

## 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.

**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**: \_\_\_\_\_

