

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. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity.

2. That the granting of such variance will not be materially detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity.

3. That such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by other property in the same zone and vicinity.

4. That the granting of such variance will not adversely affect the comprehensive General Plan.

NOTE: The Planning Commission is required by law to make a written finding of facts, based upon the information presented at the time of the public hearing, that beyond a reasonable doubt the four above enumerated conditions apply.

APPLICANT(S) VERIFICATION

I/We hereby certify (or declare) under penalty of perjury that the following information and attached ownership list are true and correct.

SIGNATURES:

Applicant Telephone No.

Address (including street, city, state and zip code)

Applicant (if more than one) Telephone No.

Address (including street, city, state and zip code)

Owner of Record (signature) Telephone No.

Address (including street, city, state and zip code)

Owner of Record (if more than one) Telephone No.

Address (including street, city, state and zip code)

NOTE: APPLICATION WILL NOT BE ACCEPTED WITHOUT THE OWNER'S SIGNATURE

FILING REQUIREMENTS AND INSTRUCTIONS WORKSHEET:

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.

Required Application Materials:

- Completed application form.
- Environmental Information form
- Filing fee of \$985-\$1435 (dependant on square footage of property)
- In addition to the filing fee, ***two separate checks*** in the amount of \$75.00 **each** payable to the Los Angeles County Recorder (required at the time of the filing).

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.

The 300 foot radius map accompanying the application must be a dark line print or ink tracing, correctly prepared. It must show each lot within 300 feet of the exterior boundaries of the property involved (including those lots within adjacent cities and county). Each lot must be consecutively numbered to correspond to the property owners list as explained below.

- Property owners/tenants/occupants list and labels of the subject property as well as all properties within the 300' radius.
 - a. The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office located at 1190 Durfee Avenue, South El Monte, CA 91733. A physical inspection of the properties may be necessary to determine the number of units.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, list, and mailing labels on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.
 - b. The property owners list should be typewritten and must include each owner's name, mailing address and property assessment identification numbers (AIN).
 - c. Each property owner's name on this list must be numbered to correspond with the numbering placed on the aforesaid radius map.
 - d. A self-sticking label must be provided by the applicant for each name on the property owners list, the name and mailing address of the applicant (also the owner of the property if different from the applicant), and the engineer/ architect if it is desired they receive copies of the public hearing notice.

- On a **separate** label sheet, provide 5 labels each for the property owner, applicant, architect and contractor.

* (list continued on next page)

- Preliminary Plans and Elevations (15 sets) - **MUST BE FOLDED** (Maximum size 8 1/2" by 14")
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 preliminary 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.
- One set of plans reduced to 8 1/2" x 11"
 - 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.

APPLICATION REVIEW PROCESS

STAFF REVIEW: Upon receipt in proper form, City Staff has 30 days to review the application and make their findings.

PUBLIC HEARING: This application requires a public hearing before the Planning Commission.

PROCESSING TIME: 2-4 months

APPEALS: The Planning Commission's decision may be appealed to the City Council (\$540 fee). Such an appeal must be submitted in writing and delivered to the Planning Offices within five working days of the decision.

EXPIRATION OF A ZONING VARIANCE: If for a period of 12 months, any authorization granted by a Zoning Variance is or has been unused, abandoned or discontinued, or any of the conditions of approval have not been complied with, the Zoning Variance shall become null and void.

EXTENSION OF A ZONING VARIANCE: A request for an extension of a Zoning Variance will be considered by the Planning Commission upon submittal of a written request and extension fee. Such a request maybe submitted by any interested person prior to the expiration of the Zoning Variance (\$105 fee).

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: _____

Application No.: _____

FOR OFFICE USE ONLY

- COMPLETED APP. SIGNATURES REDUCED PLANS
- PLANS & ELEV. RADIUS MAP 2 \$75 CHECKS (L.A. COUNTY RECORDER)
- LABELS INCLUDING 1 FOR ALL INTERESTED PARTIES
- LABELS FOR APPLICANT, OWNER, ENGINEER, ARCHITECT 5 SETS

Received by _____ Receipt No. _____ Date _____