



CITY OF ISLETON PLANNING DEPARTMENT VARIANCE PERMIT APPLICATION CHECKLIST

TO APPLICANTS: The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your proposal or individual application. If you are not sure, ask staff. **Planning Staff will use a copy of this list to check your application for completeness after it is submitted.** If your application is not complete, or information is omitted, then a copy of the list will be returned to you marked according to the legend at the end. This may prevent or delay processing your application. If submitting blueprints, Planning Staff encourages that you submit one copy of the plans to allow for application completeness check and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

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When a variance permit application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City Conditional Use Permit review process.

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APPLICATION NUMBER: _____

- A. **Planning Application Form** complete and signed.
 - 1. Copy of a preliminary title report (legal property description and legal property owner) prepared within 90 days.
 - 2. Pursuant to Section 1803(4) of the Isleton Municipal Code, a Statement of the precise nature of the variance requested and why approval is necessary under the purposes described in Section 2101, together with any other data pertinent to the findings prerequisite to the granting of variance prescribed in section 1806 of the Isleton Municipal Code.
- B. **Base Application Fee:** In accordance with the City's Planning Fee Schedule.
- C. **Site Plan:** One copy reduced to 8-1/2" x 11".
- D. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12". fan-folded to 9" x 12" and including:

1. Project Site Plan drawn to scale and indicating dimensioned property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways; ; trash enclosures; the location, type and trunk diameter, and status (e.g. to be saved, removed, relocated) trees on the site; indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site, and a vicinity map showing the location of the project in relation to major city streets (Recommend using a City street map to identify location).

2. Statistics and Descriptive Information, including:
 - (a) The zoning and current uses of the site and adjacent properties.
 - (b) The square footage of the project site.
 - (c) A calculation of the number of parking spaces required and provided.
 - (d) The area of the site to be covered by buildings and paved surfaces.
 - (e) Square footage of planted areas.

3. Any additional information applicable to the request for variance, such as structure height, topographic maps, that might help in supporting findings to approve this application.

Additional Staff Comments: _____

Received By: _____

Checked By: _____

Date Received: _____

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