



APPLICATION REQUIREMENTS FOR A VARIANCE OR SUBDIVISION EXCEPTION

Variance: Planning Commission consideration of a request for a variance to the yard, height, coverage and/or area regulations of the zoning ordinance.

Subdivision Exception: Exceptions to requirements of the subdivision ordinance are allowed when both of the following conditions are found to exist. 1. That because of special circumstances applicable to the subdivision, including size, shape, topography, location or surroundings, the literal application of the subdivision ordinance would deprive the subdivision of privileges enjoyed by other properties in the vicinity; or, 2. That under the circumstances of a particular case granting the exceptions, rather than the sections at issue in the subdivision ordinance, actually carries out the intent of the ordinance.

APPLICATION REQUIREMENTS:

- ☐ Required processing fee.
- ☐ Required processing deposit for environmental review under the California Environmental Quality Act (CEQA).
- ☐ Planning Application Cover Page
- ☐ 8 copies of a Site Plan, drawn to scale at 1/8"=1' minimum, to include the following information:
 - ☐ Applicant's name, address, and phone number
 - ☐ Vicinity map showing an overview of the project location in Marina
 - ☐ North Arrow and Scale
 - ☐ Assessor's Parcel Number(s) of the project site
 - ☐ Property lines and dimensions of the site and surrounding properties
 - ☐ Existing easements
 - ☐ Dimensions of all existing structures, parking areas, driveways, fences, walls, etc.
 - ☐ Required building setbacks (rear, front, and side) clearly identified
 - ☐ Variance requests clearly identified
 - ☐ Street names and streets adjoining the property
- ☐ Other plans that the Community Development Director determines as necessary to review the project, such as elevations, floor plans, and details. Please contact the Planning Department to determine if additional plans will be required.
- ☐ Project Description form
- ☐ Statement of need for variance indicating:
 - ☐ The special circumstances applicable to subject property, including size, shape, topography, location or surroundings that warrant the variance.
 - ☐ Why the grant of a variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated.
- ☐ Environmental Information form

.For Subdivision Exception:

Subdivision Section number(s) and description of the standard for which the exception is being requested:_____

Explain why the proposed exception is necessary:_____

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.