



# CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

## Variance Application Checklist

*The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.*

1.  **Application Form.** Attached to this packet.
2.  **Application Fee:** \$740.
3.  **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4.  **An Assessor's Parcel map** showing all properties within 300 feet of the subject property. *State law requires that all property owners within 300 feet of a Conditional Use Permit be notified of the public hearing for the permit. This information is available at the Tulare County Assessor's Office (733-6361)*
5.  **One set of stick-on address labels** for all property owners within 300 feet of subject property. *Staff will use these labels to mail notice of the public hearing to neighboring property owners.*
6.  **Fifteen (15) prints of a map.** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. (PDF version shall also be emailed to [tristan@weplancities.com](mailto:tristan@weplancities.com), [sonéal@exetercityhall.com](mailto:sonéal@exetercityhall.com), and [hrobello@exetercityhall.com](mailto:hrobello@exetercityhall.com)) **The site plan must show the following information:**
  - Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.
  - Buildings and Structures.** Location, size, height and proposed use.
  - Yards** and spaces between buildings
  - Walls and fences:** show location, height and materials.
  - Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.
  - Signs,** including location, size, height and type of illumination.
  - Lighting,** including location and general nature - indicate any hooding devices
  - Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.

[ ] **Landscaping**, including location and plant types, and irrigation equipment.

[ ] Such other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project.

## **FINDINGS**

**To grant a Variance, the Planning Commission must be able to make five “findings” (below) with regard to the project. Explain in detail how the project complies with the following findings:**

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this title:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. That the granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity:



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**APPLICATION NUMBER:** Clerk Use Only

## Variance Application

*Please type or print clearly in ink. Incomplete applications will be returned.*

*The application will not be processed until the fees and any applicable address labels have been received by the City.*

*If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.*

**Applicant**

**Applicant No. 2**  
**(if more than one applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner**  
 (if different from applicant)

**Agent**  
 (engineer/surveyor)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Address or legal description: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Existing use of project site: \_\_\_\_\_

\_\_\_\_\_

What is the General Plan designation? \_\_\_\_\_

\_\_\_\_\_

What is the proposed use(s) of the site: \_\_\_\_\_

What is the zoning classification on the site: \_\_\_\_\_

How many acres are involved: \_\_\_\_\_

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
 Owner/Applicant Date

\_\_\_\_\_  
 Agent Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name