

CITY OF LANCASTER

44933 North Fern Avenue
Lancaster, CA 93534
(805) 723-6100

PLANNING DEPARTMENT

VARIANCE

Each zoning classification indicates specific development standards such as setbacks or parking requirements. There are occasions, however, when the strict application of such standards may be inappropriate because of special characteristics of the property. The variance procedure was designed to permit minor adjustments to the zoning regulations when there are special or extraordinary circumstances applying to a parcel of land or a building that prevent the property from being used to the extent intended by the zoning. Variances can be granted only when consistency has been established with mandatory findings contained within the City Zoning Ordinance. Special circumstances may include factors such as the size, shape, topography, location, and surroundings of a piece of property. The adjustments permitted by the variance procedure are limited in nature. State law prohibits granting a variance to allow a use not authorized by the zone.

The City Planning Commission is authorized to grant variances if the required findings can be made that a noneconomic hardship situation exists. In approving a variance, conditions as deemed necessary may be imposed to protect the best interests of the surrounding area or neighborhood as set forth in the City's Zoning Ordinance and General Plan. It is important to stress that a variance can only be granted if a finding of a specific hardship as previously specified is made.

Process

Step 1 - Project Consideration

Early in the consideration of a potential project, the zoning ordinance should be carefully reviewed to see if all regulations are met. The need for a variance is often discovered when application is made for a building permit or other City approval. The applicant should carefully investigate if there is an alternative which would accomplish the purpose of the project but would not require a variance.

Step 2 - Preapplication Conference

It is recommended that the applicant make an appointment with the Planning staff prior to submitting an application to discuss the feasibility of the request as well as any possible alternatives that may eliminate the need for a variance. In addition, staff and applicant can review the required data and procedures to be followed through the process. The availability of this service and the time necessary to provide it may vary depending upon the staff workload.

Step 3 - Filing of Application

The applicant or a representative must submit the completed application in person to the Planning Department between 8:00 a.m. and 4:30 p.m. APPLICATIONS CANNOT BE ACCEPTED THROUGH THE MAIL. A staff planner will review the materials to make sure all the required forms are provided and signed. The applicant will also be required to submit the full amount of required processing fees. The applicant shall be notified within 30 days as to whether the application is complete or if any additional information is required.

Step 4 - Environmental Review

All variance requests require an environmental assessment to determine if an Environmental Impact Report is necessary. Information on timing and sequence of this process is contained in "An Applicant's Guide to Procedures for Environmental Review" which is included as part of the informational packet.

Step 5 - Planning Commission Review

The Planning Commission will hold a public hearing with notice to the applicant and surrounding property owners to review the variance. At the hearing, Planning staff will explain the nature of the variance request and the applicable Code provisions. The applicant or representative may then present testimony giving reasons why the variance is needed. Since the meeting is open to the public, neighbors or other interested parties are invited to testify (in person or in writing) in favor of or opposition to the request.

The Planning Commission may take one of the following actions: (1) close the public hearing and either approve, conditionally approve, or deny the variance; (2) continue the public hearing to a later date, time, and place; or (3) reach an agreement with the applicant on a solution that would not require a variance. The applicant will be mailed written notice of the decision and, if approved, a listing of any required conditions of approval. The Planning Commission's decision will become final unless a written appeal is made to the City Clerk following Planning Commission action.

Appeal to City Council

In the event an appeal is considered warranted by an individual(s) believed to be aggrieved by Commission action, such appeal must be filed pursuant to provisions of the City Uniform Appeal Ordinance within 15 calendar days following Planning Commission action.

Estimated Time Of Process

The estimated time for the processing of a variance will vary depending upon the complexity and magnitude of the request and staff and Commission workload but is generally estimated as 2 to 3 months.

Submittal Requirements

1. **APPLICATION PACKET**

Submit signed, completed APPLICATION packet which includes Application Form/Notarized Owner's Affidavit, Financial Interest Disclosure Form, and Applicant's Environmental Assessment (Initial Study). All questions must be answered. Owner's affidavit MUST be signed by Owner(s) of record. PURCHASER IN ESCROW IS NOT ACCEPTABLE.

