

ZONING VARIANCE FILING INSTRUCTIONS

A. General Information:

1. When applying for a Variance keep in mind that approval of a variance follows the applicant. Therefore, if an occupant files a Variance and terminates their lease then the new occupant shall be required to apply for a new Variance. However, if the owner of the property applies for the same Variance a change in occupancy will not require the owner to reapply.
2. The attached material has been prepared to assist persons interested in filing for a Variance.
3. After an application is submitted to the Department of Community Services it is thoroughly checked for accuracy and completeness. An incomplete application will not be scheduled for public hearing and will be returned to the applicant.
4. **PLEASE NOTE** that the act of filing for a Variance does not in any way presume approval by the City. The City will evaluate all evidence submitted by the applicant, proponents, and opponents prior to reaching a decision based on criteria contained in the Vernon Municipal Code.

B. Required Material for Filing (see attachments):

1. **APPLICATION FOR VARIANCE**
2. **RADIUS MAPS** – three (3) prints suitable for reproduction, of a map showing all properties within a radius of 300' feet from the exterior boundaries of the subject property described in the application.
3. **PROPERTY OWNERS LIST** – one (1) typed list of all property owners (including addresses and zip codes) shown on the latest available Los Angeles County Tax Assessor's Roll as owning property within a 300' foot radius from the exterior boundaries of the subject property described in the application. Said property owners list shall be keyed to the prepared radius map.
4. **PROPERTY OWNERS LIST STATEMENT** – to be completed by the persons who prepared the Property Owners List and the application. The statement must be **NOTARIZED**.
5. **DEVELOPMENT/PLOT PLANS** – three (3) prints of a detailed Development/Plot Plan showing all existing and/or proposed improvements on the property. See attached "*Check List for Preparation of Development/Plot Plans*" for detailed requirements.

C. Filing Fees:

1. Filing fee for Variance is **\$2,000.00**

D. Purpose and Intent of a Variance:

1. Variance or exceptions from the terms of the Zoning Ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

Any variance granted shall be subject to such conditions that will assure the adjustment authorized does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone.

A variance shall not be granted for a parcel of property, which authorizes a use, or activity, which is not otherwise expressly authorized by the zone regulations governing the parcel of property except where the provisions of this ordinance allow a conditional use permit to be granted for, specified uses.

E. Attachments:

1. Application for Variance
2. Radius Map Sample and Instructions.
3. Property Owners List Statement
4. Check List for Preparation of Development/Plot Plans.

City of Vernon, Department of Community Services
4305 Santa Fe Avenue, Vernon, CA 90058 (323) 583-8811

ZONING VARIANCE APPLICATION

Application is hereby made to the City of Vernon, petitioning for a variance for the following described property:

Legal description (give exact legal description): _____

General location (give street address): _____

Name of Applicant(s): _____
(Print or Type name of business)

Mailing address: _____
Phone# _____

Record Owner(s) of property: _____
(Name)

Mailing address: _____
Phone# _____

Property Owner(s) representative: _____
(Name)

Mailing address: _____
Phone# _____

Relationship to Owner(s): Engineer Contractor Attorney Purchaser Lessee _____
: Written consent of owner(s) must be attached.

Present use of property: _____ Present Zoning: _____

Proposed use of property: _____

How long has owner(s) held title to this property? _____

Are there any easements controlling the use of this property? Yes No
If yes, describe _____

Expiration date: _____

Are there any private or deed restrictions controlling the use of this property? Yes No
If yes, describe _____

Variance applied for (described in detail the nature and purpose of this request for which the premises are to be used) attach additional sheet(s) if necessary: _____

NOTICE TO APPLICANT: In the variance procedure it shall be shown that the following five (5) conditions exist in reference to the property being considered. The applicant should answer the following statements. If you have difficulty finding reasonable answers to the statements contained in this application it may be an indication that your request has insufficient factors to justify approval. (Attach additional sheet(s) if necessary.

1. **That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not generally applicable to other lands, structures, or buildings in the same vicinity and zone:** _____

2. **That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same vicinity and zone in which the property is located, under the terms of this chapter:** _____

3. **That the special conditions and circumstances do not result from actions of the applicant:** _____

4. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Chapter to other lands, structures, or buildings in the same vicinity and zone in which the property is located: _____

5. That the granting of such variance will be in harmony and not adversely affect the Comprehensive General Plan: _____

NOTE:

Non-conforming use of neighboring lands, structures, or buildings shall not be considered grounds for the issuance of a variance.

