



## **RESIDENTIAL PROPERTIES**

### Variance Submittal Checklist

The following materials are required at minimum in order to submit a Variance application. Additional materials may be required by the Planning and Building Director or their Designee depending on the complexity of the project.

**PLANNING APPLICATION FORM**

**SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**

- Email Plans to [planning@townofrossca.gov](mailto:planning@townofrossca.gov)

**VARIANCE JUSTIFICATION STATEMENT** - Include:

- Title the specific zoning provisions and/or requirements for which the variance is requested.
- List the special conditions, circumstances or physical characteristics of the subject property, building or structure that prevent compliance with the specified zoning provisions and/or requirements.
- Explain the special circumstances that prevent conformance to pertinent zoning regulations.
- Explain why the project is needed to enjoy substantial property rights.
- Explain why the variance will not be harmful to or incompatible with other nearby properties.

**TITLE SHEET** - Include:

- Title block with the project name, address, assessor's parcel number and contact information
- Project description with a proposed scope of work
- Vicinity map with north arrow, project location and major cross streets, percent slope
- Data table with the general plan designation, zoning district, lot size, as well as the existing and proposed total floor area, building height, existing and, and number of parking spaces

**SITE PLAN** - Show:

- Property boundaries and dimensions
- Footprints, dimensions and setbacks of existing/proposed structures, decks, pools and patios
- Slope and direction of existing/proposed roofs
- Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
- Existing/proposed trash enclosures and storage areas
- Existing/proposed fences and fence heights
- Existing/proposed mechanical equipment, pool equipment
- Easements and waterways, if any

**SITE TOPOGRAPHY SURVEY** – Show:

- Five-foot contour intervals
- All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown
- Properties containing a creek (perennial, intermittent or ephemeral), show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek

**SITE BOUNDARY SURVEY** – Must be prepared and signed by a licensed surveyor. Survey shall show all property lines, boundaries, right-of-way, easements, location of structures and other improvements.

- **GRADING PLAN** - If the project involves more than 50 cubic yards of soil disturbance, provide a grading plan and erosion soil control plan prepared by a licensed surveyor, architect or engineer. Include a summary table of all proposed excavation, fill, and off-haul volumes.