2. **PROCESSING FEE**

Submit a cashiers check or check with two forms of identification for total amount of required fee for the Variance and Environmental Assessment made payable to the City of Lancaster. PROCESSING AN APPLICATION WITH RETURNED CHECKS WILL STOP UNTIL PAYMENT IS MADE IN CASH OR BY CASHIER'S CHECK.

3. **VICINITY MAPS**

Submit three (3) VICINITY MAPS, one to indicate land use, one to indicate property ownerships and one to indicate project location in accordance with the following requirements:

- Maps are to be drawn at a legible scale no smaller than 1" to 400 feet.
- Maps shall include the following: all streets; highways, alleys, rights-of-way; current lot lines; and tract, lot and house numbers. (ASSESSOR'S PARCEL MAPS ARE NOT ACCEPTABLE.)
- Applicant's property is to be outlined to distinguish from surrounding property.

Satisfactory maps for most cases can be purchased at Antelope Valley Blueprint, 43423 North Division Street, Lancaster.

(NOTE: These maps are considered base maps and may require updating.)

A. **LAND USE MAP**

- 1) Map shall include the applicant's property with dimensions and all surrounding property within a radius of 700 feet from the exterior boundaries of the subject property.
- 2) Within the 700 foot radius indicate existing use (e.g., house, apartment, store, vacant, etc.) on all lots and parcels or portions thereof.

B. OWNERSHIP MAP

- 1) Map shall include the applicant's property with dimensions and all surrounding property within a radius of 500 feet (in Urban Areas) or 1500 feet (in Rural Areas) from the exterior boundaries of the subject property.
- 2) Identify property ownership within this 500 or 1500 foot radius by indicating on the correct parcels or lots the number assigned to correspond with the property owner's list described below.

C. LOCATION MAP

- 1) Map shall include applicant's property with dimensions and all surrounding property without radius or ownership/land use information.
- 2) Identify exact location of property in relation to nearest existing major cross streets.

4. PROPERTY OWNER'S LIST

- A. Prepare a complete list of names and mailing addresses of current property owners of each parcel or lot within, or partially within, the 500 or 1500 foot radius described above THIS INFORMATION MUST BE AS IT APPEARS ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY ASSESSOR, 251 East Avenue K-6, Lancaster, and shall be certified as true and correct. OWNERSHIP RECORDS FROM OTHER SOURCES ARE NOT ACCEPTABLE.
- B. Assign a number to each name on the list and put the corresponding number on the correct parcels or lots on the "Ownership Map". (See item B., 2 Above).
- C. Submit a notarized CERTIFIED PROPERTY OWNER'S LIST AFFIDAVIT to verify completeness and accuracy of names and addresses submitted. AN INACCURATE OR INCOMPLETE LIST WILL BE CAUSE TO REMOVE THE CASE FROM THE AGENDA OR REQUIRE A REHEARING OF THE CASE. A complete LEGAL DESCRIPTION of the subject property must be typed on or attached to the AFFIDAVIT accompanying the ownership list.

5. PROPERTY OWNER'S MAILING STICKERS

Submit ONE (1) complete sets of mailing labels for all of the property owners listed in item 4 above, including the following:

- A. Name and address of property owner of proposed zone change.
- B. Name and address of applicant if different than property owner.
- C. Name and address of applicant's engineer, architect, or other consultant.

- D. Name and address of the manager of any mobile home park, or portion thereof, within the 500 foot (or 1500 foot) radius of the project. Such label shall include the letters "MHP" apart from the address so that notices mailed to such managers contain a request to post the notice in a public area within the park.

Notices of the hearing will be mailed by the Planning Department to all parties on these lists.

6. PLANS

Map, site plan, and diagram requirements for variance applications depend on each type of case. Some items that might be included on variance graphics are listed below. However, applicants should discuss the specific nature of their variance application with the Planning Department prior to filing the application in order to determine the necessary graphic requirements.

Ink on mylar is the suggested method for preparing the Site Plan and Elevations. This allows for easy modifications and yields photo ready plans. (Blackline copies of the Site Plan and Elevations are photographed for slide presentation to the Planning Commission and City Council.)

