



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**
12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

VARIANCE SUBMITTAL REQUIREMENTS

1) INTRODUCTION

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Variance Application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

2) REQUIRED SUBMITTAL INFORMATION

- A.** A completed and signed ***General Planning Application***.
- B.** The ***Variance Application Fee*** (See Fee Schedule).
- C.** A completed and signed ***Discretionary Planning Project Categorization Checklist***.
- D.** A completed and signed ***Party Disclosure Form***.
- E.** A completed and signed ***Environmental Information Form***.
- F. *Public Hearing Information:***
 - 1) Provide a property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved in this Variance Application (see format in attached example). A minimum of two (2) sets of typed, gummed, mailing labels on 8-1/2" x 11" sheets must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List may be obtained at *1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1701)*. A title company can also prepare this information if you are unfamiliar with preparing public hearing notice information.
 - 2) Provide a copy of each page of the latest Los Angeles County Equalized Tax Roll List from which the legal property owner's names and addresses were derived. In addition, highlight each property owner that will be noticed from each page.

- 3) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet (300') of the subject property/properties that are a part of this Variance Application (see attached example).
- G.** A completed ***Project Narrative Questionnaire*** signed by the project developer/sponsor (see attached form).
- H.** Provide two (2) copies of the ***Title Report*** for the subject property/properties that are a part of this Variance Application.
- I.** A detailed ***Site Plan*** that illustrates the following information:
- 1) The property owner's/project sponsor's name address and phone number on each plan sheet.
 - 2) The project address on each plan sheet.
 - 3) The scale that your plans were drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
 - 4) Provide a north arrow on your plans.
 - 5) All legal property lines and lot dimensions.
 - 6) The total gross square footage of the property/properties involved with this Variance Application.
 - 7) All new and existing building setbacks from the front, side, and rear property lines.
 - 8) Specify the distance between all existing and/or new on-site buildings/structures.
 - 9) Provide a footprint of the adjacent buildings and structures located on the properties immediately contiguous to the proposed development.
 - 10) All on-site landscape planters, including their respective widths and depths. (For commercial, industrial and multi-family projects only.)
 - 11) The location, length, width and type of easements on the property (if any).
 - 12) All proposed street dedications and improvements (if any).
 - 13) All new and/or existing vehicular curb cuts (driveway aprons) to the property.
 - 14) All new and existing off-street parking and loading areas on the property. Be sure to include any compact parking spaces. In addition, specify the typical lengths and widths of all on-site parking stalls. (For commercial, industrial and multi-family projects only.)
 - 15) Specify the total number of on-site parking spaces provided on the property versus the number of on-site parking spaces required by the City of Norwalk Municipal Code.
 - 16) Illustrate and dimension all on-site vehicular drive aisles and show the internal circulation pattern for both pedestrians and vehicles. (For commercial, industrial and multi-family projects only.)
 - 17) The location, height, and type of all new/existing on-site walls and fences.
- J.** For all variance requests involving the construction of a new building or room addition, provide a fully dimensioned ***Floor Plan*** that illustrates the following information:
- 1) The proposed use of each new room within the building.
 - 2) The length, width and total gross square footage of each new room.
 - 3) For additions, illustrate the interface between the new room and the existing building.
 - 4) Provide a legend that identifies all existing, new and demolished interior walls, doors and windows.
 - 5) The total gross square footage of the new building or addition.

- K. Detailed **Elevations** for all new exterior construction that illustrates the following:
 - 1) The maximum height of the building/structure from finished grade.
 - 2) All exterior wall and trim colors. Include the specific color number and the company that manufactures the proposed color(s).
 - 3) All exterior wall cladding (i.e., stucco, brick, wood siding, etc.) and roofing material.
 - 4) Illustrate the existing portion of the building/structure that is being added to for all new building additions. In addition, delineate the existing and new construction.

- L. Los Angeles County Fire Department 's **Initial Plan Check** submittal requirements:
 - 1) A vicinity map showing the subject property with distance (in feet) from the nearest cross street.
 - 2) Type of construction (as identified in the Uniform Building Code).
 - 3) Occupancy code classification (as identified in the Uniform Building Code).
 - 4) Specify the square footage for each floor of the building and the total number of floors.
 - 5) Show all existing public fire hydrants within three hundred feet (300') of all property lines. Include size of barrel and hydrant outlets. (i.e. 6x4x21/2 or 4x21/2)
 - 6) A properly completed fire flow availability form (Form #196).

- M. Provide **Twelve (12) Sets of Plans** that incorporate all of the applicable information stated above.

- N. **Special Requirements** (if known prior to the initial project submittal):



VARIANCE NARRATIVE QUESTIONNAIRE

Please complete the entire application with detailed responses. Please include additional sheets to answer each question, if necessary. All answers must be typed or neatly printed.

1. Explain the necessity for the proposed variance.

2. Why do you believe there are exceptional or extraordinary circumstances or conditions applicable to your property that do not generally apply to the other properties located within the same zoning classification and surrounding neighborhood?

3. How does the proposed variance afford you a particular property right that is legally enjoyed by other properties located within the same zoning classification and surrounding neighborhood but denied to your property? Provide detailed examples to justify your answer.

4. Why do you believe the granting of the proposed variance will not be materially detrimental to the public welfare or injurious to the property or improvements within your property's zoning classification and surrounding neighborhood?

5. Explain why you believe there are special circumstances applicable to your property (due to its size, shape, topography, location, surroundings, etc.) that prohibit the same level of developability as other properties located within the same zoning classification and surrounding neighborhood, particularly when the strict application of the City's Zoning Code is applied to the development of your property. Provide detailed examples to justify your answer.

6. Explain why you believe the proposed variance will not constitute the granting of a special privilege inconsistent with the limitations on other properties classified in the same zone and surrounding neighborhood as your property.

7. Explain why the proposed variance is not a "self-induced hardship." Is the proposed variance based on a physical limitation or constraint to the property that is beyond your control or is the variance being requested because of the desire to develop the property in a preferential manner, despite the ability to physically design the project to meet all minimum required development standards?

8. Explain why the Variance will be an incentive to and a benefit for, the non-residential development. (For parking variances only).

9. How does the proposed variance facilitate access to the nonresidential development by patrons of public transit facilities, particularly guideway facilities? (For parking variances only.)

CERTIFICATION

I certify the forgoing responses are true and correct to the best of my knowledge and belief.

Name

Signature

Date