Waste and Substances Statement**

15 copies of:

☐ **Master Land Use Application** – Completed form (attached) that includes:
- a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
- b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.

☐ **Environmental Information Form** – Attached to Master Land Use application.

☐ **Development Plans** – **folded** copies of dimensioned and scaled plans that include:
- a) Project site address.
- b) Applicant, name, address, and phone number.
- c) North arrow, scale, and vicinity map.
- d) Site plan showing all property lines and distances to center line of streets/alleys.
- e) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
- f) Clearly labeled location of all existing and proposed structures.
- g) Detailed and complete floor plans with a breakdown of floor area calculations.
- h) Clearly labeled uses of all existing and proposed structures.
- i) Elevations of proposed building(s) with respective height dimensions.
- j) Clearly labeled location and uses of all existing structures on adjacent properties.
- k) Setback dimensions of all existing and proposed structures.
- l) Vehicle circulation (driveways, access, alleys, dimensions, and backup space).
- m) Location of all existing and proposed fences, walls, and other screening.
- n) Landscape plans.
- o) Mature trees 4” or more in trunk diameter at breast height.
- p) Size and location of all exterior mechanical equipment and method of screening.
- q) All easements located within or adjacent to the project site.
- r) Demolition plan (if applicable).

☐ **Additional Items** – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.).

2 sets of:

☐ **Notification Materials** – 2 packets of submittal items as outlined in the Public Notification Packet Instructions handout.

☐ **Photos** – 2 sets of photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1477 for any additional information related to the submittal of any Planning applications.

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ZONE VARIANCE APPLICATION

Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:
This Zone Variance request is to allow:

_____

_____

_____

FINDINGS:
The applicant must thoroughly respond to the five directives below to make the required findings for the proposed project. A separate set of responses to these findings must be submitted for each Zone Variance request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan are available at City Hall. The Zoning Code is also available at www.cityofmontebello.com

1) Describe the special or unusual circumstances applicable to the subject property, which do not generally apply to other properties in the vicinity and with the same zoning designation.

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2) Detail how due to the special or unusual circumstances described above, strict application of the Zoning Code would result in practical difficulties or unnecessary hardships, or would deprive the property of privileges enjoyed by other properties in the vicinity and with the same zoning designation.

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3) Explain how the Zone Variance is necessary for the preservation of a substantial property right to allow a reasonable use of the subject property, which is possessed by other properties in the vicinity and with the same zoning designation.

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4) Describe how the proposed Zone Variance will not cause an adverse effect on the public welfare or surrounding properties.

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5) Describe how the granting of the Zone Variance will be consistent with the general purpose and intent of the Zoning Code and will not adversely affect the General Plan.

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