- A. SITE PLAN - 30 blue-line copies folded to approximately 8" x 12" must be legibly drawn on one sheet containing the following:
- 1) A title block containing the project name or proposed land use.
 - 2) Name and address of legal owner and persons preparing the map.
 - 3) Sufficient legal description to define the boundary of the proposed project.
 - 4) Date, north arrow, and scale (use a conventional engineering scale; e.g., 1' = 20').
 - 5) Exterior boundary lines of the property indicating easements, dimension, and lot size.
 - 6) A location map outlining the subject property and showing major surrounding streets within a square mile (THOMAS BROTHERS MAPS AND TOPOGRAPHIC MAPS ARE NOT ACCEPTABLE.)
 - 7) Distance(s) from the property line(s) to the centerline of an existing major street unless the project is located on the corner of an existing major intersection.
 - 8) Existing features on the site and off-site features within one hundred (100) feet of the site boundaries including:
 - a) The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked.

- b) The widths, location, and identity of all existing easements.
 - c) The location, pavement, and right-of-way width, grade, and name of existing streets or highways.
 - d) The location and size of existing sanitary sewers, water mains, and storm drains, if applicable.
 - e) The approximate location of the 60, 65, and 70 CNEL (Community Noise Equivalent Level) contours, if any.
 - f) Type and location of existing trees (over 28" in circumference) and any significant natural features (i.e., plant life, streambeds and rock outcroppings). Any trees proposed to be removed should be so indicated. In the Vegetative Management Overlay Zone (VM) or special Vegetative Resource Management areas of the General Plan, size and location of all Joshua Trees and California Junipers should be indicated (see 7D regarding Botanical Report requirement).
 - g) The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each water course. Also, the approximate locations of all areas designated for detention/retention basins and channels by the Antelope Valley Master Plan of Drainage.
- 9) Location of all existing fire hydrants within 300 feet of the front property line.
 - 10) Proposed buildings with dimensions including setbacks from property lines and a final breakdown of proposed gross (and net rentable) floor areas and parking count.
 - 11) Location, number of spaces, and dimensions of proposed off-street parking spaces, loading docks, and maneuvering areas; indicate internal circulation.
 - 12) Proposed pedestrian, vehicular, and service points of ingress and egress; paths and walks; driveway widths, and distances between driveways.
 - 13) Location and dimensions of proposed freestanding light standards, fences, walls, carports, trash enclosures, mechanical equipment, and utility meters, transformers, backflow preventers.
 - 14) Location and dimensions of proposed landscaped and open space areas; include calculations of open space.

NOTE: Building permits cannot be issued until the final landscape and irrigation plans have been reviewed and approved by staff. These plans should be submitted with the permit application.

15) All lettering must be legible and a minimum size of 1/8 inch.

B. ELEVATIONS - 5 copies (of each sheet if more than one) folded to approximately 8" x 12" must be legibly drawn and contain the following:

- 1) Date and scale (use a conventional engineering scale; e.g., 1" = 20'.
- 2) All architectural elevations of each view (front, side and rear) of each proposed building type (include adjacent structures on street elevation) with height of structures dimensioned in feet. Include a composite elevation from street if multiple buildings are proposed (incorporate the profile of landscaping and buildings adjacent to each elevations).
- 3) Roof plan showing the direction of slope of roof elements and location of mechanical equipment, ducts and vents; verify screening of rooftop equipment by means of structural cross-section of equipment location.
- 4) The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives, parking lots, and signs.
- 5) All art work, sculpture, fountains, and other ornamental or decorative features visible from surrounding properties.
- 6) All provisions for and design of the following appurtenances if visible from the exterior. Indicate the methods of screening:

Utility lines, meters, boxes	Sun shades, awnings, louvers
Refuse, storage and pickup areas	Mechanical equipment visible from the exterior
Stairs, ramps, fences, walls	Downspouts
Flues, chimneys, exhaust fans	Loading docks, carports
Penthouses	Antennas
Balconies	
- 7) All identification and directional signs and graphics visible from the exterior of a proposed structure.

7. BOTANICAL REPORT

If the subject property is located in a VM zone or a Special Vegetative Resource Management area of the General Plan, a botanical report is required. Requests for such reports are made to the Planning Department. Upon receipt of such a request, the Department will obtain a cost estimate for the study, which is reported to the applicant along with an administrative fee. Once the required fees are paid by the applicant, the Department will execute a three party contract between the applicant, the City and the

botanist to have the report prepared and submitted for approval by the City. THIS REPORT SHOULD BE OBTAINED PRIOR TO DESIGNING THE PROJECT.

