



ZV _____

ZONE VARIANCE

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :

PROJECT ADDRESS _____

ZONE CLASSIFICATION _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

REQUEST (USE THIS SPACE TO STATE EXACTLY WHAT USE IS INTENDED FOR THE PROPERTY WHICH DOES NOT CONFORM WITH ARCADIA MUNICIPAL CODE ZONING REGULATIONS).

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

PREREQUISITE CONDITIONS: (THE LAW REQUIRES THAT THE CONDITIONS SET FORTH BELOW BE CLEARLY ESTABLISHED BEFORE A ZONE VARIANCE CAN BE GRANTED.)

EXPLAIN IN DETAIL WHEREIN YOUR CASE CONFORMS TO THE FOLLOWING FOUR CONDITIONS:

1. There are special exceptional or extraordinary circumstances or conditions applicable to the subject property (e.g., location, shape, size, surroundings, topography, or other physical features) that do not apply generally to other properties in the vicinity under an identical zoning classification;
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2. Strict compliance with Development Code requirements would deprive the subject property of privileges enjoyed by other property in the vicinity and under an identical zoning classification;
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3. Granting the Variance would not:
 - a. Constitute a grant of special privileges inconsistent with the limitations on other properties in the same vicinity and zone in which the subject property is situated;
 - b. Be materially detrimental to the public health or general welfare or injurious to the property or improvements in the vicinity or zone in which the property is located; or
 - c. Adversely affect the General Plan;
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4. The requested Variance would not allow a use or activity that is not otherwise expressly authorized by the regulations governing the subject parcel.
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FILING REQUIREMENTS

Note: Incomplete applications will not be scheduled for public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until said information is provided and the application deemed complete. To ensure that your application package is ready for review, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Filing Fee in accordance with most recent fee schedule.
- Environmental Assessment fee
- In addition to the above fees, **two separate checks** in the amount of \$75.00 **each** payable to the Los Angeles County Recorder are required when the application is deemed complete by the Planner.

These fees are charged by the County for the filing of the "Public Hearing Notice/Notice of Intent" and "Notice of Determination/Certificate of Fee Exemption" for your project. Your project is not operative, vested or final until the handling fee is paid to the County and the documents are filed.

If your project is denied, the above mentioned check will be returned to you.

- A 300 foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a CD or flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.

- A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence
- Plans and Elevations: four (4) sets full size and one (1) reduced size copy at 11" x 17" and a digital copy in PDF format on a CD.

Plans must be drawn to scale showing all dimensions necessary to determine compliance with the Arcadia Municipal Code. i.e., parking spaces, driveway areas, landscape areas, building sizes, building heights, setbacks from all property lines and curbs of adjacent streets.

The following information shall be CLEARLY DELINEATED on all plans:

- a. Scale and North arrow.
 - b. Street addresses and Assessor's Identification Number(s) (AIN) of lot or lots proposed for development.
 - c. Size and location of lot or lots proposed for development with accurate dimensions.
 - d. Location and size of all proposed structures (new and/or existing).
 - e. Location, size and number of all parking stalls.
 - f. Location of all landscaped areas. Percentage of landscaping shall be identified.
 - g. All existing easements.
 - h. Zone category in which the lots exists.
 - i. Owner's name, and applicant's name and telephone number.
 - j. Architect's or designer's name and telephone number.
- Photographs of the property involved on a scale large enough to illustrate the subjects under discussion
 - Renderings, on a scale large enough to illustrate the subjects under discussion are always helpful and are suggested as exhibits with this application.

AFFIDAVIT

STATE OF
CALIFORNIA CITY OF
ARCADIA
COUNTY OF LOS ANGELES

I, _____ hereby certify that the
(print name)

attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Date: _____