



## INSTRUCTIONS FOR VARIANCE APPLICATIONS

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### General Information

Variances are granted where special circumstances of a piece of property (such as size, slope, topography, location or surroundings) deprive the property of privileges enjoyed by other properties in the area in an identical zoning district. Variances may not be granted to allow a self-imposed hardship or a use inconsistent with the provisions of the zoning district.

Before submitting an application, the applicant is requested to discuss all questions about application requirements and City procedures with Planning Division staff.

### Environmental Review

A Variance Application may be processed only after the environmental review has been completed in accordance with the Galt Development Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Planning Division.

### Information to be Submitted by Applicant

- \_\_\_ 1. Completed Application Form
- \_\_\_ 2. Fees as required pursuant current Fee Schedule. Contact the Planning Division.
- \_\_\_ 3. 25 11" x 17" copies of each sheet of the required plans (**FOLDED to 8 1/2" x 11"**), showing the following information:
  - \_\_\_ A. Vicinity Map.
  - \_\_\_ B. All plans must be drawn to scale, dimensioned and have all the following items (existing and proposed) clearly and accurately located and labeled.
    - \_\_\_ 1) Title block with applicant, agent, engineer/surveyor/architect address, email and phone numbers
    - \_\_\_ 2) Summary legend describing project information including zoning, lot size, etc.
    - \_\_\_ 3) Property lines
    - \_\_\_ 4) Structures (including uses)
    - \_\_\_ 5) Abutting streets and street widths
    - \_\_\_ 6) Off-street parking spaces (numbered), including handicapped parking
    - \_\_\_ 7) All utilities & easements (i.e., sewer, water, drainage, electric, gas) including widths & purposes
    - \_\_\_ 8) Existing site features, including trees over 6-inch diameter, breast high (show size/species)
    - \_\_\_ 9) Signs (existing and proposed)
    - \_\_\_ 10) Fences/walls/trash collection areas
    - \_\_\_ 11) Exterior lighting
    - \_\_\_ 12) Preliminary landscaping to include trees and major planting areas (specific materials, sizes, and numbers to be part of final detailed plans following approval)

- \_\_\_ 13) Buildings (existing and proposed)
- \_\_\_ 14) Height of all existing and proposed structures
- \_\_\_ 15) Exterior building materials (labeled).
- \_\_\_ 16) Colors (all exterior surfaces and materials)
- \_\_\_ 17) Mechanical equipment and appurtenances including roof units, air conditioners, gas and water meters, and electrical boxes if known.

You may be required to provide additional information that relates to special, unusual, or specific circumstances as discussed with Planning staff:

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### **Findings of Fact**

Note that in addition to the items listed above, the applicant must include a statement of Finding of Fact addressing the following points. In order to recommend approval of the Variance request, **ALL** of the Findings of Fact must be addressed.

1. That there are special circumstances applicable to the subject property or to the intended use, which do not generally apply to other property in the same vicinity and under identical zone classification.

*Note: these relate to size, slope, etc., and there must be a showing of uniqueness of the subject property. The special circumstances must relate to the property; the owners' financial condition is irrelevant unless a hardship is directly caused by the unique physical characteristics of the property. Any hardship or condition self-imposed by action of the owner is not acceptable grounds for a variance.*

2. That the special circumstances relate to the property or use, not the financial or other personal condition of the applicant, nor to any self-imposed condition on the property that is the result of actions taken by the present owner or his predecessor.

3. That the granting of a variance shall not constitute a grant of special privilege inconsistent with the limitations upon other property in the vicinity and same zone classification.

*Note: It must be shown that the variance alleviates a hardship unique to the subject property, and not suffered by others in the area. The variance must not allow what other properties in the area and zone are not allowed.*

4. That the results would not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

*Note: This finding addresses all potential aesthetic, environmental, service, or other impacts on people and property in the vicinity or City as a whole.*

**Note:** Submittal of an application does **NOT** imply application acceptance. The staff will review the application and materials which will be deemed complete and accepted **ONLY** if all required items have been included.