8. REQUIREMENTS FOLLOWING THE DEVELOPMENT REVIEW COMMITTEE MEETING (DRC)

A. Site Plan - including the modifications required by the DRC

- 1) Eighteen (18) blueline copies **folded** to 8" x 12".
- 2) One (1) high contrast **unfolded**, colored blackline (to be photographed for slide presentation to the Planning Commission and City Council.)

B. Elevations - including the modifications required by the DRC

- 1) Eighteen (18) blueline copies **folded** to 8" x 12"
- 2) One (1) high contrast **unfolded** blackline (to be photographed for slide presentation to the Planning Commission and City Council.)
 - a) Colored as close as possible to actual construction materials to be used.

Specific requirements will be provided at the DRC meeting and may vary according to the circumstances of each case.

Reference Case No. _____ Date Filed: _____

3. Are there special circumstances or exceptional characteristics applicable to the property involved, such as size, shape, topography, location or surroundings which, under strict application of the Zoning Ordinance, would deprive the property of privileges enjoyed by other property in the vicinity under identical zoning classification?

4. To what extent is the variance necessary for the preservation of a substantial property right of the applicant such as that possessed by owners of other property in the same vicinity and zone?

5. Would the granting of this adjustment be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity? If yes, to what extent?

RECORD OWNER(S)

_____			_____		
Name (Please print)			Name (Please print)		
_____			_____		
Address			Address		
_____			_____		
City	Zip Code	Phone	City	Zip Code	Phone
_____			_____		
Name (Please print)			Name (Please print)		
_____			_____		
Address			Address		
_____			_____		
City	Zip Code	Phone	City	Zip Code	Phone

PROPERTY AUTHORIZATION: THE UNDERSIGNED STATES THAT THEY ARE THE OWNER(S) of the property described herein and hereby give authorization for the filing of this application. Further, I/WE DO BY MY/OUR SIGNATURE (S) ON THIS AGREEMENT, absolve the City of Lancaster of all liabilities regarding any deed restrictions that may be applicable to the property described herein. (Signature of all property owners needed. Owner in escrow is not acceptable. Use extra sheets if needed.)

Print name	Signature	Date

Print name	Signature	Date

Print name	Signature	Date

Print name	Signature	Date

CERTIFICATION:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Print name (Applicant or Applicant's Agent)	Signature	Date

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF LANCASTER
44933 North Fern Avenue
Lancaster, CA 93534

PLANNING DEPARTMENT

Case No. _____

OWNER'S AFFIDAVIT

I/We, _____, declare under penalty of perjury that
Print Name(s)

I/we am/are the owner(s) of property involved in this application and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

State of _____

County of _____

Subscribed and sworn to (or affirmed) before me

this _____ day of _____, _____, by

(1) _____
Name of Signer (s)

(2) _____
Name of Signer (s)

Signature of Notary Public

ENVIRONMENTAL REVIEW

Purpose

State law requires all agencies to perform environmental review of development projects and certain other actions to determine if they may have a significant effect on the environment. The City adheres to the California Environmental Quality Act guidelines which set forth the criteria and processes that are to be followed in the environmental review of development projects or other actions by the City which fall under this Act. These guidelines give specific information on what projects or activities are exempt and criteria for determining whether a development project should receive a Negative Declaration (having no significant effect on the environment) or have an Environmental Impact Report prepared. The guidelines (in accordance with State law) state, "If any of the effects of a project may have a substantial impact on the environment, regardless of whether the overall effect of the project is adverse or beneficial, then an environmental impact report must be prepared." The guidelines also further define significant impacts. Environmental review is required in conjunction with an application for any discretionary action by the City (re-zoning, tentative map, design review, etc.) and will be done concurrently with processing of the application. Generally, only one review is required for a project even if more than one discretionary action is required.

Process

Step 1 - Applicant Consideration of Project

Early in the consideration of a potential project, the applicant should determine what the General Plan and zoning call for in the area and for the particular site under consideration. At this point, it is appropriate for the applicant to explore project alternatives which would minimize impacts on the environment, conform to all use regulations, and still satisfy the objectives of the applicant.