Is the required site and design plot plans showing the area covered in the legal description and all existing and proposed improvements attached? Yes No

Are the required three (3) area maps attached? Yes No

Is there a certified list attached of names and mailing addresses of all property owners within 300' of the exterior boundaries of the property in this application? Yes No

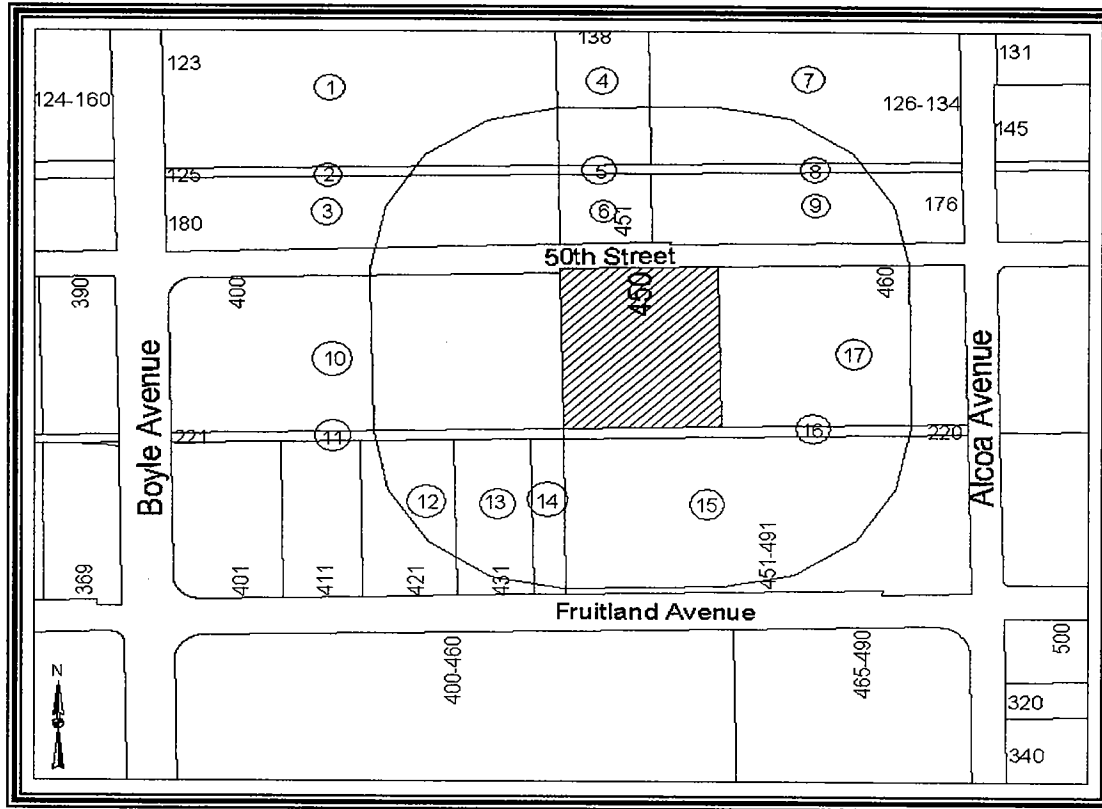
Is the required fee enclosed? Yes No

Make check or money order payable to: City of Vernon.

I declare under penalty of perjury that to the best of my knowledge and belief the foregoing is true, complete, and accurate.

Signed: _____ Date: _____
Property owner(s) or Owner(s) representative

Instructions for preparing radius maps for zoning case applications in the City of Vernon



The following information is required for all radius maps:

1. Prepare the map to a scale of 1"=100'. Show all properties within a 300-foot radius from the exterior boundaries of the subject property. This map shall include information shown on the sample map, including:
 - 1) Streets
 - 2) Street Names
 - 3) Lot Lines
 - 4) Street Address
2. Locate subject property and crosshatch as shown on sample map.
3. Draw a 300-foot radius from each corner of subject property.
4. Mark each property within the 300-foot radius with a number in a circle as shown on sample map. These numbers must correspond to the names on the required property owners list prepared from the tax roll.
5. Show a North Point

PROPERTY OWNERS LIST STATEMENT

The undersigned has duly prepared the attached "Property Owners List". The list includes all of the names, and respective addresses, of persons being owners of property any part of which is within 300 feet of the outer boundaries of the property in subject zoning case. This information is to be obtained from the latest available Los Angeles County Tax Assessment Roll.

This list was prepared on _____ from the Tax Roll maintained at _____
(Name and Location of office)

It is understood that the accuracy and completeness of this list is the responsibility of the applicant.

Signed: _____
(Person who prepared list)

On this _____ day of _____ 20____, before me the undersigned, a Notary Public in and for said County and State personally appeared _____ known to me, or proven to me to be the person that executed the within instrument.

WITNESS my hand and official seal.

Notary Public in and for said County and State

My commission expires: _____

Signed: _____
(Applicant)

CHECKLIST FOR PREPARATION OF DEVELOPMENT/PLOT PLANS

NOTE: Show all of the following data in detail on the Development/Plot Plans submitted.

1. Site address, north arrow and scale (no less than 1"=30').
2. Overall dimensions of the entire property.
3. Location, by dimension, and proper labeling of all:
 - a) Buildings (existing and proposed);
 - b) Parking and loading areas, including layout and size of parking stalls and maneuvering areas;
 - c) Driveways, alleys and access ways, including entrances to and from public streets;
 - d) Site drainage;
 - e) All existing or proposed public or private easements;
 - f) Floor plan if applicable of the buildings or buildings showing interior features affected by the variance;
 - g) Circulation plan, if the applicable requests variation of parking, loading or related features, showing the location and width of ingress and egress points to the site, the location and dimensions and turning radius of all parking and loading areas.