Step 2

It is recommended that the applicant meet with planning staff to review the policies and regulations before an environmental assessment form is prepared. Points to be covered would be the general conformance of the project to the General Plan and zoning, potential specific impacts requiring special attention, and the requirements of the City for the environmental assessment form itself. This meeting can point out sources of information and potential conflicts. At this conference, the Planning Department staff will suggest one of the following to the applicant: (1) the project is categorically exempt from the environmental review process; (2) the project is obviously prohibited for the site under consideration; or (3) an environmental assessment form will be required to be filed.

Step 3 - Submission of Environmental Assessment Form

The applicant should then submit the environmental assessment form to the Planning Department as a part of the application filing. The information on this assessment form is used by staff to make a determination of whether the project will require the preparation of an E.I.R. The information provided should be as complete and thorough as the project dictates. This assessment form must be accompanied by the required discretionary action application (re-zoning, conditional use permit, tentative tract, etc.) plus all the necessary application documents, data, and processing fees.

Step 4 - Preparation of Initial Study

The Environmental Assessment form is reviewed by the planning staff, and a report termed an Initial Study is completed. The Initial Study outlines all the anticipated environmental impacts of the project and serves as the basis for making the determination of the need of an EIR. Based upon the Initial Study, the Planning Director will make one of the following three findings: (1) the project is exempt; (2) the project has "no significant impact," and therefore a "Negative Declaration" would be in order; or (3) the project will have, or may have, a significant impact on the environment and therefore requires the preparation of an EIR.

Step 5 - Negative Declaration

If it is determined that the proposed project will not have a significant effect on the environment, a Negative Declaration is prepared and a notice so stating is published in a local paper and made available for public review at City Planning offices. Any citizen who believes that an Environmental Impact Report rather than a Negative Declaration should be prepared for the proposal may appeal to the City Council within 15 days after the notice has been posted. If there is no appeal, the project may proceed without further environmental review. If an appeal has been filed, the City Council will review the environmental assessment Initial Study and determine whether or not a Negative Declaration is satisfactory or whether an EIR must be prepared using the State and City EIR guidelines.

Step 6 - Preparation of Draft EIR

If it is determined that an EIR is required, a "Notice of Intent to Prepare an EIR" is prepared and published in a local paper and made available for public review at City Planning offices. Any citizen who believes that a Negative Declaration rather than an EIR should be prepared for the proposal may appeal to the City Council within 15 days after the notice has been posted. The Council will review the environmental assessment Initial Study and determine whether or not an EIR or Negative Declaration should be required. If an EIR is required, a draft EIR is first prepared. The time for this step averages six weeks and is primarily dependent on the scope and complexity of the proposed project and its impacts. The draft E.I.R. will be prepared as the result of a three-party contract entered into by the applicant, an approved consultant, and the City. This process will be explained to the applicant in detail should an E.I.R. be required.

Step 7 - Review of Draft E.I.R.

The Planning Department will distribute copies of the draft EIR to those individuals and agencies on its designated review list. Additional copies may be sent to those who have a special interest in the project. A notice that the Draft EIR has been received and is being reviewed, and that copies are available for inspection will be published in a local newspaper and made available for public review at the City Planning offices. This review period must be in effect for a minimum of 30 days.

Step 8 - Final EIR

The Planning staff will then prepare the Final EIR after the review period. The Final EIR will consist of the Draft EIR with addenda containing all the comments received, a list of persons, organizations, and public agencies commenting on the Draft EIR and the responses of the City to significant environmental issues raised in the Draft EIR and comments received.

Step 9 - Certification of Final EIR

The final decision-making body (City Council or Planning Commission) for the development proposal must certify the Final EIR prior to or at the time the application is finally considered. If not certified it is returned to the staff and applicant for further review or information. A Negative Declaration or EIR is used to assist the decision-making body in reviewing environmental reports and taking action on the development proposal. Other information developed by staff and the applicant, which are noted in other guides relating to the specific type of proposed application, will also be used in the review and final decision. If the development application is accepted the final decision-making body may impose conditions as suggested in the EIR or Negative Declaration to mitigate any adverse environmental impacts.

Application Submittal Requirements

The applicant must complete the City's environmental assessment form. Other required information will normally be provided with informational materials provided with the related discretionary application.

FOR OFFICE USE ONLY:

Case No. _____
Date Rec'd. _____
Accepted By _____

ENVIRONMENTAL ASSESSMENT FORM

(To Be Completed By The Applicant)

1. Project Title _____

2. Project Size (square footage and acreage) _____

A. Background:

1. List dates of previous preliminary reviews; if any: _____

2. Is this a Redevelopment project? Yes____ No____

B. Proposed Project:

1. Fill in this section if project is RESIDENTIAL

a. Type of development: Single Family _____
Two Family _____
Multi-family _____
Townhouse _____
Condominium _____

b. Number of structures _____ Height _____

c. Number of units: 1 bedroom _____
2 bedrooms _____
3 bedrooms _____
4 bedrooms _____ Total Units _____

d. Density bonus, if requested: _____

e. On site lighting (type, etc.): _____

2. Fill in this section if project is COMMERCIAL or INDUSTRIAL

a. Type(s) of land use _____

b. Floor area _____ Height of structure(s) _____

c. Describe major access points to the structures and the orientation to adjoining properties: _____

d. Number of on-site parking spaces provided _____

C. Project Characteristics:

1. Type of project _____
2. Type of facilities provided _____
3. Ultimate occupancy load _____
4. Hours of operation _____

5. Noise:

- a. Type of operations not in an enclosed building _____

- b. Extent of operations not in an enclosed building _____

- c. Is the project located in close proximity to noise sensitive land uses (schools, hospitals, residences and etc.)? _____ List sensitive use within a mile radius _____

6. Energy:

- a. Describe all the energy-consuming devices which are part of the proposed project and the type of energy used (air conditioning, electrical appliances, heating equipment, etc.) _____

- b. Indicate types of alternate energy sources proposed on-site, if any _____

7. Air Quality:

- a. If the project could result in the direct emission of any air pollutants (hydrocarbon, sulfur, dust, etc.), identify them _____

- b. Describe any air pollutant sources such as a freeway or land uses which could contribute significantly to air quality degradation, (heavy manufacturing, incinerators, etc.) near the project _____

- c. Provide the quantities of air pollutants to be emitted by the project, if known _____

- d. List any AQMD permits required or existing _____

- e. Indicate measures to reduce emissions of stationary sources _____

8. Hazardous Waste:

- a. List any storage of on-site hazardous waste _____

- b. List type of permits required _____

- c. How often is hazardous waste, etc. delivered to or removed from the site? _____

- d. Is on site reclamation or recycling done? Yes ___ No ___

9. Explosive Material

- a. Will highly flammable or potentially explosive material or substances be used or stored with the project site? Yes ___ No ___
- b. Please identify substance, amount to be stored, and method of storage _____

10. Recyclable Materials:

Does the use recycle or re-use water, materials, etc. as part of its operation? _____

11. Other Environmental Information:

List any other environmental information relative to this project: _____

CITY OF LANCASTER
44933 North Fern Avenue
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(661) 723-6100

PLANNING DEPARTMENT

MATERIALS RECEIPT
VARIANCE CHECKLIST

This form to be completed by the Planning Department:

- _____ Variance Application
- _____ Record Owners
- _____ Notarized Owner's Affidavit
- _____ Financial Interest Disclosure
- _____ Environmental Assessment Form (Initial Study)
- _____ Complete Legal Description (Separate Sheet)
- _____ Certified Property Owner's List Affidavit
- _____ Property Ownership List keyed to Map
- _____ Vicinity Owner's Mailing Labels (1 set)
- _____ Fee
- _____ Vicinity Ownership Map (500' radius in Urban /1500' radius in Rural Areas)
- _____ Land Use Vicinity Map (700' radius)
- _____ Vicinity Map (1 copy) without radius or ownership/land use information
- _____ Site Plan (30 copies) folded to 8" x 12"
- _____ Elevations (5 copies) folded to 8" x 12" (If applicable)

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application.

Case No.: _____

Received by: _____

Date: _____

Fees: See Fee Schedule

Submittal Hours: 8:00 a.m. to 5:00 p.m. (Monday through Thursday)
8:00 a.m. to 4:00 p.m. (Friday)